

SOCIAL SERVICE SUMMARY -

Application Type	☐ Standard Social Service		
Operating Agency	Catholic Charities Maine		
Program Name	Immigration Legal Services (ILS) Program		
Funds Requested	\$126,238.00		
Program Summary			
Imperative to the City of Portland's long range community strategy, the Immigration Legal Services (ILS) program, provided by Catholic Charities Maine's (CCM's) Refugee Immigration Services (RIS) in partnership with the Immigrant Legal Advocacy Project (ILAP), promotes a legal pathway to employment, financial security, and stability of immigrants by providing affordable, accredited immigration legal services and education. ILS serves low-income, Portland area immigrants (refugees, asylum-seekers, asylees and others). "Immigrants" refers to all groups. We provide certainty and stability to immigrants by helping them understand and navigate their status within the U.S. immigration legal system. This allows them to make decisions in the critical areas of employment and housing, strengthening a community of engaged stakeholders who are invested in the economic and civic development of Portland and can ultimately move from the temporary shelters to more secure housing.			
HUD National Objective	Low and Moderate Income Clientele (LMC)		
	Will this serve a population HUD presumes to be low income? Yes		
	Service area (if applicable):		
HUD Program Objective	Creating Economic Opportunity		
Primary Goal	Economic Opportunity: Create economic opportunities to transition people out of poverty		
Beneficiaries/ Clients Served			
Client Description	The ILS Program serves low-income, Portland area immigrants (such as refugees, asylum-seekers, asylees and others).		
Number of Clients Served	540		
Number of LMI Portlanders	540		
LMI Portland Percentage	100.00%		
Units of Service			
Type of Unit of Service	One hour of legal services encompasses staff time and administrative expenses		
Number of Units Provided	2,367		
Cost per Unit of Service	\$53.33		
Outcomes			
1. Increased number of Portland immigrants can obtain legal services and therefore residence, employment, and citizenship. 2. Improved accessible opportunities for Portland immigrants to obtain legal education on US immigration law and policies.			
Budget			
\$126,238.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)		
\$227,735.00	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)		
55%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]		
Leveraged Funds			
\$	Federal	\$	Other grants
\$	State	\$	Endowment
\$	County	\$	Private Funds

A. Agency Information

Completed by toconnor@ccmaine.org on 11/13/2023 12:14 PM

Case Id: 30448

Name: Catholic Charities Maine - 2024

Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Catholic Charities Maine

A.2. Mailing Address

PO Box 10660 Portland, ME 04104-6060

A.3. Federal ID Number

01-0280225

A.4. Unique Entity Identifier- [SAM.GOV](https://sam.gov)

WAMRXTN53UH6

APPLICATION POINT OF CONTACT

A.5. First Name

Triona

A.6. Last Name

O'Connor

A.7. Phone

(207) 904-1316

A.8. Email

toconnor@ccmaine.org

EXECUTIVE DIRECTOR

A.9. First Name

Stephen

A.10. Last Name

Letourneau

A.11. Phone

(207) 904-1311

A.12. Email

sletourneau@ccmaine.org

PROJECT DIRECTOR

A.13. First Name

Carolyn

A.14. Last Name

Graney

A.15. Phone

(207) 871-8550

A.16. Email

cgraney@ccmaine.org

FINANCIAL DIRECTOR

A.17. First Name

Reed

A.18. Last Name

Westgate

A.19. Phone

(207) 904-1310

A.20. Email

rwestgate@ccmaine.org

B. Project Information

Completed by jwinschel@ccmaine.org on 11/21/2023 9:16 AM

Case Id: 30448

Name: Catholic Charities Maine - 2024

Address: *No Address Assigned

B. Project Information

Please provide the following information.

B.1. Program Name

Immigration Legal Services (ILS) Program

B.2. Primary Address Services Are Delivered

80 Sherman Street Portland, ME 04101

Are there additional service address?

Yes

Enter additional service addresses:

Street Address	City	State	Zip Code
ILAP, 489 Congress St	Portland	ME	04101

B.3. HUD National Objective

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

- **Low to Moderate Income Limited Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% of the beneficiaries of the activity qualify as LMI persons earning less than 80% of the area median income as defined in the table above. To qualify each individual must establish, by means of financial information on household size and income, that at least 51% of the clientele are persons whose household income does not exceed the LMI limit.
There are certain populations that HUD presumes to be low to moderate income. For programs serving these populations income data does not need to be collected, however race and ethnicity do. Populations include abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS, and migrant farm workers.
- **Low to Moderate Income Area Benefit (LMA):** an activity, which is available to benefit all the residents of an area qualifying under HUD guidelines. HUD has identified neighborhoods eligible to receive CDBG funding based on income data provided by the census and American Community Survey. The eligible areas are shown on the map below and also include Cliff Island, plus Portland Housing Authority. The map can also be found online at: [CDBG Eligible Areas](#)

Indicate which National Objective this program activity will address:

Low and Moderate Income Clientele (LMC)

B.3.A. 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?

Yes

B.3.B. Please check the appropriate populations

- ☐ Abused Children
- ☐ Elderly Persons
- ☐ Battered Spouses
- ☒ Homeless Persons
- ☐ Illiterate Adults
- ☐ Severely Disabled Adults
- ☐ Persons Living with AIDS
- ☐ Migrant Farm Workers

B.4. HUD Program Objectives

Indicate which HUD program objective this program will address:

Creating Economic Opportunity

B.5. Priority Impact Level

The City of Portland CDGB Goals and Priorities:

- **Neighborhood Investment and Infrastructure-** Create strong, safe, accessible and vibrant neighborhoods- Invest in infrastructure to improve neighborhood assets and build strong, safe, accessible and vibrant neighborhoods. Improve accessibility through ADA compliance. Build sidewalks and trails to improve connectivity, increase the use of bicycles as a mode of transportation, and redevelop streetscapes to create shared streets for cars, bikes, and pedestrians that integrate with the fabric of the neighborhood. Support programs that increase safety in neighborhoods for residents and visitors. Invest in programs and services that address the specific needs of members of the community. Encourage programs that build a sense of inclusiveness, safety, and security within individual neighborhoods.
- **Housing Availability-Increase housing availability and affordability-** Increase housing availability and affordability to all Portland residents regardless of income, race, ethnicity, and family size. Encourage housing development by removing barriers to traditional urban housing types while ensuring the inclusion of workforce housing in significant development projects.
- **Economic Opportunity-** Create economic opportunities to transition people out of poverty- Invest in Portland businesses to enable them to expand to create jobs. Invest in persons wanting to create microenterprises. Engage job seekers in a continuum of services to increase their professional capacity, financial stability, and ability to maintain employment. Focus on difficult to employ populations including homeless, new Americans and single parent head of households. Combine resources and build partnerships between public and private entities to provide opportunities to transition Portland residents out of poverty to sustainable employment and financial stability.
- **Address the Needs of the Growing Homeless Population-** Prevent and reduce homelessness - Prevent individuals and families from becoming homeless and entering into the shelter system. Rapidly rehouse those who enter the shelter system. Provide necessary resources to assist vulnerable population's transition out of homelessness, including housing opportunities for chronically homeless or long-term stayers at homeless shelters.
- For more detailed information, please review the [Needs-Goals-Priorities Table](#)

Indicate the primary goal your program or project addresses:

Economic Opportunity: Create economic opportunities to transition people out of poverty

Printed By: Rowen McAllister on 12/21/2023

B.6. Beneficiaries

B.6.A. Describe the beneficiaries or clients served by the program.

The ILS Program serves low-income, Portland area immigrants (such as refugees, asylum-seekers, asylees and others). Henceforth, "immigrants" refers to all groups. Most immigrant clients are low income, many are homeless, and the majority are families with young children who do not speak English. Other beneficiaries are elderly, that may have disabilities and also struggle with the English language.

B.6.B. How many will be served by the proposed program? (unduplicated -per year)

540

B.6.C. How many are low to moderate income residents of Portland?

[FY 2024 HUD Low to Moderate Income Guidelines for Portland, Maine](#)

540

B.6.D. What percentage of total clients are low to moderate income residents of Portland?

100.00%

B.7. Units of Service - The CDBG program will provide quarterly reimbursements for the lesser of either your quarterly expenditures or your total cost of units of service for the quarter. The instructions below identify how your cost per unit of service should be calculated. If you would like to propose an alternate cost per unit of service, please do so in the space below.

B.7.A. Describe the type of unit of service provided by the program.

One hour of legal services encompasses staff time and administrative expenses

B.7.B. How many units of service will be provided by the program?

2,367

B.7.C. What is the cost per unit of service? (Please calculate this using requested CDBG funds divided by the number of units)

\$53.33

Do you have an alternate cost per unit of service to propose? If so, explain how it is calculated and why an alternate calculation is required for your organization. (A determination on final cost per unit of service will be made if funds are awarded.)

No

B.7.D. What percentage of the total budget is CDBG?

55.00%

B.8. Program Objectives and Outcomes

B.8.A. Program Objectives

1. ILS expands affordable, high quality immigration legal services for Portland immigrants seeking a path to employment and permanent status
2. Solidify and deepen partnership between CCM and ILAP to reach more people in need

B.8.B. Program Outcomes

1. Increased number of Portland immigrants can obtain legal services and therefore residence, employment, and

citizenship.

2. Improved accessible opportunities for Portland immigrants to obtain legal education on US immigration law and policies.

B.9. Employees

Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	2.1
How many employees will be employed in this program if it receives CDBG funding?	2.6
How many employees will be employed in this program if it does not receive CDBG funding?	1.6

B.10. Documentation

B.10A. How will the beneficiaries' information be collected and documented?

Information is collected through individual client intake sessions, ongoing consultations, and forms, whereby data is compiled and analyzed. CCM has centralized their intakes to systematically gather demographic data for each client at the first point of contact.

ILAP has updated intake forms to track CDBG-funded clients and referrals that contribute to CMM/CDBG reports.

B.10B. How will the units of service be tracked and documented?

CCM and ILAP have robust data gathering /reporting systems.

- CCM gathers client data and tracks service provision (services and units) and outcomes in a detailed spreadsheet format.

- ILAP uses Legal Server, a case management software to track client and program data.

B.10C. How will the outcomes be measured, collected, and documented?

CCM maintains a centralized tool with detailed demographic and case tracking data, including outcomes.

ILAP collects client and case information including contact information and income qualifications in its case management program and can run reports through its database.

C. Narrative

Completed by toconnor@ccmaine.org on 11/18/2023 7:39 AM

Case Id: 30448

Name: Catholic Charities Maine - 2024

Address: *No Address Assigned

C. Narrative

Please provide the following information.

C.1. Program Description

Describe the Program being proposed.

Imperative to the City of Portland's long range community strategy, the Immigration Legal Services (ILS) program, provided by Catholic Charities Maine's (CCM's) Refugee Immigration Services (RIS) in partnership with the Immigrant Legal Advocacy Project (ILAP), promotes a legal pathway to employment, financial security, and stability of immigrants by providing affordable, accredited immigration legal services and education. ILS serves low-income, Portland area immigrants (refugees, asylum-seekers, asylees and others). "Immigrants" refers to all groups. We provide certainty and stability to immigrants by helping them understand and navigate their status within the U.S. immigration legal system. This allows them to make decisions in the critical areas of employment and housing, strengthening a community of engaged stakeholders who are invested in the economic and civic development of Portland and can ultimately move from the temporary shelters to more secure housing.

CCM (Catholic Charities Maine) and ILAP are the only Portland-based organizations recognized by the U.S. Department of Justice (DOJ) to provide free or low-fee immigration legal expertise in the Portland area through direct, accredited, trauma-informed legal representation for low-income immigrants seeking to obtain lawful permanent resident status (green cards), naturalization, family reunification as well as providing legal orientations and rapid response clinics to support emerging populations' work permit and asylum application needs.

Green Card Applications

ILAP and CCM are the only two organizations providing free or low cost, trauma-informed legal support for green card applicants in the Greater Portland area. Green cards offer immigrants stability by providing legal permanent residency and employment eligibility. Employers recognize that those employees who hold green cards provide a stable workforce because, unlike work permits which have expiration dates and are subject to changing immigration laws, green cards are permanent. The process of applying for a green card (required for refugees and asylees) can begin as early as 6 months after arrival in the United States. CCM's Refugee and Immigration Services – the state's largest and most well-known resettlement agency) may refer clients to ILS once they've been in the US for 90 days, creating a seamless transition of services for new refugees and asylees. ILS completes a phone intake to gather basic data, followed by an in- person legal consultation to determine eligibility, gather documents, and screen for any inadmissibility issues. ILS and the client submit the form, along with a G-28 establishing the legal relationship. At ILS, the relationship with the client doesn't end with filling out a form. USCIS scrutinizes green card applications and, when questions arise, may request additional evidence or issue notices of an intent to deny the application. This can be extremely daunting for clients and ILS can spend many hours researching and crafting careful responses to these denials and requests for evidence. ILS fully represents the client in litigation-like proceedings to secure green cards and establish lawful permanent residence in the United States.

Naturalization and Family Reunification

The ILS Program is committed to fully representing naturalization and family reunification clients through their entire

Printed By: Rowen McAllister on 12/21/2023

immigration process –preparing applications and attending naturalization interviews with clients and helping with visa processing for family members. Unlike other non-accredited / non-legal providers, CCM provides legal representation of their clients through the entirety of complicated immigration processes, working with two different federal agencies – U.S. Citizenship and Immigration Services and the State Department, and with U.S. Embassy and consular staff worldwide on family reunifications.

Legal orientation

ILS presents Immigration Legal Orientations to newly arrived immigrants at monthly RIS cultural orientations. Immigrants receive vital information about legal pathways to employment, permanence, citizenship, and family reunification. This education offers newly arrived immigrants knowledge about their immigration status in the US, but more importantly, provides a sense of belonging when they understand how they fit into the legal system, which leads to stability and an adherence to immigration regulations.

ILS is a lean, efficient program, with a need to expand so that we can promote a legal pathway to employment, financial security, and stability for an increasing number of immigrants. CCM and ILAP offer some distinct and some similar services, for which there is extremely high demand, in full legal representation, immigration legal orientation, education, and outreach. Continuing CDBG funding will increase staff time and ongoing staff training in immigration law and policy, getting ILS closer to meeting these unmet needs.

C.2. Community Need Description

Describe the scope of the community problem or need the program addresses. Reference plans, reports, data, or past experience as applicable.

In local immigrant community stakeholder meetings, legal services and legal education have been identified as among the most important needs of new arrivals. New and emerging immigrant populations want an increased sense of stability, leading to a more stable workforce and a more unified and engaged population. Research has demonstrated that having work authorization and legal status, “encourages immigrants to improve their language skills, induces them to complete additional education and training, and improves their health outcomes, all of which make them more productive members of society.” Local media often report on the need for legal services, specifically for those living in poverty in the State of Maine. This also holds true for immigration legal services. The City of Portland welcomed nearly 2,000 asylum-seekers in 2022 according to Representative Chellie Pingree’s office, and that number is projected to significantly increase this year.

Successfully integrating immigrants into our communities and the workforce is vital for economic growth, cultural vibrancy, and healthy neighborhoods. As the number of immigrants in the Greater Portland area grows, so does the challenge and opportunity to create a stable, secure population on a pathway to gain citizenship and participate fully in civic life. Without being educated in both U.S. laws and the U.S. immigration system, and gaining knowledge and support in gaining legal benefits, newly arrived immigrants will continue to extend their stays in temporary and transitional housing situations, taxing the City’s crowded shelter system. Confidence in understanding legal status, and providing opportunity for family unity, provides in turn, a stable environment for immigrants to establish roots and is essential in enabling immigrants to improve income, social, and financial security.

The City of Portland needs employees. In a letter to the U.S. Department of Homeland Security (DHS) and the U.S. Citizenship and Immigration Services (USCIS), October 25, 2023, the Maine Department of Labor (DOL) says the state is experiencing historic lows as the unemployment rate sits at 3.7 percent. As the aging population continues in the state, Maine is projected to have a total of 750,000 job openings in the decade through 2030. There is a quantifiable economic benefit to helping Maine immigrants gain legal status, achieve family stability through reunification, and become wage earners and taxpayers in the local economy. A recent study by the National Foundation for American

Policy (NFAP) states that “metro areas with a higher share of immigrants have more dynamic economies and experience faster growth in the number of jobs created and new business establishments.”

The City of Portland needs help addressing the homeless problem. As is well documented, the City of Portland is struggling to find accommodation for the homeless, including immigrants. According to the Women’s Refugee Commission, the transitional housing model being used by the City’s Homeless Service Center and locations managed by CCM to provide onsite access to case management, medical, and social services, is a promising approach to achieving stability in the community by helping people transition out of shelter and into permanent housing in the community. A key component of the Asylum Seeker Transitional Housing Program (ASTHP) is connecting the residents to legal services. ILS and ILAP have both worked with the ASTHP in Saco to provide legal consultations, work permit and asylum support.

According to the office of Maine Refugee Services (OMRS), Maine expects 840 refugees in FY2024, double the number who arrived in 2023. In addition, more than 3,600 Notice to Appear filings (NTAs) had been issued for people with Maine addresses, according to data compiled by the Transactional Records Access Clearinghouse at Syracuse University and a reliable source of new asylum seekers numbers in the State. The need for high-quality, accredited, and low cost/free immigration legal services is acute in Maine especially in Portland where approximately 60 percent of refugees to the State are resettled annually and many asylum seekers wish to live due to proximity to community, family, and resources.

The immigrant population is traditionally difficult to employ due to uncertainty in their legal right to work, lack of transportation, and language and cultural barriers. While we and other community organizations are working diligently to get social services to immigrants, many immigrants are unable to contribute to the economic development of the City without clarification of their legal status and ability to be employed.

C.3. Measurable Community Impact

Describe program outcomes and the impact it will have on the community. Include how progress will be evaluated in reaching these goals

Through full legal representation, assistance completing immigration legal forms, and immigration legal education, more immigrants will know their status and understand their rights and responsibilities. This, in turn, will provide a sense of stability and certainty, creating a sense of belonging, commitment, and civic engagement in their new community. That sense of having a legal infrastructure to meet their immigration needs provides incredible support for the immigrant community to have the tools to obtain work authorization and green cards, to focus on their financial well-being, to put a roof over their heads.

The ILS program educates immigrants about their legal status by offering cultural orientations within their first 3 months in Maine. Offering follow-on legal services for this insecure population will speed up immigrants’ path to becoming more self-sufficient, reducing reliance on general assistance, and avert homelessness, ultimately reducing the City’s burden. Tobin Williamson of Maine Immigrant Rights Coalition (MIRC) states “Among the biggest challenges we see in Maine right now are widespread labor shortages and city, state, and federal dollars being spent to provide housing and other services to people who are currently unable to work due to federal immigration policy.” The ILS program benefits the city and the community by helping break down barriers to integration and employment, which affect housing, food, and economic security for its residents. Local landlords can be hesitant to rent to immigrants who have yet to achieve permanent legal status and employment. Achieving integration into Portland neighborhoods and workplaces makes immigrants more likely to stay and further improve their legal status, all the way to citizenship, enabling them to move out of temporary housing / shelters across the Greater Portland area and fully participate in the community and in the economy. Once immigrants have received their green cards, they are eligible for most

financing options available to citizens, such as mortgage loans.

The ILS program increases Portland's diversity by supporting immigrants' legal statuses so that they can establish roots and be less transitory, contributing to the City's equitable vision statement. In the short term, access to free or low-cost legal aid allows immigrants to use their limited financial aid for day-to-day expenses such as groceries and rent, and to establish community roots in the longer term. Our program helps low-income immigrants' access economic opportunities and supports their families to reduce and eventually eliminate reliance on municipal and state support. With many CCM and ILAP clients receiving means-tested assistance, ILS has been able to file fee waivers on their behalf when applying for immigration benefits. The cost savings to clients can be financially significant. For example, to complete an application for a green card, (processing, USCIS immigrant fee, biometrics fee and medical exam) the fee comes to over \$1,000 per person. Obtaining a certificate of citizenship costs \$1,170 and applying for naturalization will cost \$725. USCIS announced that these costs will increase. For many families, with various immigration forms pending, these fees can easily add up to, or exceed the cost of several months of rent. ILS can help to determine eligibility for fee waivers and support the client in applying for them, often substantially reducing out-of-pocket costs.

Progress evaluation:

In FY (Fiscal Year) 2023, CCM ILS worked with 213 separate cases of immigrants needing support with immigration legal services. and ILAP handled 819 forms through their Immigration Forms Program statewide. In addition, CCM provided immigration legal orientation support in workshops to approximately 125 individual immigrants and heads of household. The impact of CDBG funding will be measurable in terms of numbers of clients who receive intakes, consultations, and full representation, as well as numbers who receive outreach via immigrant legal orientations workshops. Data will be gathered at first client contact and each case's progress tracked individually until submission, receipt by USCIS and adjudication.

While it is not possible to predict caseloads and client outcomes from year to year, once people are granted either refugee or asylee status, they can in theory stay in the U.S. indefinitely. Asylees and refugees are given permission to work and are allowed to apply for a green card within one year of either entering the United States as a refugee or being approved for asylum. Processing times have been getting longer due to staffing shortages etc., making it impossible to measure the length of time for each client to gain work permits, full residency status and other benefits.

C.4. 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 ILS program goal aligns directly with the City of Portland CDBG goal of "Creating Economic Opportunity" and with the stated focus on difficult to employ populations including new Americans. Immigrants are a vital part of Portland's present and future workforce, and our goal is to advance immigrants' work, education, economic status, and ability to contribute back to the community and transition out of poverty. Improvements in immigration status and enabling family reunification is directly linked to improving opportunities for immigrants to work and thrive in the formal economy, which expands economic growth, safety, and stability in Portland.

Immigrants as a Labor Shortage Solution

There is a widely recognized need to expand our workforce by 2030 according to the State's Economic Development Plan. The Maine Economic Development Strategy 2020-2029 encourages welcoming foreign immigrants with programs that support rapid credential acceptance. Combining efforts, CCM and ILAP increase the access to the legal services essential for immigrants to establish a new life and gain work, helping to enrich our city's workforce and economy. With an aging workforce and a higher overall median age, Portland can reap the benefits from the economic contributions of new immigrants. The most recent report from New American Economy for the Portland OEO and the Portland Regional Chamber of Commerce shows that immigrants in the Portland metro area contributed \$1.2 billion to the area's GDP in 2016 and paid \$133 million in federal taxes and \$62 million in state and local taxes. In addition to financial contributions, it also outlines the important role immigrants play in the Portland labor force and as drivers of population growth. As Governor Mills states, "New Mainers are important to addressing this shortage of workers, and attracting new workers is a priority for Maine's economic future, with the State's 10-year Economic Strategy setting a target of attracting 75,000 new workers by 2029."

Self-sufficiency through employment and entrepreneurship is a well-recognized step in the transition out of poverty. The Center for Migration Studies reports family-based immigrants are more likely to be self-employed and immigrant entrepreneurship plays a vital role in their integration, and that immigrants have higher business formation rates than nonimmigrants. The quicker immigrants can engage fully in the labor force, the greater the impact on the community. Numerous studies by the American Immigration Council show how immigration can help meet labor demands and steer the economy back to a sustainable growth path. The State of Maine agrees, and in October 2023, Maine DOL (Department of Labor) sent a letter to DHS and USCIS requesting a waiver from provisions under the Immigration and Nationality Act that prohibit asylum seekers from being eligible to seek employment in the United States for 180 days after the applicant has filed their initial asylum claim. The DOL's letter refers to actions it is taking, but it does not offer legal service funds for all new Americans, specifically refugee and asylee clients seeking green cards, citizenship, and family reunification, all key factors in building economic opportunities.

Lawful Permanent Resident Status and Self Sufficiency

There is a clear link between economic self-sufficiency and obtaining a green card as studies show immigrants' incomes increase when they obtain legal status and work authorization. Green card holders may accept an offer of employment without special restrictions, own property, receive financial assistance at public colleges and universities, and join the Armed Forces. Achieving family reunification likewise has a direct impact on economic security. Immigrants who bring family members to Maine benefit from the vital supports they provide, which includes childcare, transportation, and additional wage earners. Reunifying families reduces the need for remittances sent to spouses and children overseas, thus retaining these dollars in the local economy.

Just as important as these measurable economic benefits are the stability and certainty that legal status confers on immigrants. Stability and certainty are crucial to creating a sense of belonging, commitment, and civic engagement of immigrants to their new home country. CCM and ILAP provide a legal infrastructure to meet the community's immigration needs, and importantly the ILS project explains to immigrants how they fit into immigration process and what their rights and responsibilities are. This in turn fosters an understanding of, and an adherence to, the rule of law. Legal integration creates an immigrant community that is made up of responsible clients who become responsible employees, tenants, and citizens.

C.5. Priority Impact Level

Choose and describe how this program best addresses one of the priority impacts level activities:

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

2. **Housing Availability-** Increase housing availability and affordability. Eligible programs and activities include but are not limited to; **HIGH PRIORITY:** Housing rehabilitation, adaptive reuse of housing, housing retention; **PRIORITY:** Rental assistance programs, environmental testing and remediation, energy efficiency/weatherization, fair housing activities, heating and fuel assistance, tenant landlord counseling services, and legal services.
3. **Economic Opportunity-** Create economic opportunity to transition out of poverty. Eligible programs and activities include but are not limited to; **HIGH PRIORITY:** Job creation, microenterprise assistance, career advancement services (education, job training, GED attainment, ESL, etc.), Job retention support services (childcare vouchers, housing counseling, transportation assistance, etc.) **PRIORITY:** Façade improvements, and financial stability services (budgeting, financial planning, tax preparation, etc.).
4. **Address the Need of the Growing Homeless Population-** Prevent and reduce homelessness. Eligible programs and activities include but are not limited to; **HIGH PRIORITY:** Food assistance, shelter services, mental health service, substance use disorder services, housing and housing services for long-term shelter consumers, emergency services to prevent homelessness; **PRIORITY:** Rental assistance, and at risk youth services.

The ILS program activities address the priority impacts of Economic Opportunity – Career Advancement Services/Education. A 2022 study co-authored by Pierre Azoulay, an economist at the MIT Sloan School of Management, suggests that “immigrants act more as ‘job creators’ than ‘job takers’ and that non-U.S. born founders play outsized roles in U.S. high-growth entrepreneurship.” Results from this study, also reported by WBUR, indicate that immigration to the U.S. is associated with a net gain in job availability, contrary to the common perception that immigrants fill jobs that U.S.-born workers would otherwise have.

Secure immigration status fulfills the immigrants’ dream of full citizenship which they repay many times over, often starting at entry level jobs and/or using skills, talents, and courage to start small businesses. Through full legal representation, forms clinics, and legal orientations, the ILS program will educate growing numbers of immigrants on the U.S. immigration system and in gaining their work permits. This assistance with, and greater understanding of, the legal process will provide for fewer mistakes and more timely applications for work permits, changes of status and family reunification (typically with family members who are upwardly mobile).

Immigrants coming to the City of Portland are unable to transition out of poverty and take advantage of economic opportunities offered by many organizations if their legal status is unclear or not verified. Simply put, the ILS program offers what no other local non-profit can: comprehensive, accredited, legal representation from start to finish. The proposed ILS program services and activities remove barriers to the formal labor market by educating and assisting immigrants with work permits, immigration petitions, and applications that give lawful status and strengthens essential family support.

The completion of immigration and naturalization forms is only the first step in a complicated legal process that is often daunting for new arrivals and even those who have been here for years. ILS accredited legal teams represent their clients through every stage of the process, including representation before U.S. Citizenship and Immigration Services, responding to evidentiary requests, accompanying clients to interviews, communicating with U.S. embassies and consulates around the globe, and through vigorous advocacy with congressional offices with whom we have strong working relationships. These first steps and follow through are essential to enable immigrants to contribute to economic progress and long-term integration.

C.6. Guiding Principles

Describe how the program meets each of the following Guiding Principles: Priority to Lower Incomes, Diversity and Inclusiveness, Consistent with City Goals and Initiatives:

1. **Consistent.** All projects and programs will be reviewed with respect to the Consolidated Plan and other

HUD requirements; City goals, priority impact levels, and other CDBG or HOME investments. Proposals should be coordinated with relevant City Departments where appropriate and align with City initiatives. City plans can be found online at Portland's Housing Community Development [Website](#) Measurable Community Impact. Programs and projects will be evaluated based on how well they create a significant and measurable community impact.

2. **Diversity and Inclusiveness.** Programs and projects shall address diversity and be inclusive in order to engage differences and create a culture of belonging.
3. **Priority to Lower Incomes.** Priority will be given to projects and programs that serve the lowest income persons.
4. **Leveraged Funding.** CDBG should not be the only source of funding for a program or project; leveraging other funds is essential.

The ILS Project will follow and meet all the established Guiding Principles:

1. **Consistent.** The ILS project is consistent with the City's goals for its future as outlined in section C.4. As stated in Portland's 2022-2026 Consolidated Plan "the number of jobs in the city now outstrips population, making Portland the engine of the largest labor market in Northern New England. To claim a 25% share of the county's population, Portland would need to grow by 15,268 people, or 764 people per year." Much of this growth will be seen through the immigrant population.

Achieving integration into Portland neighborhoods and workplaces makes immigrants more likely to stay and want to further improve their legal status, all the way to citizenship, enabling them to move out of temporary housing / shelters across the Greater Portland area and fully participate in the community and in the economy. The sooner clients can get through the green card process, the sooner they can move from transitional to permanent housing and thus economic stability is attained. CCM and ILAP are committed to continue the active relationship with the City and Continuum of Care service providers to address the needs of immigrant homeless persons so that the needs of target populations are being met while meeting HUD guidelines and regulations.

2. **Diversity and Inclusiveness.** CCM is committed to diversity, equity, and inclusion (DEI) and is working to deepen its impact throughout the agency. CCM's Strategic Direction for 2022-2024 has a specific focus on embracing DEI in our workplace across all practices and systems. This includes a goal to enhance representation and employment opportunities for diverse racial communities throughout CCM and the Board of Directors. Currently we have one former refugee as a member of the Board, with the goal to include minority representation at each available opportunity. BIPOC representation on our board is strong and will increase to 14% in 2024. 50% of the voting members are women. It also includes a goal to ensure pay equity, outreach to diverse racial communities for recruitment, and opportunities for leadership advancement throughout CCM.

The CCM's RIS program strives to promote DEI by recruiting staff and volunteers, and serving clients of all beliefs, races, ethnicities, and does not discriminate based on a person's expression of their gender identity. 76% of RIS paid staff are members of the immigrant community, 66% of RIS paid staff are members of the BIPOC (Black, Indigenous People of Color) community, and 71% of paid RIS staff are women. The ILS team recently pursued a grant specifically to hire and train a part time legal assistant from the immigrant community. That legal assistant, with support from the ILS team, is training in all aspects of immigration law, pursuing Accredited Representative status and bringing crucial lived immigration experience to the work.

The ILS program directly promotes Portland's diversity and inclusiveness goals by enabling immigrants to deepen ties within their own family, their community and with Portland's economic, social, and cultural fabric. CCM ILS has served the following populations (the majority of whom have settled in the Portland area): African/African American: 67%; Asian/Asian+White: 19%; White: 2%; Latinx: 1%; and Other: 11%. ILAP's client

profile in 2022 shows similar diversity: African/African American: 66%, Latinx: 18%, Caucasian: 3%, Asian: 9%, and Other 4%. See also Section C.9 for language capability of both CCM and ILAP.

3. Priority to Low Incomes. Nearly all ILS clients have low incomes corresponding to below 50% of HUD's area median income guidelines for Portland. Due to the fact that both CCM ILS and ILAP are recognized organizations by the Department of Justice, both organizations must adhere to the goals of the DOJ's Recognition and Accreditation program and serve primarily low-income clients: "These representatives are accredited through the Recognition and Accreditation (R&A) Program, which aims to increase the availability of competent immigration legal representation for low-income and indigent persons, thereby promoting the effective and efficient administration of justice."

4. Leveraged Funding: The CDBG Funding is not the only funding for the ILS program (detailed in Section C.11). We estimate that the funds from CDBG for the program would be a little over 50% of total funds for FY2024. Minimal fees are obtained through sliding scale payments, and donations from annual appeals provide revenue. We consistently receive funds from local agencies such as United Way of Southern Maine, the Cohen Foundation and expect to continue a positive relationship with them and other national and local funders.

C.7. Partnerships, Collaboration, and Outreach

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

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

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

Catholic Charities Maine (CCM) will apply as a single entity and will partner with ILAP for legal services. CCM is the lead applicant and is sub-contracting with ILAP for a substantial part of the work. The lead-sub relationship has been identified by both organizations as the most mutually beneficial. The ILS program will continue outreach with the Maine Immigration Assistance Providers (MIAP), Maine Immigrants' Rights Coalition (MIRC) and other community-led organizations.

CCM and ILAP Partnership

CCM and ILAP have a deep history of collaborating on programs providing legal services to immigrants since 2017. Our collaboration allows us to efficiently reach out to a larger population in need of legal assistance and legal representation, which will allow them to focus on gaining stable housing and employment. For the ILS Project, we have established a Memorandum of Understanding (MOU) available in Section E. Required Documents which outlines our distinct roles in promoting a pathway to employment, financial security, and stability of immigrants by providing affordable, accredited immigration legal services, and education. Both CCM and ILAP represent clients before the Department of Homeland Security. CCM has the authority to assist with certain family reunification petitions for P3 (Priority 3) refugees. CCM assists refugees and asylees in applying for work permits, green cards, citizenship, and other reunification processes. ILAP attorneys will oversee all ILAP cases requiring immigration attorney expertise and ILAP will handle complex legal matters, having a depth of experience and track record of success. In addition, ILAP operates an Immigration Forms Program helping complete immigration forms.

CCM outreach with Community Organizations

Frequent regulatory changes in immigration policy have created stress among populations of immigrants and questions and concerns among legal service providers. Working together to communicate solid, reliable information to immigrants alleviates stress and builds trust in the system.

In March 2021, CCM and ILAP established MIAP (Maine Immigration Assistance Providers) a new collaborative with Maine Law's Refugee and Human Rights Clinic, and the City of Portland's Office of Economic Opportunity. MIAP's goals include improving client access to services, identifying gaps in services, and addressing emergent unmet community needs. The ILS Project has already benefited from involvement in this collaboration as the beginnings of the response to the collaborative effort to address the emergent needs of the local Afghan population were born out of this collaboration. The ILS project is uniquely positioned to provide rapid responses to new and emerging populations in the Greater Portland area. When war broke out in Ukraine, ILS responded with outreach to Ukrainian immigrants fleeing the violence to assist in securing pathways to legal status in the US. In addition, ILS held a workshop, with Russian and Ukrainian interpretation, to explain American Immigration Law and support new Ukrainian immigrants' work permit applications. ILS has held similar workshops for the Haitian population as well.

Additionally, in response to the significant increase in individuals and families seeking asylum in Portland and the lack of affordable immigration legal services, ILAP (with support from CCM ILS and UMaine Law) has developed an innovative new project to provide pro se assistance on asylum applications. Beginning in June 2023, groups of asylum seekers have gathered at UMaine Law School to learn about their status and receive support on their applications from attorneys, accredited representatives, trained volunteers, and interpreters. This entire team of people from ILAP, CCM ILS and UMaine Law are currently supporting roughly 20 applications per month through AALOP (Asylum Application and Legal Orientation Project).

Referrals come from partners including UMaine School of Law, MIAP, and Gateway Community Services (see Letters of Support in Section E.), the Opportunity Alliance, Preble Street, and others. CCM and ILAP collaborate with community groups and non-profits to translate/distribute accurate immigration law material. CCM provides support to Portland Adult Education's Citizenship and Naturalization program and provided an immigration legal orientation to direct service members of Preble Street Resource Center's staff, educating about common legal issues amongst homeless immigrant populations. CCM works closely with the USCIS office in South Portland, immigration attorneys, Maine's congressional offices and ethnic community-based organizations. Both ILAP and CCM attend monthly ASWG (Asylum Seeker Working Group) meetings to address emerging issues in the growing asylum seeker population. ILAP and CCM work closely with the Maine Immigrants' Rights Coalition (MIRC), comprised of 51 member organizations – majority immigrant led – who advance and defend immigrant rights.

C.8. Readiness to Proceed

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

Building on the work funded by the City of Portland (City's) CDBG in 2018- 2021 and again for 2022-2023, the ILS program will continue to help immigrants secure and improve their legal status and supports their ability to join Portland's workforce by securing work permits, lawful permanent residency, citizenship, and reunification with family.

As an incumbent awardee, CCM can continue uninterrupted services upon contract signing. CCM and ILAP already deliver the services described and both maintain lengthy waitlists for clients awaiting services.

With this funding, the ILS program will have the ability to proceed with an increased level of services. Upon award, CCM and ILAP will sign a new one-year contract and continue to collaborate, without interruption, to provide direct services, referrals, and consultation to clients. See Section E. Required Documents – Memorandum of Understanding: ILAP for details.

The timeline includes weekly support for asylum seekers, monthly informational workshops, and regular stakeholder

Printed By: Rowen McAllister on 12/21/2023

15 of 23

meetings, while providing ongoing support to clients as detailed in the attached Timeline in Section E. Required Documents.

- Provision of legal services to clients will be ongoing, including green card and citizenship applications. This entails client intakes of 30 minutes, followed by 6-10 hours of casework to complete, and file applications/ gather documents. Processing by USCIS takes approximately six-24 months.
- Family petitions will be ongoing. These can be complex based on age, relationship and documentation needed. Petitions entail client intake of 30 minutes followed by 10-20 hours of case work. Processing by USCIS takes anywhere from 1-10 years.
- Applications for humanitarian relief will be ongoing. Includes limited and full representation in cases involving asylum, Special Immigrant Juvenile Status, Deferred Action for Childhood Arrivals, Temporary Protected Status, and protections for survivors of domestic violence, trafficking, and other forms of crime. Each case can take 50-200 hours of casework to complete and can be pending for up to several years.
- Interpretation and Translation. CCM and ILAP provide services in 44 languages; using multilingual staff and contracting for other languages as needed.

For all these matters, if a client receives a Request for Evidence or a Notice of Intent to Deny from USCIS, additional work that replicates litigation and evidence gathering, brief writing and advocacy is often required easily adding 10 or more additional hours per case. In addition, work permits, travel documents, fee waivers and other legal forms are often included as part of the above applications.

The ILS program receives technical legal advice as needed from experts around the U.S. As an affiliate of CLINIC (Catholic Legal Immigration Network, Inc.), CCM ILS receives technical legal assistance from the expert immigration attorneys who provide crucial oversight to immigration service agencies.

C.9. Experience Providing Service

Describe the applicant's experience in delivering and managing this or similar programs.

Please summarize current licensing and accreditations obtained.

CCM has been serving refugees since 1975 and developed our ILS program thirteen years ago to help refugee clients with family reunification. Since 1993, ILAP has been Maine's only comprehensive, statewide immigration legal aid organization.

CCM and ILAP are the only two organizations in the Portland area recognized by the Department of Justice (DOJ) and provide immigration legal services with qualified and experienced DOJ Accredited Representatives. Both organizations represent clients before the Department of Homeland Security and the State Department. CCM also has the authority to assist with certain family reunification petitions for qualified refugees (P3 category and Central American Minors). CCM assists refugees and asylees in applying for green cards, citizenship, and other reunification processes. ILAP attorneys manage all cases requiring immigration attorney expertise and complex legal matters, in addition to defensive cases in immigration court. In addition, ILAP operates an Immigration Forms Program whose services include assistance completing immigration forms and obtaining documentation / evidence. CCM has the experience and capacity to conduct the program, including subcontracting with ILAP.

Since 1975, CCM has continuously served as Maine's most experienced resettlement agency, providing services to newly arrived refugees who arrive through the federal "Reception and Placement" contract with the Department of State. This early contact with refugees enables us to connect those in need with legal services from our Portland office. We have a dedicated team of experienced, passionate, and knowledgeable multi-lingual full and part-time staff and volunteers, several of whom are accredited representatives and/or working towards accredited representative

status.

Part time Program Manager, Carolyn Graney LMSW, oversees CCM/ILS staff and volunteers and is working toward Accredited Representative Status. Full time CCM employee, Eliana Trenam, received her Accredited Representative status in March 2023. She is a fluent French interpreter and translator, with 2 years of prior experience in immigration law at a local law firm. Solange Ngero was hired through a part time, temporary, grant-funded position. She has lived immigration experience, speaks several languages, is working as a legal assistant and studying to become an Accredited Representative.

CCM utilizes several experienced volunteers.

- Dan Ross is an accredited representative who has represented ILS clients for 5 years.
- Rebecca Vose is a retired attorney who regularly represents ILS clients.
- Attorney Edgar Chen previously served for over a decade as a federal government attorney with experience in immigration enforcement against human rights violators.
- Attorney Victoria Lenex recently joined the team with 10 years' experience working on immigration law.
- Maria Snyder is fluent in French and German and is working towards Accreditation as well.

CCM/ILS has the support of two other legal assistants as well. In addition, CCM/ILS works with law student volunteers, via University of Maine School of Law, and provides training and supervision in immigration legal work. The ILS team and entire Refugee and Immigration Service unit continues to engage in training and integrates trauma-informed practice in all our work, spaces, and systems. This includes participating in UWSM-funded agreement with Maine Behavioral Health, and regular staff support development with a licensed clinical social worker.

ILAP recently celebrated 30 years of helping low-income immigrants improve their legal status and working for more just and humane laws and policies affecting immigrants. ILAP has a highly skilled legal team of attorneys and accredited representatives. Executive Director Sue Roche has 23 years with ILAP as an immigration lawyer. ILAP staff, with decades of combined experience include Portland attorneys, 4 DOJ Representatives, and 4 legal support staff. CCM and ILAP have expertise working with non-native English clients. ILAP has staff members who speak Spanish, French, Lingala, Swahili, Kinyarwanda, Portuguese, Kikongo, Ciluba and Kirundi and utilizes in person and phone interpreters for all other languages. In 2020, ILAP clients spoke 30+ languages at home, with French, Lingala, Portuguese, and Spanish being most common.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

How will this program continue if CDBG funding is not awarded?

Describe why CDBG funds are necessary to this program.

The recent arrivals of asylum seekers across the southern border puts a strain on available funds to Maine-based immigrant programs, yet immigrants, including new and emerging populations of Haitians, Afghans and Ukrainians continue to arrive in Portland. While funding is harder to obtain, the effects of immigration continue to ripple through the community as the vast majority need legal assistance, putting pressure on the services of ILAP and requiring an institutional focus towards asylum applications.

Most immigrants of all lawful statuses are just starting their working life, limiting their ability to pay for services. DOJ requires recognized agencies to keep fees very low, making it possible for immigrants to apply for benefits sooner, without carrying the financial burden of for-profit attorney fees. ILAP does not charge fees for legal services.

How will this program continue if CDBG funding is not awarded?

CDBG funding is vital to this program. If a CDBG grant is not awarded, CCM and ILAP will be unable to expand services to meet growing needs, clients will wait longer, and case resolutions may be delayed or denied. Because refugee and asylee clients are required to adjust status after a year in the U.S., a loss of funding could result in non-compliance with this federal guideline. The resultant insecurity in the immigrant community will create stress within the population and throughout the larger community, resulting in greater reliance on safety net programs for housing, food, and healthcare.

Without CDBG funding, wait times will increase and the number of immigrants served will decrease leading more immigrants to seek out less reputable ways to submit these applications. Using non-legal providers, including growing numbers of those engaged in the unlawful practice of law, to submit these applications can be costly and can lead to bad outcomes, including denials. If immigrants are unable to access their immigration benefits, such as work permits and green cards, this will result in a weaker workforce and stagnant economic growth, with a loss of entrepreneurship and cultural vibrancy.

C.11. Leveraged Funding Narrative

Describe all other sources of funding for this program or project. Identify which sources are secured and which are projected. Include in-kind donations that may be used to supplement expenses where applicable.

CCM's ILS program is supported by local and national foundations and agencies. We continuously secure funding from the United Way of Southern Maine, and federal funding for specific family reunification services and citizenship services for elder refugees through two separate Federal programs. We project funding from FY2024 to come from some national foundations, such as the RASKOB foundation, and Maine-based foundations such as the Samuel L. Cohen Foundation, and others. Investment by Portland CDBG helps us demonstrate to foundation partners the local support and value of immigration legal services.

In addition, CCM ILS relies heavily on a dedicated team of experienced, dedicated volunteer attorneys, accredited representatives and trained legal assistants who donated more than 2,000 volunteer hours to ILS in FY2023, amounting to more than \$57,780 in in-kind donations. This would decrease the CDBG commitment to 44% if repeated this funding year.

ILAP has a strong financial foundation, receives almost no federal funding, is supported by individuals (34%), grants (52%), events (5%) and two state funding sources for civil legal aid (7%). ILAP leverages funding from a portfolio of 30-40 private grant funders locally and regionally, and a strong base of donors across the state. Volunteer attorneys also donate their time (worth more than \$1 million dollars in annual consulting fees) providing representation in cases for asylum and vulnerable immigrant youth.

C.12. Budget Narrative

Provide a narrative explaining the budget and expenses for the program. Describe exactly what and who CDBG will pay for in this program.

If this program was funded by CDBG in the previous year and if you are requesting an increase from last year's allocation, you must explain why the increase is necessary and what expansion of service is being provided.

Please ensure that budget amounts listed in the narrative match the Program Budget Detail.

CDBG funds will pay for staff time, training, interpretation, and capacity building.

- Staff. We will increase the time of ILS and ILAP staff by .8. FTE (Full Time Equivalent), dependent on FY2024 funding
- Training. Training will be focused immigration law and current regulation and policy changes including expert-led courses and in-person conferences by CLINIC, ILRC, and other immigrant legal organizations on all topics related to the most current best practices in immigration law.
- Travel. In State travel to assist clients with legal appointments and to training sessions.
- Interpretation. Interpretation services are obtained for languages not spoken by staff.
- Subcontract with ILAP. CCM subcontracts with ILAP for expanded immigrant legal services as outlined in the MOU.
- Self Insurance. Liability insurance is calculated at 0.79% of total salary costs.
- MIS. Management Information system costs are allocated to the program at the rate of \$4,000 per FTE.
- Indirect Costs. Allocated to the program at the FY 2023 budgeted rate of 18.50% per FTE.
- Volunteer hours committed to the ILS program totaled 2,000 hours in fiscal year 2023 which would equate to \$57,780. This would decrease the CDBG commitment to 44% if repeated this funding year.

D. Program Budget Detail

Case Id: 30448

Name: Catholic Charities Maine - 2024

Address: *No Address Assigned

Completed by jwinschel@ccmaine.org on 11/21/2023 9:17 AM

D. Program Budget Detail

Please provide the following information.

D.1. Grant Amount Requested - for social service programs the minimum amount requested is \$10,000 and Maximum is \$150,000.

\$126,238.00

D.2. Total Program Budget

\$227,735.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Salary and wages	\$111,172.00	\$41,079.00	\$70,093.00	UW, RASKOB, Client Fees	Pending
Fringe benefits	\$13,405.00	\$4,951.00	\$8,454.00	UW, RASKOB, Client Fees	Pending
Indirect Costs	\$20,682.00	\$7,562.00	\$13,120.00	UW, RASKOB, Client Fees	Pending
Interpreter fees	\$1,232.00	\$1,119.00	\$113.00	UW, RASKOB, Client Fees	Pending
Professional fees	\$7,271.00	\$2,048.00	\$5,223.00	UW, RASKOB, Client Fees	Pending
Subcontractor/ILAP	\$60,000.00	\$60,000.00	\$0.00	UW, RASKOB, Client Fees	Pending
Office supplies	\$1,199.00	\$1,121.00	\$78.00	UW, RASKOB, Client Fees	Pending
Dep/Building cost	\$4,513.00	\$4,111.00	\$402.00	UW, RASKOB, Client Fees	Pending
Insurance	\$906.00	\$357.00	\$549.00	UW, RASKOB, Client Fees	Pending
Training/Conference	\$884.00	\$730.00	\$154.00	UW, RASKOB, Client Fees	Pending
ADP/MIS	\$6,471.00	\$3,160.00	\$3,311.00	UW, RASKOB, Client Fees	Pending
	\$227,735.00	\$126,238.00	\$101,497.00		

E. Required Documents

Completed by toconnor@ccmaine.org on 11/20/2023 12:16 PM

Case Id: 30448

Name: Catholic Charities Maine - 2024

Address: *No Address Assigned

E. Required Documents

Please provide the following information.

Documentation



Agency Organizational Chart

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

Program and Central Org Charts 2023.pdf



Articles of Incorporation/Bylaws

Articles of incorporation are the documents recognized by the State as formally establishing a private corporation, business or agency.

Articles of Incorporation.pdf



Authorization to Request Funds and/or Designation of Authorized Official

Documentation must be submitted of the governing body's authorization to submit the funding request and/or Documentation must be submitted of the governing body's action authorizing the representative of the agency to submit the funding request, negotiate for, and contractually bind the agency.

Certificate of Authorization 2022 Signed.pdf



Complete List of Board Members

A list of the current board of directors or other governing body of the agency must be submitted. ***Required**

CCM Board of Directors FY23-24.pdf



Letter(s) of Support (Upload as one file) ***Required**

CCM_ILS letters of support Gateway_UMaine_MIAP.pdf

☒ **Memorandum of Agreement (Upload as one file)**

MOU CCM ILAP signed.pdf

☒ **Most Recent Agency Operating Budget **Required***

FY 2024 CCMaine Approved Budget.pdf

☒ **Most Recent Audit OR 990 as appropriate **Required***

Catholic Charities Maine 2021 Form 990 Public Copy.pdf

☒ **Project Timeline **Required***

CMM_ILS City of Portland CDBG timeline 2024.pdf

☒ **Verification of 501(c)3 status**

Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and the State. **Required*

501c3 for 2022-2023.pdf

☒ **Conflict of Interest Policy (Will be required if selected for funding)**

Ethics - Conflict of Interest Staff Client ETH2.pdf

☒ **Non-Discrimination Policy (Will be required if selected for funding)**

CCM Non-Discrimination Policies.pdf

☒ **Whistleblower Policy (Will be required if selected for funding)**

HR - Personnel Grievance Policy Conflict Resolution HR 4.pdf

Submit

Completed by toconnor@ccmaine.org on 11/21/2023 11:28 AM

Case Id: 30448

Name: Catholic Charities Maine - 2024

Address: *No Address Assigned

Submit

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

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

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

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

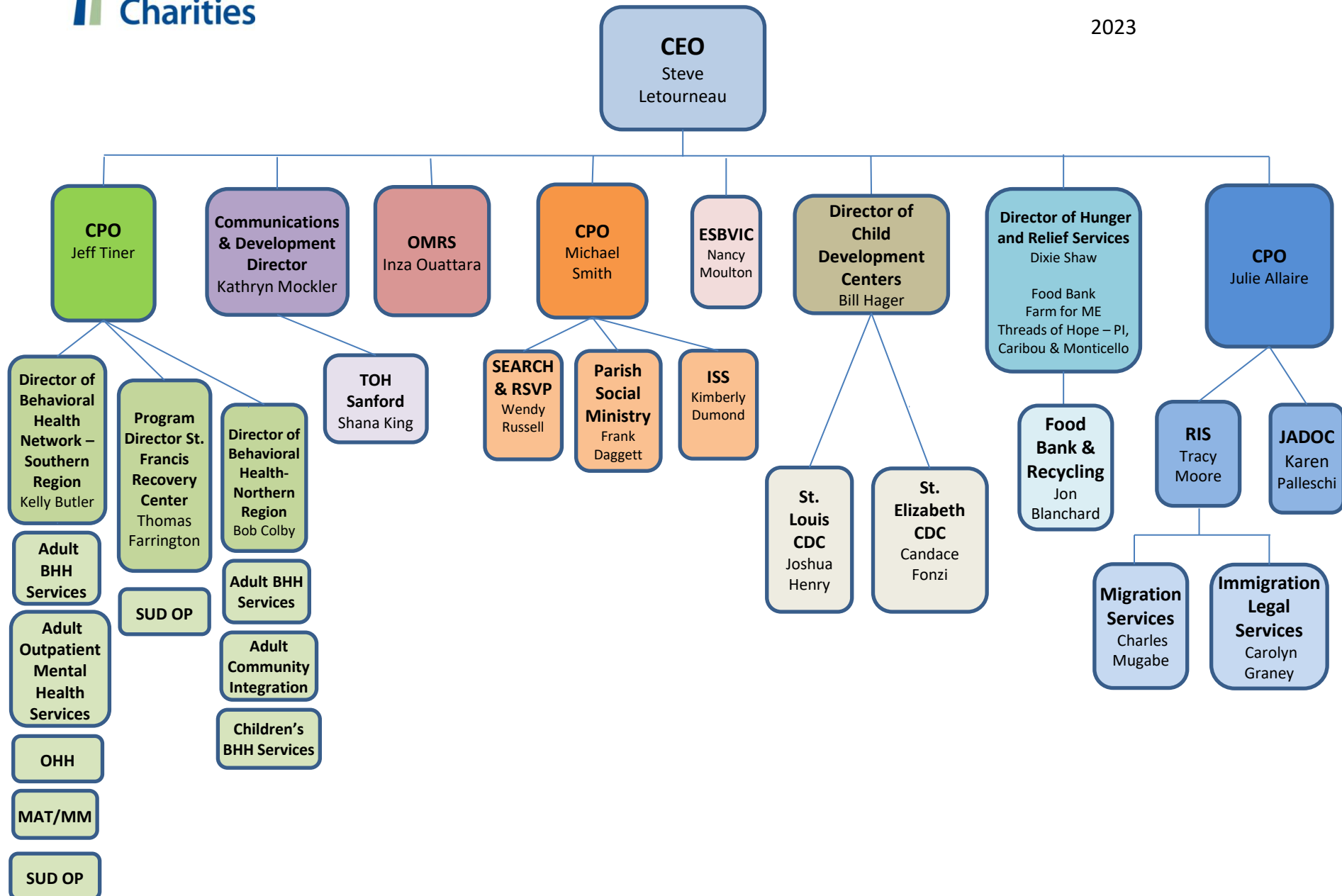
Signature

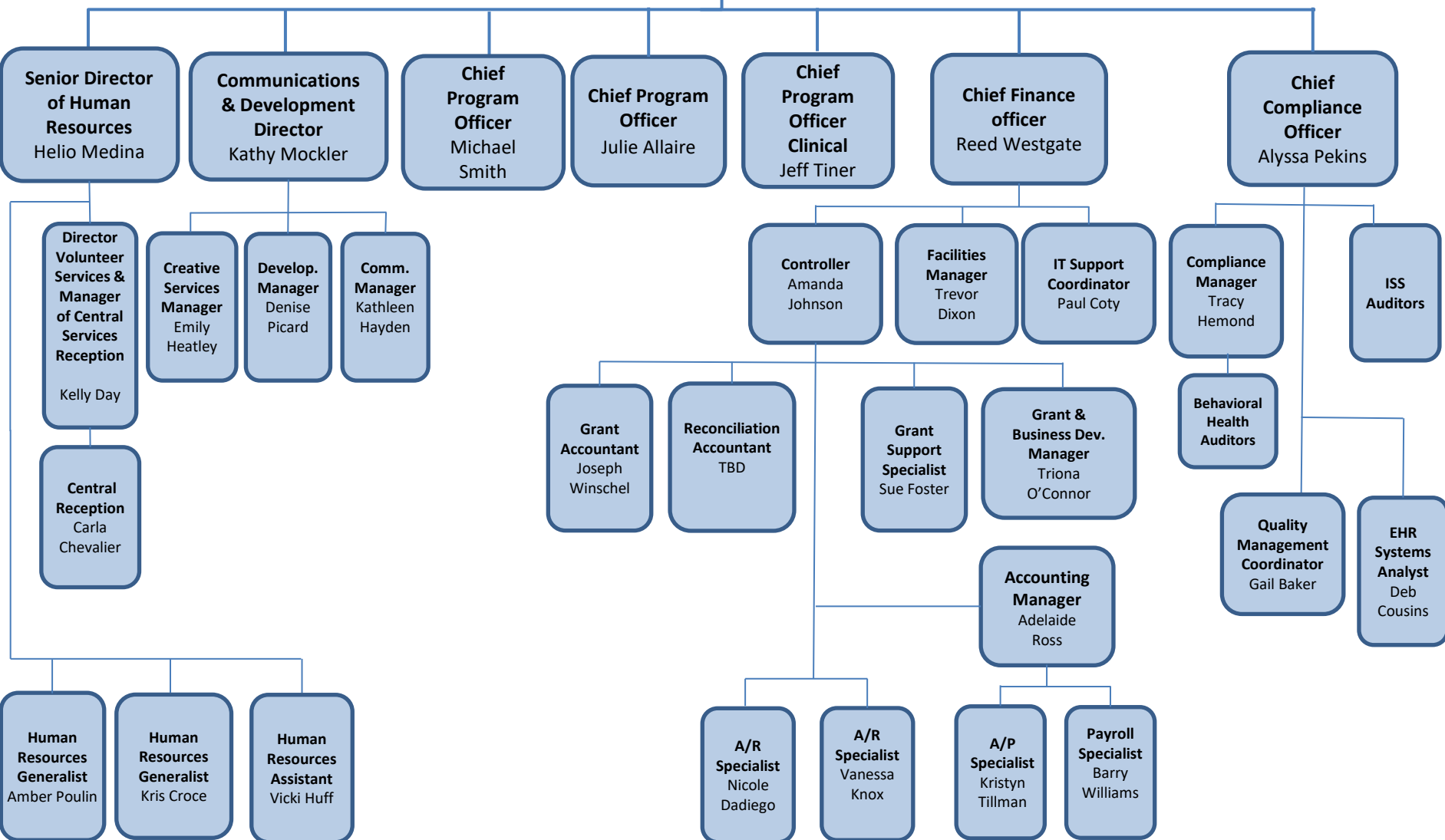
Stephen Letourneau

Electronically signed by toconnor@ccmaine.org on 11/21/2023 11:28 AM

Title

CEO





STATE OF MAINE

CERTIFICATE OF ORGANIZATION OF A CORPORATION under TITLE 13

SECTION 901 of the MAINE REVISED STATUTES ANNOTATED,
and AMENDMENTS thereto

THE UNDERSIGNED, officers of a corporation duly organized at 317 Congress Street in the City of Portland, County of Cumberland and State of Maine, at a meeting of the articles of agreement therefor, duly called and held at 317 Congress Street in the City of Portland on the twenty-second day of June, A. D. 1967

hereby certify as follows:

The name of said corporation is **DIOCESAN BUREAU OF HUMAN RELATIONS SERVICES**

The purposes of said corporation are

To provide social, welfare, health and related services.

To provide counsel and advice to the Roman Catholic Bishop of Portland, a corporation sole, in the development of all services.

To receive and administer funds for all programs relating to its purpose.

To the same extent as natural persons might or could do, to purchase or otherwise acquire, and to hold, own, maintain, work, develop, sell, lease, exchange, hire, convey, mortgage, or otherwise dispose of and deal in lands and leaseholds, and any interest, estate, and rights in real property, and any franchises, rights, licenses, or privileges necessary, convenient, or appropriate for any of the purposes herein expressed.

In general, to undertake, engage in, transact, carry on and do any and all things and exercise any and all power which it may now or hereafter be lawful for a corporation to do or to exercise under the laws of Maine, and to do any such thing anywhere in the world, either done or in association with other corporations, firms, or individuals, and to do every other act or acts, thing or things, incidental to or growing out of or connected with the aforesaid purposes or powers, or any part or parts thereof; provided the same is not inconsistent with the laws under which this corporation is organized.

Said Corporation is located in the City of Portland

County of Cumberland and State of Maine

The number of officers is four and their names are as follows:

President Peter L. Gerity - Coadjutor, Bishop of Portland

Vice President Winthrop K. Dean

Treasurer James R. Caron

Clerk Robert C. Robinson

Directors Peter L. Gerety, William G. Cunneen, Vincent A. Tatarczuk,
Roland E. Normandeau, Frederic J. Olson, Winthrop K. Deane,
Richard J. Haley, Robert C. Robinson, Edward W. Carr,
Thomas Concannon, Edward C. Dalton, Barbara Gill,
Robert Joyce, Elizabeth R. Hargitt, Paul C. Rogers, Paul Scully,
William Tetreau, Mary Carmela -a/k/a Deborah Ann Cohan,
James R. Caron, Ethel M. Cash, John F. Gerity, Paul D. Gleason,
Daniel T. Haley, Rose Nappi, Norman Valliere, Ray Veroneau,
John J. Clifford, George Farri, Thomas Hey, Francis X. Mack,
and Ralph Tully

Witness our hands this twenty-second day of June A.D., 1967.

/s/ Peter L. Gerety President
Coadjutor, Bishop of Portland
/s/ James R. Caron Treasurer

Peter L. Gerety

William G. Cunneen

Vincent A. Tatarczuk

Roland E. Normandeau

Frederic J. Olson

/s/ Winthrop K. Deane

/s/ Richard J. Haley

/s/ Robert C. Robinson Directors

/s/ Edward W. Carr

/s/ Thomas Concannon

/s/ Edward C. Dalton

/s/ Barbara Gill

/s/ Robert Joyce

/s/ Elizabeth R. Hargitt

/s/ Paul C. Rogers

/s/ Paul Scully

/s/ William Tetreau

/s/ Mary Carmela) Deborah Ann Cohan

/s/ James R. Caron

/s/ Ethel M. Cash

/s/ John F. Gerity

/s/ Paul D. Gleason

/s/ Daniel T. Haley

/s/ Rose Nappi

Directors

/s/ Norman Valliere

/s/ Ray Veroneau

/s/ John J. Clifford

/s/ George Farris

/s/ Thomas Hey

/s/ Francis X. Mack

/s/ Ralph L. Tully

STATE OF MAINE

CUMBERLAND, ss.

June 22, A.D. 1967

Then personally appeared the within named

Peter L. Gerety, William G. Cunneen, Vincent A. Tatarczuk, Roland E. Normandeau, Frederic J. Olson
Winthrop K. Deane, Richard J. Haley, Robert C. robinson, Edward W. Carr, Thomas Concannon,
Edward C. Dalton, Barbara Gill, Robert Joyce, Ellizabeth R. Hargitt, Paul C. Rogers, Paul Scully,
William Tetreau, Mary Carmela /a/k/a Deborah Ann Cohan, James R. Caron, Ethel M. Cash,
John F. Gerity, Paul D. Gleason, Daniel T. Haley, Rose Nappi, Thomas Hey, Francis X. Mack,
and Ralph Tully

and severally made oath to the foregoing certificate by them signed,

that the same is true,

Before me,

/s/ Ruth B. Grew

Justice of the Peace

STATE OF MAINE

ATTORNEY GENERAL'S OFFICE

July 24 A.D., 1967

I hereby certify that I have examined the foregoing certificate, and the same is properly drawn and signed, and is conformable to the constitution and laws of the State.

Phillip M. Kilmister

ASSISTANT ATTORNEY GENERAL

JUL 26 1967

REGISTRY OF DEEDS, CUMBERLAND COUNTY, MAINE

Received at 2 H 35 M P.M., and recorded in

BOOK 90

PAGE 41

Seward R. Thayer

Register

A TRUE COPY OF RECORD

Attest: *Seward R. Thayer*

REGISTRAR

CERTIFICATE OF CLERK

I, Robert C. Robinson, Clerk of Diocesan Bureau of Human Relations Services, a corporation organized and existing under the laws of the State of Maine, hereby certify that the following is a full, true, and complete copy of the resolution voted upon by a majority of the Directors of the Diocesan Bureau of Human Relations Services at a Special Meeting of Directors of said Corporation held at St. Paul's Center in Augusta, Maine, on Saturday, January 22, 1972 at 10:00 A.M.

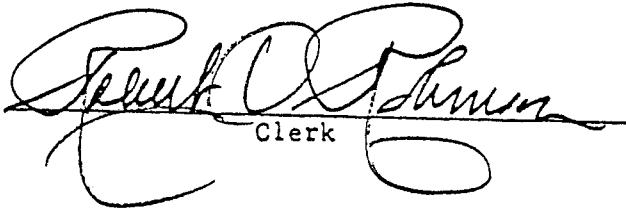
VOTED: That the Articles of Incorporation of this Corporation dated June 22, 1967, and filed in the office of the Secretary of State of the State of Maine, on August 1, 1967, be amended so that as amended they shall read as follows:

The name of said corporation is

Diocesan Human Relations Services, Inc.

I also certify that said resolution has not been repealed or modified in any way and is still in full force and effect.

ATTEST:


Clerk

February 3, 1975

For Use By The
Secretary of State

File No. 28-43

Fee Paid \$5.00

C. B. 79NC306

Date

STATE OF MAINE

APPOINTMENT OF REGISTERED AGENT
and REGISTERED OFFICE

OF

Diocesan Human Relations Services, Inc.MAINE
SECRETARY OF STATE
FILED

April 6, 1979

James S. Holman
Secretary of State
AGENT

Pursuant to 13-B MRSA §305 (1), the undersigned corporation advises you of the following:

FIRST: The name of the registered agent and the registered office of the corporation are

Robert C. Robinson, Esq.Four Moulton Street, Portland, Maine 04112

(street, city, state and zip code)

SECOND: Such appointment was authorized by a resolution duly adopted by the board of directors.

Dated: April 5, 1979Diocesan Human Relations Services, Inc.

(name of corporation)

By

(signature)

Robert C. Robinson, Clerk

(type or print name and capacity)

By

(signature)

(type or print name and capacity)

Legibly print or type name
and capacity of all signers
13-B MRSA §104.

*The name of the corporation should be typed, and the document must be signed (1) by the clerk or secretary or (2) by the president or a vice-president and by the secretary or an assistant secretary, or such other officer as the bylaws may designate as a 2nd certifying officer or (3) if there are no such officers, then by a majority of the directors or by such directors as may be designated by a majority of directors then in office or (4) if there are no such directors, then by the members or such of them as may be designated by the members at a lawful meeting.

Dated: March 28, 1984

Legibly print or type name
and capacity of all signers
13-B MRSA §104.

(signature of registered agent)*

By _____

(signature)

Robert C. Robinson, Registered Agent

(type or print name and capacity)

By _____

(signature)

(type or print name and capacity)

The address of the registered office and the address of the office of its registered agent will be identical.

*Registered agent of a corporation may be a person or corporation. If a person, it must be manually signed. If the registered agent is a corporation the name of the corporation should be typed, and the document must be signed (1) by the clerk or secretary or (2) by the president or a vice-president and by the secretary or an assistant secretary, or such other officer as the bylaws may designate as a 2nd certifying officer or (3) if there are no such officers, then by a majority of the directors or by such directors as may be designated by a majority of directors then in office or (4) if there are no such directors, then by the members or such of them as may be designated by the members at a lawful meeting.

NONPROFIT CORPORATION

For Use By The
Secretary of State

File No. 19670049ND
 Fee Paid \$5.00
 C.B. _____
 Date _____ 1

STATE OF MAINE
 ARTICLES OF AMENDMENT

Pursuant to 13-B MRSA §§802 and 803, the under-
 signed corporation executes and delivers for filing
 the following Articles of Amendment:

For Use By The Secretary of State

FILED

October 1, 1992

Gary Cohen
 Deputy Secretary of State

A True Copy When Attested
 By Signature

Deputy Secretary of State

FIRST: STATE NATURE OF CHANGE (e.g. "New Section", "Deletion of Words", "Revision of Article 3") as well as TEXT of Amendment. Use back of form if necessary.

NAME CHANGE.

Amend ARTICLE I of the Corporation follows:

The legal title of this charitable, benevolent, non-profit corporation is
 Catholic Charities Maine.

SECOND: This amendment was adopted on July 28, 19 91, as follows:
 ("X" one box only)

- ☐ a. By the members at a meeting at which a quorum was present and the amendment received at least a majority of the votes which members were entitled to cast.
- ☐ b. (If the Articles require more than a majority vote.) By the members at a meeting at which the amendment received at least the percentage of votes required by the Articles of Incorporation.
- ☐ c. By the written consent of all members entitled to vote with respect thereto.
- ☒ d. (If no members, or none entitled to vote thereon). By majority vote of the board of directors.

THIRD: Address of the registered office in Maine: 12 Portland Pier, Portland, Maine 04112
 (street, city and zip code)

**MUST BE COMPLETED FOR VOTE
 OF MEMBERS**

I certify that I have custody of the minutes showing the above action by the members.

 (signature of clerk, secretary or ass. secretary)

Diocesan Human Relations Services, Inc.

(Name of Corporation)

By

Robert C. Robinson
 Robert C. Robinson, Clerk

(type or print name and capacity)

By

 (signature)

 (type or print name and capacity)

Dated: September 23, 1992

This document **MUST** be signed by (1) the Clerk OR Secretary OR (2) the President or a vice-president AND the Secretary or an assistant secretary, or such other officer as the bylaws may designate as a 2nd certifying officer OR (3) if no such officers, then a majority of the directors or such directors designated by a majority of directors then in office OR (4) if no directors, then the members or such of them designated by the members at a lawful meeting.

NONPROFIT CORPORATION

For Use By The Secretary of State	
File No.	19670049ND
Fee Paid	\$5.00
C.B.	-----
Date	-----
	1

STATE OF MAINE

STATEMENT OF INTENTION
TO CARRY ON ACTIVITIES
UNDER AN ASSUMED NAME

For Use By The Secretary of State	
FILED	
October 1,	19 92
<i>Harry Cooper</i>	
Deputy Secretary of State	
A True Copy When Attested By Signature	
_____ Deputy Secretary of State	

Pursuant to 13-B MRSA §308, the undersigned, a corporation, (incorporated under the laws of the State of Maine), (incorporated under the laws of the State of Maine, and authorized to carry on activities in Maine), gives notice of its intention to carry on activities in this State under an assumed name.

FIRST: The name of the corporation is Catholic Charities Maine

SECOND: The address of the registered office of the corporation in the State of Maine is _____
Twelve Portland Pier, P.O. Box 568, Portland, Maine 04112
(street, city, state and zip code)

THIRD: The corporation intends to carry on activities under the assumed name of _____
Diocesan Human Relations Services

COMPLETE THE FOLLOWING IF APPLICABLE

FOURTH: If such assumed name is to be used at fewer than all of the corporation's places of activity in this State, the location(s) where it will be used is (are):

Dated: September 28, 1992

By *Robert C. Robinson*
(signature)
Robert C. Robinson, Clerk
(type or print name and capacity)

By _____
(signature)

(type or print name and capacity)

This document **MUST** be signed by (1) the Clerk OR Secretary OR (2) the President or a vice-president AND the Secretary or an assistant secretary, or such other officer as the bylaws may designate as a 2nd certifying officer OR (3) if no such officers, then a majority of the directors or such directors designated by a majority of directors then in office OR (4) if no directors, then the members or such of them designated by the members at a lawful meeting.

CATHOLIC CHARITIES MAINE BOARD OF DIRECTORS FY 23-24

Last Name	First Name	Board Position	City/Town	Professional Affiliation
Ayotte	Robert	Treasurer	Cape Elizabeth	Retired Vice President of Audit Services and Corporate Officer, Textron Inc.
Blackwell	Deacon Darrell		Wells	St. Martha's Church, Kennebunk
Binwa	Innocent		South Portland	Network Administrator and Cybersecurity Specialist, Waynflete School
Brackett	Janet		New Sharon	Retired Librarian
Brown	Kathy		Gardiner	Retired Catholic Charities USA
Cleveland	Deacon Bob		Hope	VP, Sr. Network Administrator at Camden National Corporation, Deacon at St. Brendan the Navigator parish.
Costello	Steven		Lewiston	Executive Director, St. Mary's Foundation
des Rosiers	Jared		Falmouth	Partner, Pierce Atwood LLP
Dyer	Kathy		Houlton	Retired Director of Religious Education
Flagg	Bill		Stockholm	Director of Community & Development, Cary Medical Center
Ford	Amy		Waldoboro	Director of Faith Formation, All Saints Parish
Moses	Paula		Wells	Portland Catholic Dioses, Retired
Moody	Lauren	Chair	Auburn	Full time mom with background in medical field
Morin	Fr. Frank		Waterville	Retired priest active in Hispanic Ministry
Nickless	Cindy		Lyman	Board member of several Faith organizations, and founder of The Presence radio network
Pora, RSM	Sr. Patricia		Portland	Director of Hispanic Ministry for the Diocese of Portland
Rico, P.E.	Nick F.	Secretary	Scarborough	Superintendent, Wells Sanitary District
Suttie	Kim		Fairfield	Parish Life Coordinator, Corpus Christi Parish Waterville
Non-Voting Members				
Deeley	Most Rev. Robert	President (non Voting)	Portland	President of the Board of CCM, Bishop of the Diocese of Portland
Caron	Msgr. Marc	Diocesan Chaplain	Portland	Moderator of the Curia for Diocese of Portland
Letourneau	Stephen	CEO	Fairfield	CEO, Catholic Charities Maine

**Application for Automatic Extension of Time To File an
Exempt Organization Return**

OMB No. 1545-0047

► **File a separate application for each return.**
► **Go to www.irs.gov/Form8868 for the latest information.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print File by the due date for filing your return. See instructions.	Name of exempt organization or other filer, see instructions. Catholic Charities Maine	Taxpayer identification number (TIN) 01-0280225
	Number, street, and room or suite no. If a P.O. box, see instructions. PO Box 10660	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. Portland, ME 04104	

Enter the Return Code for the return that this application is for (file a separate application for each return)

0	1
---	---

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12
Form 990-T (corporation)	07		

Stephen Letourneau

- The books are in the care of ► **PO Box 10660 - Portland, ME 04104**

Telephone No. ► **207-781-8550**

Fax No. ► _____

- If the organization does not have an office or place of business in the United States, check this box ☐ ► ☐
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box ☐. If it is for part of the group, check this box ☐ and attach a list with the names and TINs of all members the extension is for.

- 1 I request an automatic 6-month extension of time until **August 15, 2023**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

► ☐ calendar year _____ or
► ☒ tax year beginning **OCT 1, 2021**, and ending **SEP 30, 2022**.

- 2 If the tax year entered in line 1 is for less than 12 months, check reason: ☐ Initial return ☐ Final return
☐ Change in accounting period

3a If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-TE and Form 8879-TE for payment instructions.

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

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

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

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

OMB No. 1545-0047

2021

Open to Public Inspection

A For the **2021** calendar year, or tax year beginning **OCT 1, 2021** and ending **SEP 30, 2022**

B Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization

Catholic Charities Maine

Doing business as

Number and street (or P.O. box if mail is not delivered to street address)

PO Box 10660

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

Portland, ME 04104

F Name and address of principal officer: **Stephen Letourneau**
same as C above

D Employer identification number

01-0280225

E Telephone number

207-781-8550

G Gross receipts \$

29,662,254.

H(a) Is this a group return

for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. See instructions

H(c) Group exemption number ▶ **0928**

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: ▶ **www.ccmaine.org**

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶

L Year of formation: **1967**

M State of legal domicile: **ME**

Part I Summary

Activities & Governance	1	Briefly describe the organization's mission or most significant activities:	State-wide social service agency	
	2	Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	3	19
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	19
	5	Total number of individuals employed in calendar year 2021 (Part V, line 2a)	5	584
	6	Total number of volunteers (estimate if necessary)	6	475
		7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a
b		Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9	Program service revenue (Part VIII, line 2g)	3,801,200.	2,975,707.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	21,453,692.	23,126,617.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	271,931.	135,969.
	12	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	575,744.	654,728.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	26,102,567.	26,893,021.
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	204,513.	507,595.
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	15,018,595.	15,946,362.
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	b	Total fundraising expenses (Part IX, column (D), line 25) ▶ 456,835.		
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	10,320,257.	10,245,805.
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	25,543,365.	26,699,762.
	19	Revenue less expenses. Subtract line 18 from line 12	559,202.	193,259.
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21	Total liabilities (Part X, line 26)	14,668,841.	13,981,504.
	22	Net assets or fund balances. Subtract line 21 from line 20	4,752,841.	4,912,515.
			9,916,000.	9,068,989.

Part II Signature Block

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

Sign Here	Signature of officer	Date			
	Reed Westgate, Senior Director of Finance Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check if self-employed ☐	PTIN
	Joseph R. Byrne	Joseph R. Byrne	05/16/23		P01289281
Preparer Use Only	Firm's name ▶ Berry Dunn McNeil & Parker, LLC	Firm's EIN ▶ 01-0523282			
	Firm's address ▶ 2211 Congress St Portland, ME 04102	Phone no. (207) 775-2387			

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

Part III Statement of Program Service Accomplishments

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

☒**1** Briefly describe the organization's mission:

Catholic Charities Maine is one of the largest statewide, private, nonprofit, social service agencies in Maine and is committed to improving the quality of life for the individual, the family and the community. Catholic Charities Mission reads: "Inspired by scripture

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

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

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

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

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

4a (Code:) (Expenses \$ 6,499,168. including grants of \$) (Revenue \$ 6,250,541.)
 Behavioral Health Services performed include: 729 adults with mental illness received outreach and/or case management support to help them access health care and community services and fully live their lives; 279 at-risk youths and their families received intervention and support to prevent them from further involvement with the legal or mental health system.

4b (Code:) (Expenses \$ 10,003,552. including grants of \$ 507,595.) (Revenue \$ 8,103,920.)
 Specialized Community Services performed include: 30,060 individuals and families in Aroostook County were provided with food assistance; 5,294 individuals were provided with oral health services; 389 refugees resettling in Maine received help finding housing, jobs, and referrals to available services; 3,620 individuals and businesses statewide received language interpretation and translation services; 1,877 individuals found compassionate support and/or received emergency services; 342 individuals and families dealing with issues related to drugs or alcohol addiction received support and counseling services; 1,815 elderly and disabled individuals were able to remain living independently in their home with the support of a homemaker or volunteer companion; 302 blind and visually impaired children received

4c (Code:) (Expenses \$ 3,362,540. including grants of \$) (Revenue \$ 2,838,021.)
 Elder Care Services include: Independent Support Services (ISS) and SEARCH. Serving 1,815 seniors or individuals with disabilities throughout Maine, ISS provided homemaker services that included in-home assistance with housekeeping, meal preparation, laundry, and taking clients grocery shopping. The goal is to help these individuals remain functioning independently within their own home. Utilizing a corps of trained volunteers, SEARCH connected volunteers with 211 seniors in 8 counties to reduce their isolation and keep them living independently. Volunteers provided companionship, assistance with paperwork, socialization activities, and transportation for appointments and errands.

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

(Expenses \$ 5,710,918. including grants of \$) (Revenue \$ 5,934,135.)

4e Total program service expenses 25,576,178.

Form 990 (2021)

Part IV Checklist of Required Schedules

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

Part IV Checklist of Required Schedules (continued)

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

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V ☐

	Yes	No
1a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a 383	
b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b 0	
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c X	

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

	Yes	No
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	584
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b	X
Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. See instructions.		
3a Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a	X
b If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b	
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a	X
b If "Yes," enter the name of the foreign country		
See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a	X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b	X
c If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c	
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a	X
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b	
7 Organizations that may receive deductible contributions under section 170(c).		
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a	X
b If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	X
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c	X
d If "Yes," indicate the number of Forms 8282 filed during the year	7d	
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e	X
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f	X
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g	
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h	
8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8	
9 Sponsoring organizations maintaining donor advised funds.		
a Did the sponsoring organization make any taxable distributions under section 4966?	9a	
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b	
10 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on Part VIII, line 12	10a	
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11 Section 501(c)(12) organizations. Enter:		
a Gross income from members or shareholders	11a	
b Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b	
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
13 Section 501(c)(29) qualified nonprofit health insurance issuers.		
a Is the organization licensed to issue qualified health plans in more than one state?	13a	
Note: See the instructions for additional information the organization must report on Schedule O.		
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
c Enter the amount of reserves on hand	13c	
14a Did the organization receive any payments for indoor tanning services during the tax year?	14a	X
b If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b	
15 Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year?	15	X
If "Yes," see the instructions and file Form 4720, Schedule N.		
16 Is the organization an educational institution subject to the section 4968 excise tax on net investment income?	16	X
If "Yes," complete Form 4720, Schedule O.		
17 Section 501(c)(21) organizations. Did the trust, any disqualified person, or mine operator engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953?	17	
If "Yes," complete Form 6069.		

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

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

☒**Section A. Governing Body and Management**

	1a	1b	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.	19			
b Enter the number of voting members included on line 1a, above, who are independent		19		
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?			2	X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?			3	X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?			4	X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?			5	X
6 Did the organization have members or stockholders?			6	X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?			7a	X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?			7b	X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a The governing body?			8a	X
b Each committee with authority to act on behalf of the governing body?			8b	X
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O			9	X

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

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

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ► None

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain on Schedule O)

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

20 State the name, address, and telephone number of the person who possesses the organization's books and records ►
Stephen Letourneau - 207-781-8550
PO Box 10660, Portland, ME 04104

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

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

☒**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

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

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

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Burton L. Rankie Orthodontist	40.00 0.00					X		202,199.	0.	13,650.
(2) Stephen Letourneau CEO	40.00 0.00			X				143,257.	0.	31,780.
(3) Meredith L. Davis-Pound Dentist	40.00 0.00				X			113,209.	0.	31,284.
(4) Daniel Bazemore Past CFO	40.00 0.00			X				122,901.	0.	13,115.
(5) Reed Westgate Senior Director of Finance	40.00 0.00			X				87,777.	0.	27,697.
(6) Dean LaChance COO	40.00 0.00				X			103,302.	0.	1,029.
(7) Most Rev. Robert Deeley President	0.80 0.00	X		X				0.	0.	0.
(8) Msgr. Marc Caron Diocesan Chaplain	0.80 0.00	X		X				0.	0.	0.
(9) Lauren Moody Chair	0.80 0.00	X		X				0.	0.	0.
(10) Robert Ayotte Treasurer	0.80 0.00	X		X				0.	0.	0.
(11) Nick F. Rico, P.E. Secretary	0.80 0.00	X		X				0.	0.	0.
(12) Deacon Darrell Blackwell Director	0.80 0.00	X						0.	0.	0.
(13) Janet Brackett Director	0.80 0.00	X						0.	0.	0.
(14) Kathy Brown Director	0.80 0.00	X						0.	0.	0.
(15) Deacon Bob Cleveland Director	0.80 0.00	X						0.	0.	0.
(16) Stephen Costello Director	0.80 0.00	X						0.	0.	0.
(17) Jared des Rosiers Director	0.80 0.00	X						0.	0.	0.

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

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(18) Kathy Dyer Director	0.80 0.00	X						0.	0.	0.
(19) Bill Flaggs Director	0.80 0.00	X						0.	0.	0.
(20) Amy Ford Director	0.80 0.00	X						0.	0.	0.
(21) Fr. Frank Morin Director	0.80 0.00	X						0.	0.	0.
(22) Cindy Nickless Director	0.80 0.00	X						0.	0.	0.
(23) Romeo Parent Director	0.80 0.00	X						0.	0.	0.
(24) Sr. Patricia Pora, RSM Director	0.80 0.00	X						0.	0.	0.
(25) Kim Suttie Director	0.80 0.00	X						0.	0.	0.
1b Subtotal								772,645.	0.	118,555.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								772,645.	0.	118,555.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **5**

3 Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual

	Yes	No
3		X
4	X	
5		X

4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual

5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person

Section B. Independent Contractors

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

(A) Name and business address	(B) Description of services	(C) Compensation
Winxnet, Inc. PO Box 1700, Portland, ME 04104	IT Subcontractor	320,838.
Aroostook Home Health Services 658 Main Street, Suite 2, Caribou, ME 04736	ISS Subcontractor	292,191.
Systems Engineering, 120 Exchange Street Suite 500, Portland, ME 04101	IT Subcontractor	201,473.
FCS, Inc., 1823 McIntosh Street, Ste 110, Bowling Green, KY 42104	Medical Subcontractor	169,121.
Credible Behavioral Health, Inc., 1 Choice Hotels Circle, 11th Floor, Rockville, MD	IT Subcontractor	138,884.
2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization		7

Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a	311,141.				
	b Membership dues	1b					
	c Fundraising events	1c	84,847.				
	d Related organizations	1d	735,650.				
	e Government grants (contributions)	1e	230,820.				
	f All other contributions, gifts, grants, and similar amounts not included above ...	1f	1,613,249.				
	g Noncash contributions included in lines 1a-1f	1g	\$ 15,375.				
	h Total. Add lines 1a-1f						
Program Service Revenue	2 a Governmental Payments	Business Code 624100		13,598,003.	13598003.		
	b Medicaid Fees	624100		7,063,093.	7,063,093.		
	c Program Service Fees	624100		2,078,267.	2,078,267.		
	d Miscellaneous Revenue	900099		387,254.	387,254.		
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f				23,126,617.		
	Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			69,613.		
4 Income from investment of tax-exempt bond proceeds							
5 Royalties							
6 a Gross rents		6a	(i) Real				
			62,631.				
			b Less: rental expenses ...				
c Rental income or (loss)		6c	62,631.				
d Net rental income or (loss)					62,631.		62,631.
7 a Gross amount from sales of assets other than inventory		7a	(i) Securities				
			2,784,400.				
			b Less: cost or other basis and sales expenses				
c Gain or (loss)		7c	71,442.	-5,086.			
d Net gain or (loss)					66,356.		66,356.
8 a Gross income from fundraising events (not including \$ 84,847. of contributions reported on line 1c). See Part IV, line 18		8a					
			12,655.				
	b Less: direct expenses		8b				
c Net income or (loss) from fundraising events				-26,330.		-26,330.	
9 a Gross income from gaming activities. See Part IV, line 19	9a						
		b Less: direct expenses					9b
c Net income or (loss) from gaming activities							
10 a Gross sales of inventory, less returns and allowances	10a						
		630,631.					
		b Less: cost of goods sold					10b
c Net income or (loss) from sales of inventory				618,427.		618,427.	
Miscellaneous Revenue	11 a	Business Code					
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d						
	12 Total revenue. See instructions				26,893,021.	23126617.	0.

Part IX Statement of Functional Expenses

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

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

☒ X

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	376,947.	376,947.		
2 Grants and other assistance to domestic individuals. See Part IV, line 22	130,648.	130,648.		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	426,525.		426,525.	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	12,860,334.	11,479,263.	1,149,801.	231,270.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	55,194.	45,378.	7,964.	1,852.
9 Other employee benefits	1,592,047.	1,450,477.	100,217.	41,353.
10 Payroll taxes	1,012,262.	877,593.	111,368.	23,301.
11 Fees for services (nonemployees):				
a Management				
b Legal	28,470.		28,470.	
c Accounting	64,264.		64,264.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees	11,287.	777.	10,510.	
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	5,483,798.	4,869,764.	592,267.	21,767.
12 Advertising and promotion	76,302.	41,352.	14,918.	20,032.
13 Office expenses	722,993.	651,182.	45,765.	26,046.
14 Information technology				
15 Royalties				
16 Occupancy	2,033,807.	2,004,762.		29,045.
17 Travel	424,525.	393,307.	30,742.	476.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	91,357.	61,390.	29,967.	
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	552,551.	369,677.	182,599.	275.
23 Insurance	171,884.	146,087.	23,200.	2,597.
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a <u>Miscellaneous</u>	296,899.	238,533.	42,891.	15,475.
b <u>Client Assistance</u>	287,664.	287,514.	150.	
c <u>Indirect Costs</u>	4.	2,151,527.	-2,194,869.	43,346.
d _____				
e All other expenses _____				
25 Total functional expenses. Add lines 1 through 24e	26,699,762.	25,576,178.	666,749.	456,835.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here ☐ if following SOP 98-2 (ASC 958-720)

Part X Balance Sheet

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

☒ X

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	560,615.	1	633,927.
	2 Savings and temporary cash investments	972,665.	2	1,144,362.
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	2,503,681.	4	1,828,739.
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use	131,086.	8	124,941.
	9 Prepaid expenses and deferred charges	40,324.	9	76,580.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 10,758,875.		
	b Less: accumulated depreciation	10b 6,679,515.		
	11 Investments - publicly traded securities	4,229,063.	10c	4,079,360.
	12 Investments - other securities. See Part IV, line 11	3,418,762.	11	2,918,896.
	13 Investments - program-related. See Part IV, line 11		12	
	14 Intangible assets		13	
	15 Other assets. See Part IV, line 11	2,812,645.	14	
16 Total assets. Add lines 1 through 15 (must equal line 33)	14,668,841.	15	3,174,699.	
17 Accounts payable and accrued expenses	2,022,368.	16	13,981,504.	
18 Grants payable		17	2,306,988.	
19 Deferred revenue	1,088,338.	18		
20 Tax-exempt bond liabilities		19	1,099,677.	
21 Escrow or custodial account liability. Complete Part IV of Schedule D		20		
22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		21		
23 Secured mortgages and notes payable to unrelated third parties	1,642,135.	22		
24 Unsecured notes and loans payable to unrelated third parties		23	1,505,850.	
25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		24		
26 Total liabilities. Add lines 17 through 25	4,752,841.	25		
27 Organizations that follow FASB ASC 958, check here ☒ and complete lines 27, 28, 32, and 33.		26	4,912,515.	
28 Net assets without donor restrictions	5,080,829.	27	5,122,460.	
29 Net assets with donor restrictions	4,835,171.	28	3,946,529.	
30 Organizations that do not follow FASB ASC 958, check here ☐ and complete lines 29 through 33.				
31 Capital stock or trust principal, or current funds		29		
32 Paid-in or capital surplus, or land, building, or equipment fund		30		
33 Retained earnings, endowment, accumulated income, or other funds		31		
34 Total net assets or fund balances	9,916,000.	32	9,068,989.	
35 Total liabilities and net assets/fund balances	14,668,841.	33	13,981,504.	

Form 990 (2021)

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response or note to any line in this Part XI ☒

1	Total revenue (must equal Part VIII, column (A), line 12)	1	26,893,021.
2	Total expenses (must equal Part IX, column (A), line 25)	2	26,699,762.
3	Revenue less expenses. Subtract line 2 from line 1	3	193,259.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	9,916,000.
5	Net unrealized gains (losses) on investments	5	-697,365.
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	-342,905.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	9,068,989.

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII ☐

	Yes	No
1 Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2a	X
b Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2b	X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c	X
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____	3a	X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits _____	3b	X

Form 990 (2021)

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
▶ Attach to Form 990 or Form 990-EZ.

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

OMB No. 1545-0047

2021

Open to Public
Inspection

Name of the organization

Catholic Charities Maine

Employer identification number

01-0280225

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

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

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 ☒ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations

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

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

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2021 (line 6, column (f), divided by line 11, column (f))	14	%
15 Public support percentage from 2020 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test - 2021. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		
b 33 1/3% support test - 2020. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		
17a 10% -facts-and-circumstances test - 2021. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		
b 10% -facts-and-circumstances test - 2020. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		

Schedule A (Form 990) 2021

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	2179499.	1978135.	6154557.	3801200.	2975707.	17089098.
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	22879052.	22593882.	19349757.	21453692.	23126617.	109403000
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5	25058551.	24572017.	25504314.	25254892.	26102324.	126492098
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						0.
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						0.
c Add lines 7a and 7b						0.
8 Public support. (Subtract line 7c from line 6.)						126492098

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
9 Amounts from line 6	25058551.	24572017.	25504314.	25254892.	26102324.	126492098
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	65,478.	57,271.	49,154.	70,928.	132,244.	375,075.
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	65,478.	57,271.	49,154.	70,928.	132,244.	375,075.
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on	948,278.	807,687.	536,397.	593,031.	618,427.	3503820.
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)	26072307.	25436975.	26089865.	25918851.	26852995.	130370993
14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f))	15	97.02 %
16 Public support percentage from 2020 Schedule A, Part III, line 15	16	96.72 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2021 (line 10c, column (f), divided by line 13, column (f))	17	.29 %
18 Investment income percentage from 2020 Schedule A, Part III, line 17	18	.23 %

19a 33 1/3% support tests - 2021. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

☒

b 33 1/3% support tests - 2020. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

☐

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

☐

Part IV Supporting Organizations

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

Section A. All Supporting Organizations

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

Part IV Supporting Organizations (continued)

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

Section B. Type I Supporting Organizations

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

Section C. Type II Supporting Organizations

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

Section D. All Type III Supporting Organizations

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

Section E. Type III Functionally Integrated Supporting Organizations

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

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

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

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

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

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Schedule A (Form 990) 2021

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

Section D - Distributions		Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	1	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	3	
4 Amounts paid to acquire exempt-use assets	4	
5 Qualified set-aside amounts (prior IRS approval required - <i>provide details in Part VI</i>)	5	
6 Other distributions (<i>describe in Part VI</i>). See instructions.	6	
7 Total annual distributions. Add lines 1 through 6.	7	
8 Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	8	
9 Distributable amount for 2021 from Section C, line 6	9	
10 Line 8 amount divided by line 9 amount	10	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2021	(iii) Distributable Amount for 2021
1 Distributable amount for 2021 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2021 (reasonable cause required - <i>explain in Part VI</i>). See instructions.			
3 Excess distributions carryover, if any, to 2021			
a From 2016			
b From 2017			
c From 2018			
d From 2019			
e From 2020			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2021 distributable amount			
i Carryover from 2016 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2021 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2021 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2021, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2021. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 2022. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2017			
b Excess from 2018			
c Excess from 2019			
d Excess from 2020			
e Excess from 2021			

Schedule A (Form 990) 2021

Part VI**Supplemental Information.**

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

Schedule B
(Form 990)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

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

OMB No. 1545-0047

2021

Name of the organization

Catholic Charities Maine

Employer identification number

01-0280225

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

☒ 501(c)(3) (enter number) organization

☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation

☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation

☐ 501(c)(3) taxable private foundation

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

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

General Rule

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

Special Rules

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

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

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

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

Name of organization	Employer identification number
Catholic Charities Maine	01-0280225

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
<u>1</u>		\$ <u>75,000.</u>	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
<u>2</u>		\$ <u>61,875.</u>	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
<u>3</u>		\$ <u>10,000.</u>	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
<u>4</u>		\$ <u>12,836.</u>	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
<u>5</u>		\$ <u>45,000.</u>	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
<u>6</u>		\$ <u>10,000.</u>	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
Catholic Charities Maine	01-0280225

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
7		\$ 40,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
8		\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
9		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
10		\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
11		\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
12		\$ 42,953.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
Catholic Charities Maine	01-0280225

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
13		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
14		\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
15		\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
16		\$ 20,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
17		\$ 20,435.	Person ☒ Payroll ☐ Noncash ☒ (Complete Part II for noncash contributions.)
18		\$ 5,595.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
Catholic Charities Maine	01-0280225

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
19		\$ 50,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
20		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
21		\$ 6,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
22		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
23		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
24		\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
Catholic Charities Maine	01-0280225

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
25		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
26		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
27		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
28		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
29		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
30		\$ 25,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
Catholic Charities Maine	01-0280225

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
31		\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
32		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
33		\$ 15,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
34		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
35		\$ 45,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
36		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
Catholic Charities Maine	01-0280225

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
37		\$ 30,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
38		\$ 105,437.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
39		\$ 15,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
40		\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
41		\$ 12,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
42		\$ 20,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
Catholic Charities Maine	01-0280225

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
43		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
44		\$ 5,401.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
45		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
46		\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
47		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
48		\$ 12,500.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
Catholic Charities Maine	01-0280225

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
49		\$ 26,401.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
50		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
51		\$ 16,375.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
52		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
53		\$ 102,948.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
54		\$ 63,566.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
Catholic Charities Maine	01-0280225

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
55		\$ 6,250.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
56		\$ 77,153.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
57		\$ 6,389.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
58		\$ 18,862.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
59		\$ 31,572.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
60		\$ 4,400.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
Catholic Charities Maine	01-0280225

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
61		\$ 735,650.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
62		\$ 5,238.	Person ☐ Payroll ☐ Noncash ☒ (Complete Part II for noncash contributions.)
63		\$ 230,820.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
Catholic Charities Maine	01-0280225

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

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
17	Publicly Traded Securities	\$ 10,137.	11/18/21
62	Publicly Traded Securities	\$ 5,238.	12/27/21
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

Name of organization

Employer identification number

Catholic Charities Maine

01-0280225

Part III

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

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

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee

SCHEDULE D
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**
▶ **Attach to Form 990.**

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

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization

Catholic Charities Maine

Employer identification number

01-0280225

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?	☐ Yes	☐ No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?	☐ Yes	☐ No

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

1 Purpose(s) of conservation easements held by the organization (check all that apply).
☐ Preservation of land for public use (for example, recreation or education) ☐ Preservation of a historically important land area
☐ Protection of natural habitat ☐ Preservation of a certified historic structure
☐ Preservation of open space

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

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d

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

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

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?

☐ Yes ☐ No

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

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

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?

☐ Yes ☐ No

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

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

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

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

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

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

▶ \$

(ii) Assets included in Form 990, Part X

▶ \$

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

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

▶ \$

b Assets included in Form 990, Part X

▶ \$

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule D (Form 990) 2021

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

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

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

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

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

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

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

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

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

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

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

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

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	3,207,418.	2,777,974.	2,602,273.	2,580,433.	2,514,315.
b Contributions		5,000.		10,745.	466.
c Net investment earnings, gains, and losses	-547,123.	452,528.	181,492.	11,095.	65,652.
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses		28,084.	5,791.		
g End of year balance	2,660,295.	3,207,418.	2,777,974.	2,602,273.	2,580,433.

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

- a Board designated or quasi-endowment ☒ .0000 %
 b Permanent endowment ☒ 76.2250 %
 c Term endowment ☒ 23.7750 %

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

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

- (i) Unrelated organizations
 (ii) Related organizations

	Yes	No
3a(i)	X	
3a(ii)		X
3b		

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ☐

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

Part VI Land, Buildings, and Equipment.

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

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		465,700.		465,700.
b Buildings		5,772,034.	3,066,677.	2,705,357.
c Leasehold improvements				
d Equipment		4,521,141.	3,612,838.	908,303.
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				4,079,360.

Schedule D (Form 990) 2021

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

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

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

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

Part IX Other Assets.

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

(a) Description	(b) Book value
(1) Deposits	28,542.
(2) Restricted Escrow Reserve	120,024.
(3) Beneficial Interest	1,513,052.
(4) Estimated Settlements Under Governmental Awards	1,513,081.
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	3,174,699.

Part X Other Liabilities.

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

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

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

Schedule D (Form 990) 2021

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements	1	25,903,940.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	-697,365.
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	-291,716.
e	Add lines 2a through 2d	2e	-989,081.
3	Subtract line 2e from line 1	3	26,893,021.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)	5	26,893,021.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements	1	26,750,951.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	51,189.
e	Add lines 2a through 2d	2e	51,189.
3	Subtract line 2e from line 1	3	26,699,762.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)	5	26,699,762.

Part XIII Supplemental Information.

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

Part V, line 4:

To build a reserve in order to strengthen the financial stability of the Organization and adhere to all donors restricted requests.

Part XI, Line 2d - Other Adjustments:

Cost of Goods Sold	12,204.
Fundraising Expenses	38,985.
Change in Beneficial Interest	-342,905.
Total to Schedule D, Part XI, Line 2d	-291,716.

Part XII, Line 2d - Other Adjustments:

Cost of Goods Sold	12,204.
--------------------	---------

Department of the Treasury
Internal Revenue Service

Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.

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

2021

Open to Public Inspection

Name of the organization

Catholic Charities Maine

Employer identification number	
--------------------------------	--

01-0280225

Part I

Fundraising Activities.

Fundraising Activities. Complete if the organization answered "Yes" on Form 990, Part IV, line 17. Form 990-EZ filers are not required to complete this part.

- 1** Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- a** ☐ Mail solicitations

- b** ☐ Internet and email solicitations

- c** ☐ Phone solicitations

- d** ☐ In-person solicitations

- e** ☐ Solicitation of non-government grants

- f** ☐ Solicitation of government grants

- g** ☐ Special fundraising events

- 2 a** Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services?

☐ Yes☐ No

- b** If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col. (i)	(vi) Amount paid to (or retained by) organization
		Yes	No			
Total						

- 3** List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

Part II Fundraising Events. Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events (add col. (a) through col. (c))
		Golf Classic Tournament (event type)	(event type)	None (total number)	
Revenue	1 Gross receipts	97,502.			97,502.
	2 Less: Contributions	84,847.			84,847.
	3 Gross income (line 1 minus line 2)	12,655.			12,655.
Direct Expenses	4 Cash prizes				
	5 Noncash prizes				
	6 Rent/facility costs	28,338.			28,338.
	7 Food and beverages				
	8 Entertainment				
	9 Other direct expenses	10,647.			10,647.
	10 Direct expense summary. Add lines 4 through 9 in column (d)				38,985.
11 Net income summary. Subtract line 10 from line 3, column (d)				-26,330.	

Part III Gaming. Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue	1 Gross revenue				
Direct Expenses	2 Cash prizes				
	3 Noncash prizes				
	4 Rent/facility costs				
	5 Other direct expenses				
	6 Volunteer labor	☐ Yes _____ % ☐ No	☐ Yes _____ % ☐ No	☐ Yes _____ % ☐ No	
	7 Direct expense summary. Add lines 2 through 5 in column (d)				
	8 Net gaming income summary. Subtract line 7 from line 1, column (d)				

9 Enter the state(s) in which the organization conducts gaming activities:

 a Is the organization licensed to conduct gaming activities in each of these states? ☐ Yes ☐ No

b If "No," explain:

 10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? ☐ Yes ☐ No

b If "Yes," explain:

- 11** Does the organization conduct gaming activities with nonmembers? ☐ Yes ☐ No
- 12** Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming? ☐ Yes ☐ No
- 13** Indicate the percentage of gaming activity conducted in:
- | | | |
|--------------------------------------|------------|---|
| a The organization's facility | 13a | % |
| b An outside facility | 13b | % |
- 14** Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ► _____

Address ► _____

- 15a** Does the organization have a contract with a third party from whom the organization receives gaming revenue? ☐ Yes ☐ No

b If "Yes," enter the amount of gaming revenue received by the organization ► \$ _____ and the amount of gaming revenue retained by the third party ► \$ _____

c If "Yes," enter name and address of the third party:

Name ► _____

Address ► _____

- 16** Gaming manager information:

Name ► _____

Gaming manager compensation ► \$ _____

Description of services provided ► _____

☐ Director/officer ☐ Employee ☐ Independent contractor

- 17** Mandatory distributions:

a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? ☐ Yes ☐ No

b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ► \$ _____

Part IV Supplemental Information. Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.

Part IV	Supplemental Information <i>(continued)</i>
----------------	--

[illegible]

SCHEDULE I
(Form 990)

Department of the Treasury
Internal Revenue Service

**Grants and Other Assistance to Organizations,
Governments, and Individuals in the United States**
Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.

▶ **Attach to Form 990.**

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

OMB No. 1545-0047

2021

**Open to Public
Inspection**

Name of the organization

Catholic Charities Maine

Employer identification number

01-0280225

Part I General Information on Grants and Assistance

1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance?

☒ **Yes** ☐ **No**

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments. Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Part II can be duplicated if additional space is needed.

1 (a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of noncash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance
Portland Public Schools 353 Cumberland Ave Portland, ME 04101	04-3374427	Government	67,434.	0.			Refugee School Impact Grant
Westbrook School Department 125 Stroudwater Street Westbrook, ME 04092	01-6000038	Government	19,614.	0.			Refugee School Impact Grant and Support Services for Adult English Learning Grant
Lewiston Public Schools 36 Oak Street Lewiston, ME 04240	01-0447384	Government	18,065.	0.			Refugee School Impact Grant and Support Services for Adult English Learning Grant
Greater Portland Immigrant Welcome Center - 24 Preble Street, 3rd Floor - Portland, ME 04101	82-2844735	501(c)(3)	18,229.	0.			Refugee Support Services for Adult English Learning Grant
Gateway Community Services, Inc 501 Forest Avenue Portland, ME 04103	81-3604505	501(c)(3)	116,295.	0.			Refugee Youth Mentoring and Health Promotion Grants
Jewish Community Alliance of Southern Maine - 1342 Congress Street - Portland, ME 04101	01-0530420	501(c)(3)	15,000.	0.			Refugee Health Promotion Grant

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table **7.**

3 Enter total number of other organizations listed in the line 1 table **1.**

LHA **For Paperwork Reduction Act Notice, see the Instructions for Form 990.**

Schedule I (Form 990) 2021

[illegible]

Part III **Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22.
Part III can be duplicated if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
Rental Assistance	78	122,769.	0.		
Fuel Assistance	34	7,879.	0.		

Part IV **Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

Part I, Line 2:

The Office of Maine Refugee Services (OMRS) and the Catholic Charities Maine (CCM) Contracts Department maintains contracts that outline the total award for each fiscal year, along with any amendments that indicate changes to grant awards and funding. Additionally, OMRS and CCM Accounts Payable Department tracks invoices received by and paid to partners and records documenting check distribution. Periodic reporting to the grantor, if required, is provided per the grant award documentation.

Part IV Supplemental Information

The Organization's Parish Social Ministry program operates a Relief and Hope line where clients can call in to request assistance with rent or heat. The Organization collects the bills from the client that they need help with, and these requests are then run through internal review and approval. If approved, the Organization pays the vendor directly on behalf of the client. The program keeps of a log of all requests, what amounts were paid, and the vendor or purpose.

**SCHEDULE J
(Form 990)**

Department of the Treasury
Internal Revenue Service

Compensation Information

- For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees
 ▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 23.
 ▶ Attach to Form 990.
 ▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public
Inspection

Name of the organization

Catholic Charities Maine

Employer identification number

01-0280225

Part I Questions Regarding Compensation

1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- | | |
|--|--|
| ☐ First-class or charter travel | ☐ Housing allowance or residence for personal use |
| ☐ Travel for companions | ☐ Payments for business use of personal residence |
| ☐ Tax indemnification and gross-up payments | ☐ Health or social club dues or initiation fees |
| ☐ Discretionary spending account | ☐ Personal services (such as maid, chauffeur, chef) |

b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain

2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?

3 Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- | | |
|--|---|
| ☐ Compensation committee | ☐ Written employment contract |
| ☐ Independent compensation consultant | ☒ Compensation survey or study |
| ☐ Form 990 of other organizations | ☒ Approval by the board or compensation committee |

4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

a Receive a severance payment or change-of-control payment?

b Participate in or receive payment from a supplemental nonqualified retirement plan?

c Participate in or receive payment from an equity-based compensation arrangement?

If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.

5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

a The organization?

b Any related organization?

If "Yes" on line 5a or 5b, describe in Part III.

6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

a The organization?

b Any related organization?

If "Yes" on line 6a or 6b, describe in Part III.

7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III

8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III

9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

Yes No

1b

2

4a

4b

4c

5a

5b

6a

6b

7

8

9

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2021

Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC and/or 1099-NEC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
(1) Burton L. Rankie Orthodontist	(i)	202,145.	0.	54.	1,974.	11,676.	215,849.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
(2) Stephen Letourneau CEO	(i)	142,999.	0.	258.	1,567.	30,213.	175,037.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							

Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

Form 990, Part VII

Certain members of the board receive compensation from the Roman Catholic Bishop of Portland, a related organization. Catholic Charities Maine made reasonable efforts to obtain the necessary related organization compensation information by submitting requests for the payroll information but was unable to obtain the requested information prior to the filing deadline of the Form 990.

SCHEDULE O
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

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

▶ Attach to Form 990 or Form 990-EZ.

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

OMB No. 1545-0047

2021

Open to Public
Inspection

Name of the organization

Catholic Charities Maine

Employer identification number

01-0280225

Form 990, Part III, Line 1, Description of Organization Mission:

and the Church's social teaching, Catholic Charities empowers and strengthens individuals and families of all faiths by providing innovative community-based social services throughout Maine." It is this spiritual foundation that differentiates Catholic Charities from other social service agencies. The core values of respect, integrity, compassion, hospitality, excellence and stewardship guide all that Catholic Charities does. Catholic Charities Maine builds healthy communities, promotes family life, and enhances human dignity by providing quality, accredited services to meet the physical, social, and emotional needs of individuals and families of all beliefs.

Form 990, Part III, Line 2, New Program Services:

Catholic Charities Maine launched a new program in July of 2022 providing case management services to asylum seekers housed in the Comfort Inn in Saco, Maine.

Form 990, Part III, Line 3, Changes in Program Services:

Catholic Charities Maine closed its Functional Family Therapy program in June of 2022.

Form 990, Part III, Line 4b, Program Service Accomplishments:

the resources services they needed to succeed; 5,262 children were provided with nutritious meals and snacks by their child care providers through the USDA Food Program; 148 children were provided quality childcare services, 294 asylum seekers were provided case management

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990) 2021

132211 11-11-21

Name of the organization

Catholic Charities Maine

Employer identification number

01-0280225

services through our Saco shelter program.

Form 990, Part III, Line 4d, Other Program Services:

Various other community services

Expenses \$ 5,710,918. including grants of \$ 0. Revenue \$ 5,934,135.

Form 990, Part VI, Section B, line 11b:

The draft 990 is reviewed in detail after preparation by the independent accounting firm by the Organization's Senior Director of Finance and Controller who then provides feedback and confirmation of acceptance at which time the independent accounting firm finalizes the 990. The Board Finance Management Committee reviews the draft 990 and approves it with a recommendation to the Board of Directors to accept. The Board of Directors reviews the draft 990 and approves it for final filing.

Form 990, Part VI, Section B, Line 12c:

Board members, non-Board members and members of the Program Advisory Committees are covered. The Policy covers whether a conflict exists, financial and/or interested person(s), direct and/or indirect compensation, duty to disclose, determining whether a conflict exists, disclosure of such a conflict, procedures for addressing the conflict, violations of this Policy, recordkeeping, compensation, annual statements that are required to be executed by those covered, periodic review and use of outside experts. If a conflict as defined in the Policy exists/disclosed the person(s) with the conflict is prohibited from voting on such matters.

Form 990, Part VI, Section B, Line 15:

The CEO's compensation is reviewed annually by the Executive Committee of

Name of the organization

Catholic Charities Maine

Employer identification number

01-0280225

the Board of Directors. Salary surveys and wage reviews are performed by human resources for the CEO as well as all other key positions. A confidential survey is sent to the staff executive management team by human resources to provide input on the CEO's annual review.

Form 990, Part VI, Section C, Line 19:

To the extent it is requested in writing by the public, the governing documents, conflict of interest policy, and financial statements are provided in either hard copy or electronic form.

Form 990, Part VII

Certain members of the board receive compensation from the Roman Catholic Bishop of Portland, a related organization. Catholic Charities Maine made reasonable efforts to obtain the necessary related organization compensation information by submitting requests for the payroll information but was unable to obtain the requested information prior to the filing deadline of the Form 990.

Form 990, Part IX, Line 11g, Other Fees:

Subcontractor Fees:

Program service expenses	4,869,764.
Management and general expenses	592,267.
Fundraising expenses	21,767.
Total expenses	5,483,798.
Total Other Fees on Form 990, Part IX, line 11g, Col A	5,483,798.

Form 990, Part X, Line 10: Land, Buildings, and Equipment

Section 1.263(a)-3(n) Election:

Name of the organization

Catholic Charities Maine

Employer identification number

01-0280225

Catholic Charities Maine

PO Box 10660

Portland, ME 04104

EIN: 01-0280225

Catholic Charities Maine is electing to capitalize repair and
maintenance costs under Regulation Section 1.263(a)-3(n).

Form 990, Part XI, line 9, Changes in Net Assets:

Change in Beneficial Interest -342,905.

**SCHEDULE R
(Form 990)**

Department of the Treasury
Internal Revenue Service

Related Organizations and Unrelated Partnerships

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.

▶ Attach to Form 990.

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

OMB No. 1545-0047

2021

**Open to Public
Inspection**

Name of the organization

Catholic Charities Maine

Employer identification number

01-0280225

Part I Identification of Disregarded Entities. Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity

Part II Identification of Related Tax-Exempt Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity?	
						Yes	No
Roman Catholic Bishop of Portland - 01-0212546, 510 Ocean Avenue, Portland, ME 04103	Church	Maine	501(c)(3)	Line 1	N/A		X

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule R (Form 990) 2021

Part V Transactions With Related Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.**Note:** Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

	Yes	No
1 During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?		
a Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity	1a	X
b Gift, grant, or capital contribution to related organization(s)	1b	X
c Gift, grant, or capital contribution from related organization(s)	1c	X
d Loans or loan guarantees to or for related organization(s)	1d	X
e Loans or loan guarantees by related organization(s)	1e	X
f Dividends from related organization(s)	1f	X
g Sale of assets to related organization(s)	1g	X
h Purchase of assets from related organization(s)	1h	X
i Exchange of assets with related organization(s)	1i	X
j Lease of facilities, equipment, or other assets to related organization(s)	1j	X
k Lease of facilities, equipment, or other assets from related organization(s)	1k	X
l Performance of services or membership or fundraising solicitations for related organization(s)	1l	X
m Performance of services or membership or fundraising solicitations by related organization(s)	1m	X
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	1n	X
o Sharing of paid employees with related organization(s)	1o	X
p Reimbursement paid to related organization(s) for expenses	1p	X
q Reimbursement paid by related organization(s) for expenses	1q	X
r Other transfer of cash or property to related organization(s)	1r	X
s Other transfer of cash or property from related organization(s)	1s	X
2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.		

(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			

Provide additional information for responses to questions on Schedule R. See instructions.

**Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201**

Department of the Treasury

Date: August 24, 2022

Person to Contact:

R. Meyer ID# 0110429

Toll Free Telephone Number:

877-829-5500

United States Conference of Catholic
Bishops
3211 4th Street, NE
Washington, DC 20017-1194

Group Exemption Number:

0928

Dear Sir/Madam:

This responds to your June 23, 2022, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2022*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2022* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

Subordinate organizations under a group exemption do not receive individual exemption letters. Subordinate organizations are not listed in Tax Exempt Organization Search (Pub 78 data), and many are not listed in the Exempt Organizations Business Master

File extract, or EO BMF. Donors may verify that a subordinate organization is included in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. See IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

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

Sincerely,

A handwritten signature in cursive script that reads "Stephen A. Martin".

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Conflict of Interest - Staff/Client

ADMINISTRATIVE POLICY: Employees and volunteers of Catholic Charities Maine shall not enter into private, personal relationships with clients of this Agency. The primary regard of staff will be for the welfare of the client. Therefore, precedence will be given to professional responsibility over personal interest.

APPROVAL: Executive Director, June 22, 1995

REVIEWED & APPROVED: Chief Executive Officer, August 24, 2004.
Chief Executive Officer, February 28, 2011
Chief Executive Officer, June 6, 2017
Chief Executive Officer, January 10, 2022.

OPERATIONAL PROCEDURE:

1. The best interests of our clients shall always be the primary concern in any situation in which a possible conflict of interest arises. Accordingly, employees will review this policy and acknowledge its receipt in writing upon hire.
2. When a real or potential conflict of interest arises, employees, with support from supervisory staff as necessary and appropriate, will take reasonable steps to resolve the issue in a manner which recognizes that the client's interests are primary and protects the client's interests to the greatest extent possible. In some cases, protecting the client's interests may require termination of the professional relationship and appropriate referral of the client to other staff or another agency.
3. Clients will be accepted for service only through the program's approved admission procedures. If there is a conflict of interest between a client and the staff member available to accept the referral, the client will be given the choice of waiting for another staff person, if that is a possibility within program staffing, or referral to another agency.
4. While unintentional contact may occur from time to time (such as running into a client at the grocery store), there shall be no intentional professional or personal contact, regardless of medium, with clients outside of regular working hours without the permission of the supervisor and documentation of the contact in the client record.

5. Staff will avoid accepting goods, services, and/or gifts from clients or family as payment for professional services. CCM understands the challenges of accepting gifts from clients and recognizes that in some cultures, small gifts of nominal value are a token of respect and showing gratitude. When determining whether or not to accept a gift from clients, staff must take into account the therapeutic relationship, the monetary value of the gift, the client's motivation for giving the gift, and the staff's motivation for wanting or declining the gift. Regardless, only gifts of nominal value may be accepted and nominal value generally means less than \$5 to \$10 in value. A supervisor must always be informed by the staff when a gift has been accepted.
6. Staff shall not become involved in a client's personal affairs that are not relevant to the services being provided. This includes, but is not limited to, having a business relationship with a client, borrowing money from a client, or loaning money to a client.
7. Under no circumstances shall staff engage in sexual activities or sexual contact with current clients.
8. Due to the potential vulnerability of the client even after termination of services, there shall be no personal relationships established with former clients for a minimum of one (1) year. This policy provision is not intended to alter or replace staff responsibility to comply with ethical codes that may apply to staff. For example, the ethical code for licensed social workers states that social workers should not engage in sexual activities or sexual contact with former clients because of the potential for harm to the client. Staff should comply with the ethical code applicable to their license irrespective of this provision.
9. The practice of steering or directing referrals of applicants, clients or their families to a private practice in which a Catholic Charities Maine professional staff member or consultant may be engaged is prohibited.
10. It would not be considered a conflict of interest if a client, after termination from a Catholic Charities Maine program, sought out the services of an employee of that program through his/her private practice. However, the employee should not assume professional responsibility for the client without determining that termination from the Catholic Charities program has been effected.
11. Staff who believe that a colleague has acted unethically must take action through appropriate formal channels, such as notification to supervisory

staff or, when necessary, directly to Operations or the Office of Quality & Compliance.

12. Concerns regarding ethical violations related to conflict of interest will be addressed on a case by case basis and, when necessary, an internal investigation will be conducted by the Office of Quality & Compliance. The Office of Quality & Compliance reserves the right to determine the scope of the internal investigation.
13. Staff found in violation of this policy may be subject to disciplinary action, up to and including termination.
14. Programs may develop additional procedures concerning personal involvement with clients as necessary and appropriate.

Operational Procedure reviewed and updated: December 2000.

Operational Procedure reviewed and updated: August 24, 2004.

Operational Procedure reviewed and updated: February 28, 2011.

Operational Procedure reviewed and updated: June 6, 2017.

Operational Procedure reviewed and updated: January 10, 2022.

Non-discrimination in Provision of Services

POLICY: Catholic Charities Maine’s services are designed to meet specific, objective needs of various client groups. Catholic Charities Maine will define and develop the eligibility and admissions criteria for each program.

Unless specifically limited based on permissible program criteria, Catholic Charities Maine’s program services are available to all persons without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity, age or handicap.

ORIGINAL APPROVAL DATE: August 13, 1987.

REVISED AND APPROVED: Board of Directors, September 19, 1995.

REVIEWED AND APPROVED: Board of Directors, June 8, 2004.

REVISED AND APPROVED: Board of Directors, June 8, 2021.

OPERATIONAL PROCEDURE:

1. Each program or service area will include in its respective service manual intake criteria and conditions of eligibility for individuals requesting program services.
2. Each program will inform its respective clients understand their rights and responsibilities as a person receiving Catholic Charities Maine’s services.
3. Programs licensed by the Department of Health and Human Services will comply with the Rights of Recipients of Mental Health Services when applicable and will further educate their clients about their rights as recipients of mental health services in accordance with 14 CMR 193 Ch. 1.

Operational Procedure reviewed and updated: January 2001

Operational Procedure reviewed and updated: June 2004

Operational Procedure reviewed and updated: April 17, 2008

Operational Procedure reviewed and updated: June 8, 2021

EMPLOYMENT PRACTICE

Catholic Charities Maine recruits, hires and promotes qualified people to fill its positions. We do so without regard to race, religion, color, national origin, physical/mental disability - real or perceived, age, Vietnam era veteran status or sex except when it is permitted by Federal, State or municipal law and necessary as a bona fide occupational qualification. As part of this commitment, Catholic Charities Maine recruits, promotes and trains from protected groups.

Catholic Charities Maine complies with all municipal, State and Federal laws pertaining to recruiting, hiring, training, promotion, terms and conditions, pay, transfer, layoff, recall and termination of employment and in doing so is fully committed to providing equal opportunity and consideration in personnel matters to all applicants for employment and employees.

The Director of Human Resources is the Agency's Equal Opportunity Officer (EOO) with primary responsibility for assuring the provision of equal opportunity within Catholic Charities Maine.

Any person who feels discriminated against because of race, color, religious creed, sex, national origin, ancestry, age, physical/mental disability - real or perceived, or Vietnam era veteran status is advised to seek relief by contacting the Equal Opportunity Officer directly at any time.

Dissemination of the Practice

The EOO is responsible for dissemination of the Employment practice, as follows:

- A. The Employment Practice will normally be included in the Personnel Practices Manual of Catholic Charities Maine and should be a continuing component of personnel practices. It will typically also be publicized in communications with affiliated agencies and through other means.
- B. A copy of this Employment Practice will normally be given to every employee as part of the new employee handbook, and its contents emphasized to all persons engaged in the recruitment, hiring, placement, training, and education of employees.

C. The practice should be discussed in employee orientation and training programs, so that the organization's practice is made clear.

D. Notices required by the Equal Employment Opportunity Commission will be displayed in working areas.

E. Non-discriminatory clauses will normally be included in all contracts.

Utilization Analysis

A work force analysis report is prepared annually for the Equal Employment Opportunity Commission. Copies of the most recent work force analysis are available from the Human Resources Office to any interested person.

Employment Mobility Programs

The EOO is responsible for the following programs to maintain equal opportunity in Catholic Charities Maine:

Recruitment - When positions are open, recruitment will normally be conducted to ensure that minority group candidates and women are identified and made familiar with available positions and:

1. A review of job qualifications for positions should be carried out to remove artificial barriers that may restrict the pool of candidates.
2. Use of public and private personnel agencies should be limited to those which have written acceptable, active equal employment practices of their own.
3. All sources of recruitment for Catholic Charities Maine will typically be informed in writing of equal employment practices, stipulating that they recruit for women and minority candidates for all positions.
4. Regular review of present staff who may be qualified for promotion should be carried out.

Training - Learning opportunities within budget limitations leading to more responsible positions should be made available to all staff on a planned basis. Among these are:

1. Provision for staff attendance at job-related courses at education institutions.
2. Promotion of self-development, with consideration given on an individual basis to time off and assistance with tuition, if considered beneficial to Catholic Charities Maine.

3. Availability of, office equipment, including computers, for use by all staff who wish to upgrade their skills.

Evaluation

The status of Affirmative Action at Catholic Charities Maine will normally be evaluated as follows:

1. Records are maintained and reviewed periodically by the Executive Director and Personnel Committee to evaluate the status of the Affirmative Action Program.
2. Employee records of participation in training and educational programs also should be recorded by race and sex.
3. The Utilization Analysis section should be updated whenever the annual work force analysis prepared for EEOC appears to demonstrate underutilization of women and minority group members.

HIV/AIDS Non-Discrimination

ADMINISTRATIVE POLICY: No client will be refused service by an appropriate Catholic Charities Maine program solely because he/she has HIV/AIDS.

APPROVAL: Executive Director, July 24, 1998.

REVIEWED AND APPROVED: Chief Executive Officer, August 23, 2004
REVIEWED AND APPROVED: Chief Executive Officer, January 10, 2022.

OPERATIONAL PROCEDURE:

Catholic Charities Maine mission is to serve those clients who approach us and those we seek out with caring, compassion and competence. Service will not be refused to any client solely because he or she has HIV/AIDS. Service will be determined by the guidelines monitoring program accessibility and confidentiality. Because current research indicates that HIV infection is not caused by casual contact, staff members assigned are expected to carry out their job responsibilities for providing clients with appropriate and necessary services. Supervisory staff are also expected to assign cases using the professional expertise they ordinarily would to provide the necessary support and assistance to their staff.

Catholic Charities Maine also sees its responsibility to its employees in providing current and accurate information on HIV/AIDS. Education programs will be offered to staff, through a variety of means, as necessary, to ensure that the latest medical and psychological information is disseminated.

(Also see Section 9.3: STATE OF MAINE CONFIDENTIALITY AND DISCLOSURE STATUTES AND RULES, Part XII)

Operational Procedure reviewed and updated: January 2001.
Operational Procedure reviewed and updated: August 24, 2004.
Operational Procedure reviewed and updated: January 10, 2022.

Personnel Grievance Policy: CONFLICT RESOLUTION

Any employee who feels that he or she has received inequitable treatment because of any terms or conditions of employment including interactions with non-employees in the course of his or her work or who feels discriminated against because of race, color, sex, disability, religion, ancestry or national origin, age, sexual orientation, veteran status, or the employee's assertion of rights under the Workers Compensation Act, or the Whistleblowers Protection Act is prohibited. This list would also include any other characteristic that is protected under federal, state, or local laws. If an employee feels they have received inequitable treatment, they may seek relief through the Catholic Charities Maine Conflict Resolution Process.

Use of the Catholic Charities Maine Conflict Resolution Process will not result in retaliation against an employee.

It is important to note that the request for conflict resolution may be a statement that an employee feels he or she has been wronged. The employee's feelings should be taken seriously. However, conflict resolution is not de facto evidence of wrongdoing. Rather the practice is in place to assess whether or not the action(s) in question was in fact inappropriate and to reduce conflicts between employees and employees or supervisors in the workplace.

It is essential that fair and prompt consideration be given to the resolution of misunderstandings and conflicts. The employee shall discuss conflicts with her or his supervisor within ten working days of the occurrence of the activity. At this informal stage, the role of the Director of Human Resources in the process will normally be to assist and support all parties involved. At the request of any party in the conflict, the Director of Human Resources may be asked to mediate the informal conflict resolution process. This mediation may include clarifying the root issues of the conflict; suggesting alternatives to break deadlocks and helping each side to understand the position of the other.

If the disagreement is not resolved by an informal process, and the employee wishes, the

formal conflict resolution practice may be followed.

Conflict Resolution Practice

The employee shall put a record of the conflict in writing to her or his supervisor within ten working days of the last informal meeting.

The supervisor will normally submit the written record of the conflict and her or his own report to the Program Director/Administrator with copies to the Director of Human Resources and the next level supervisor.

The Program Director/Administrator will normally schedule a meeting with the employee and will normally provide the employee with a written decision (with copies to the Director of Human Resources and next level supervisor) after a decision is reached.

The employee may seek further appeal from the decision of the Program Director/Administrator to the CEO. The CEO may elect to hear from the person orally or in writing.

The CEO is the final authority in the resolution of employee conflicts.

A copy of the notification of the final resolution will be placed in the employee's personnel record.

Some of the practice outlined above may be inapplicable for employees who hold positions with certain levels of supervision. Applicability will be determined by the Director of Human Resources.

If there is a grievance raised against the CEO, then the grievance will go to the Director of Human Resources who will work with the Chairperson of Catholic Charities Maine Board of Directors.

The Conflict Resolution process is not intended to stop an employment separation. However, former employees may contact the Director of Human Resources so that they can share information and seek clarification. The exit survey can also be used to express former employees' views.

Revised: 12/01/2009
12/10/2021

CERTIFICATE OF AUTHORIZATION & AGREEMENT APPROVAL

At a duly authorized meeting of the Governing Body of

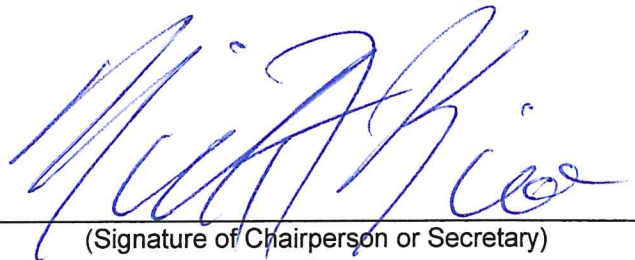
Catholic Charities Maine held on March 24, 2022
(Organization Name) (Date)

it was VOTED that the following:

<u>Stephen P. Letourneau</u> Name	and/or	<u>Chief Executive Officer</u> Title
<u>Reed L. Westgate</u> Name	and/or	<u>Senior Director of Finance</u> Title

are authorized to execute contracts in the name of and on behalf of said organization. This signature also attests to the fact that the agreement has been reviewed and approved by the Governing Body.

ATTEST:


(Signature of Chairperson or Secretary)

Nick F. Rico, P.E.
(Name and Title Typed)

6/21/2022
(Date of Signature)

Gateway Community Services

12/2/2022

To: City of Portland Allocation Committee

RE: Letter of Support for Catholic Charities Maine Immigration Legal Services

On behalf of Gateway Community Services, I am writing this letter in support of the proposal by Catholic Charities Maine (CCM) to provide services to newly arrived refugees and asylum seekers (immigrants), including informational workshops to assist members of these new populations in understanding their legal status in the US.

We believe that this project will support immigrants by teaching them how to navigate some of the legal hurdles they face through timely, accurate information presented through trauma-informed legal support. CCM's Refugee and Immigration Services has already made huge impact in peoples' lives by providing support of green card, naturalization, and family reunification processes for refugees and asylees, and we look forward to continued work with the Immigration Legal Services team in conjunction with Immigrant Legal Advocacy Project (ILAP) to address the needs of new and emerging populations.

Gateway Community Services has previously collaborated with ILS on similar projects to address the needs of many of our agency's clients. We are a mental health agency whose area of specialty is working with refugees and immigrants, the majority of whom have experienced deeply traumatic events in their home countries. Resettling to the United States is often an extremely difficult adjustment to make, and many people are troubled by their citizenship/immigration status. Getting this resolved not only alleviates fear and contributes to mental wellness; it also opens the door to so many needed services for asylum seekers, who are unable to access even basic healthcare without the appropriate immigration status. ILS has been an invaluable resource for our clients and the New Mainer community at large, and there are so very few options for support in this domain. The importance of ILS cannot be overstated, and we welcome the opportunity to continue working with ILS.

Gateway Community Services is happy to provide support to the ILS Project by continuing to share accurate, up to date materials on navigating the immigration system on our website, continuing to share information in monthly community meetings and quarterly legal service provider meetings, and continuing to support coordination of our organizations' efforts to address the needs of these emerging populations.

Gateway Community Services

Sincerely,

A handwritten signature in blue ink, appearing to read 'Abdullahi Ali', with a stylized flourish at the end.

Abdullahi Ali, MsC

Chief Executive Officer

Gateway Community Services

A handwritten signature in black ink, appearing to read 'Kristianna Hall', with a stylized flourish at the end.

Kristianna Hall, LCSW

Clinical and Program Development Director

Gateway Community Services

November 8, 2023

To: The City of Portland

Re: Letter of Support for Catholic Charities Maine's Immigration Legal Services (ILS)

To Whom It May Concern:

I am writing this letter on behalf of the University of Maine School of Law's Refugee and Human Rights Clinic. We fully support the proposal by Catholic Charities Maine (CCM) to continue to provide trusted immigration legal services and immigrant legal orientations to Portland's immigrant populations.

CCM's Refugee and Immigration Services has an excellent reputation for providing trauma-informed legal support of work permit, green card, naturalization and family reunification processes for refugees and other immigrants. CCM and ILAP are both trusted sources of legal expertise in the community.

Maine Law's Refugee and Human Rights Clinic partners with CCM and ILAP to address rapid response legal needs in the immigrant community through the Asylum Application and Legal Orientation Project. There is a great need in our community for affordable, trusted immigration legal assistance on asylum applications and on other immigration petitions (work permits, green cards, naturalizations, family reunification).

We welcome the opportunity to work with the ILS program again. We support this project and will continue to collaborate with CCM and ILAP in providing rapid responses to emerging immigrant needs. We will continue to participate with ILS in monthly community meetings and quarterly legal service provider meetings to share current information and updates on immigration law. We look forward to continuing to work together to address the legal needs of the Greater Portland area's immigrant populations.

Very truly yours,



Anna R. Welch
Managing Co-Director of the Cumberland Legal Aid Clinic
Founding Director, Refugee and Human Rights Clinic

Friday, November 3, 2023

City of Portland
Housing and Economic Development Dept.
389 Congress St., Room 313
Portland, ME 04101

**Re: Letter of Support for Immigration Legal Services (Catholic Charities
Maine)'s Community Development Block Grant (CDBG) Application**

To Whom It May Concern,

Please accept this Letter of Support from Maine Immigrants' Rights Coalition for Immigration Legal Services (ILS) - Catholic Charities Maine's Community Development Block Grant application.

The Maine Immigrants' Rights Coalition (MIRC) is a coalition of 100 members and partners including the Catholic Charities Maine who are creating programs and policies reflecting their values and commitment to immigrant inclusion and integration. Our mission is to improve the legal, social, and economic conditions experienced by Maine's immigrants – enhancing their lives while strengthening Maine – through advocacy, information sharing, and collaboration both through and among our member organizations.

The CDBG program goals reflect one of MIRC's values and are modeling a new path forward, by helping to build the capacity of community organizations to strengthen their work. We believe this investment in ILS, which is able to support hundreds of clients each year with green cards, work permits, citizenship, and family reunification processes, will advance the lives of Maine's immigrant and refugee communities.

I hope that the City of Portland understands the transformative impact that this program will achieve in partnering with non-profit organizations like Preble Street. If you require any further demonstration of Maine Immigrants' Rights Coalition's support, please do not hesitate to contact me.

Sincerely

A handwritten signature in blue ink, appearing to read "Mufalo Chitam".

Mufalo Chitam
Executive Director
Maine Immigrant Rights Coalition

Catholic Charities Maine
Operating Budget
Fiscal Year 2024

	Operating Budget
Net Income	
Revenue	
RCB Allocations	725,187
Government Grants	25,808,505
Contributions and Donations	1,458,557
Program Revenue	1,496,047
Other Income	869,960
Total Revenue	<u>30,358,256</u>
Operating Expenses	
Payroll & Benefit Expense	
Salary Expense	16,147,914
Payroll Benefit Expense	4,004,460
Total Payroll & Benefit Expense	<u>20,152,374</u>
Client Service Cost	2,534,536
Professional Services	2,322,045
Supplies Expense	938,775
Occupancy Expense	1,788,640
Insurance Expense	192,100
Travel Expense	595,648
General Operating Expense	1,178,842
Depreciation Expense	628,340
Indirect Cost	(1)
Other Expense	26,957
Total Operating Expenses	<u>30,358,256</u>
Total Change in Net Assets	<u><u>0</u></u>

MEMORANDUM OF UNDERSTANDING

Between Catholic Charities Maine and Immigrant Legal Advocacy Project

WHEREAS Immigrant Legal Advocacy Project (ILAP) will collaborate with Catholic Charities Maine (CCM) in a project to:

WHEREAS CCM's involvement in this project is limited to acting as the contractual agent with the Immigrant Legal Advocacy Project.

WHEREAS, notwithstanding any other provision of this MOU (Memorandum of Understanding), in the event that funding is de-appropriated, suspended, curtailed, or otherwise eliminated CCM may modify payment under this MOU to reflect such de-appropriation, suspension, curtailment, or other elimination or withholding of funds ("Funding Issue"). In the event of a Funding Issue, the parties shall modify this MOU to reflect the effect of the Funding Issue; provided, however, that CCM may modify payment under this MOU due to the Funding Issue prior to modification of this MOU.

NOW, THEREFORE, the above stated partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and division of roles and responsibilities pertaining to this project.

I. Purpose and Scope

The Immigrant Legal Services project will increase the amount of affordable, qualified legal services for Portland immigrants, refugees, asylum seekers, and asylees (persons who received asylum). Services will be delivered by Maine's longstanding refugee resettlement agency (CCM) and Maine's only comprehensive statewide immigration legal aid agency (ILAP). Services will expand economic opportunity for clients by helping them to gain residency, work permits, citizenship and to reunify with family.

II. Official Contact

Each party will appoint one or more persons to serve as the official contact(s) and coordinate the activities of each of their respective organizations in carrying out this MOU. The initial appointees of each organization will be:

1. Catholic Charities Maine: Julie Allaire, Chief Program Officer, jallaire@ccmaine.org
2. Immigrant Legal Advocacy Project: Susan Roche, Executive Director, sroche@ilapmaine.org

III. Roles and Responsibilities:

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

1) Catholic Charities Maine will:

- a) Act as contractual agent for Immigrant Legal Advocacy Project for the grant period of July 1, 2024, through June 30, 2025.

- b) Accept eligible referrals from ILAP on Priority 3 Refugee Cases (P3), affidavit of Relationship (AOR) and US Citizenship cases requiring an N-648 Medical Certification for Disability Exceptions (N-648).
- c) Refer to ILAP for services complex legal cases requiring immigration attorney or paralegal expertise.
- d) Refer to ILAP for service cases of Human Trafficking Victims (T-Visa, U-Visa).

2) Immigrant Legal Advocacy Project will:

- a) Accept eligible referrals from CCM on complex legal cases requiring immigration attorney or paralegal expertise as capacity permits.
- b) Accept eligible referrals from CCM on Human Trafficking Victims (T-Visa, U-Visa) as capacity permits.
- c) Refer appropriate cases to CCM for services in Priority 3 Refugee (P3) etc. (from 1B above).

3) Roles and Responsibilities of both Parties:

- a) Advise and assist clients to obtain documentation/evidence and to complete complex federal immigration forms.
- b) Conduct ongoing communication and coordination around specific cases in various manners including through direct staff consultation, participation in quarterly USCIS meetings, Maine Immigrations Rights Coalition (MIRC) meetings, Refugee Advisory Council (RAC) meetings, Maine Immigration Assistance Providers (MIAP) meetings and others as needed.
- c) Provide assistance with immigration applications including Family Reunification Petitions; Refugee/Asylee Relative Petition (I-730), Petition for Alien Relative (I-130), Application for Permanent Residence (Green Card) and Application for US Citizenship (N-400).
- d) Refer to the above cases to each party in the event that either agency has greater expertise in the case type, the ability to address case complications and has current staff capacity to respond to a particular case and client needs more effectively.
- e) Remain current on any changes in the immigration laws and regulations.
- f) Assure staff remain in DOJ (Department of Justice) accredited status.
- g) Coordinate efforts to meet new and emerging legal needs within the immigrant community.

IV. Confidentiality

Subject to exceptions mutually agreed upon by the parties to this agreement in advance and in writing, the terms and conditions of this agreement shall remain confidential and protected from disclosure except as required by law in connection with any registration or filing, in relation to a lawful subpoena, or as may be necessary for purposes of disclosure to accountants, financial advisors or other experts, who shall be made aware of and agree to be bound by the confidentiality provisions hereof.

V. Indemnification

Immigrant Legal Advocacy Project agrees to indemnify, defend, and hold Catholic Charities Maine harmless from and against all liability, loss, damage, or expense, including attorney's fees

which may be incurred or sustained by reason of the failure of Immigrant Legal Advocacy Project to fully comply with the terms and obligations of this MOU jointly and severally.

Likewise, Catholic Charities Maine agrees to indemnify, defend, and hold Immigrant Legal Advocacy Project harmless from and against all liability, loss, damage, or expense, including attorney's fees which may be incurred or sustained by reason of the failure of Catholic Charities Maine to fully comply with the terms and obligations of this MOU jointly and severally.

VI. Severability

Should any part of this MOU be rendered or declared invalid by a court of competent jurisdiction of the State of Maine, such invalidation of such part or portion of this MOU should not invalidate the remaining portions thereof, and they shall remain in full force and effect.

VII. Assignment

This MOU may not be assigned or transferred by either party without prior written consent of the other party

VII. Term

This MOU will remain in effect for the duration of the Community Development Block grant awarded to the City of Portland for the period of July 1, 2024, through June 30, 2025.

VIII. Amendment

This MOU may be amended at any time in writing and by mutual consent of all signatories.

IX. Termination

In the event a party desires to have the MOU terminated, the party must provide 60 days written notice to all parties. In order to terminate the MOU, all signatories must agree in writing.

X. Invoices and Payment

Payment will be made for services provided upon submission of both the performance measures report and invoice. Reporting and invoices will occur on a quarterly basis, due no later than the 10th of the month (October 10, January 10, April 10, and July 10). The invoice will need to include the name and address of the subcontractor, quarter for which payment is requested, number of hours, per unit rate of reimbursement and address to submit payment to. The Immigrant Legal Advocacy Project has a total of a maximum of 1125 hours (Units of Service) at the rate of \$53.33 per hour. Payments will be issued within 30 days of receiving the invoice.

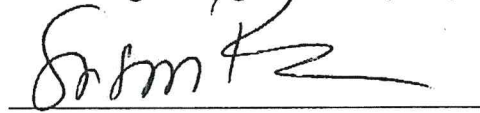
For Catholic Charities Maine


Signature

Stephen P. Letourneau, CEO

11/20/2023
Date

For Immigrant Legal Advocacy Project


Signature

Susan Roche, Esq., Executive Director

11/16/23
Date

SOCIAL SERVICE SUMMARY -

Application Type	☐ Standard Social Service	
Operating Agency	Maine Academy of Modern Music	
Program Name	Amplify Music Education	
Funds Requested	\$15,000.00	
Program Summary		
The Amplify Initiative at the Maine Academy of Modern Music is a dedicated strategy that focuses on collaboration with various nonprofits, aiming to spread the positive impacts of music education to young minds throughout Maine. Our program emphasizes partnering with social services, seeking to enrich the lives of young individuals and contribute to their personal growth. Amplify funds play a pivotal role in advancing our mission across three key areas: 1. Development and Execution of Collaborative Projects: We work with nonprofits and community organizations to enhance the benefits of music education, expanding our reach to more young people. 2. Management of Community Performances: Young musicians are offered opportunities to showcase their talents through community performances, fostering pride, accomplishment, and a sense of civic connection. These concerts are part of how we invest in making the neighborhoods we serve more accessible and vibrant. 3. Support and Scholarships: Amplify funds empower us to offer scholarships and financial assistance to students passionate about music education but facing barriers.		
HUD National Objective	Low and Moderate Income Area Benefit (LMA) Will this serve a population HUD presumes to be low income? Service area (if applicable):	
HUD Program Objective	Creating a Suitable Living Environment	
Primary Goal	Neighborhood Investment and Infrastructure: Create strong, safe accessible and vibrant neighborhoods	
Beneficiaries/ Clients Served		
Client Description	Primary beneficiaries of this program are economically disadvantaged young people living in the East peninsula of Portland between the ages of 8 and 18 years of age.	
Number of Clients Served	30	
Number of LMI Portlanders	20	
LMI Portland Percentage	80.00%	
Units of Service		
Type of Unit of Service	Unit of Service = One year of music education for one student.	
Number of Units Provided	30	
Cost per Unit of Service	\$500.00	
Outcomes		
The outcomes we envision are diverse: for some, it's forging new friendships by playing in a band; for others, it's mastering a specific instrument technique; some aspire to learn chords and lyrics for a favorite song, while others dream of recording a track, performing live on stage, or starting a music career.		
Budget		
\$15,000.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)	
\$60,000.00	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)	
25%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]	

Overview

Completed by grantwriter@mamm.rocks on 11/20/2023 6:58 PM

Case Id: 30454

Name: Maine Academy of Modern Music - 2024

Address: *No Address Assigned

Overview

Please provide the following information.



City of Portland
CDBG Social Services
Program

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

INTRODUCTION

The City of Portland CDBG program is designed 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. Our goal in funding a program is to help get it off the ground or successfully expand. We strongly encourage new programs to apply for this round of CDBG funding.

FEDERAL HUD REGULATIONS

1. NATIONAL OBJECTIVES: To be considered for CDBG funding a program or project must meet the following National Objective:
 - Benefit Low to Moderate Income (LMI) Persons
To qualify for funding under the LMI category, the persons or households served must have income levels at or below 80% of the area median income (AMI) as set forth in the chart below. HUD requires stratified income data on beneficiaries. You will need to report which category beneficiaries fall into below 80% of AMI, 50% of AMI or 30% of AMI.
[HUD Low to Moderate Income Guidelines for Portland, Maine](#)
 - There are two approaches for meeting the Low to Moderate Income qualifications:
 - Low to Moderate Income Limited Clientele (LMC): an activity which provides benefits to a specific group of persons of which at least 51% of the beneficiaries of the activity qualify as LMI persons earning less than 80% of the area median income as defined in the table above. To qualify each individual must establish, by means of financial information on household size and income, that at least 51% of the clientele are persons whose household income does not

exceed the LMI limit.

There are certain populations that HUD presumes to be low to moderate income. For programs serving these populations income data does not need to be collected, however race and ethnicity do. The presumed populations include abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS, and migrant farm workers.

- Low to Moderate Income Area Benefit (LMA): an activity, which is available to benefit all the residents of an area qualifying under HUD guidelines. HUD has identified neighborhoods eligible to receive CDBG funding based on income data provided by the census and American Community Survey. The eligible areas are shown on the map below and also include Cliff Island, and the Portland Housing Authority.

The map can also be found online at: [CDBG Eligible Areas](#) other service areas may be eligible on a case-by-case basis. After defining your service area, please contact the HCD Staff to determine eligibility.

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

- Social services, or public services, include but are not limited to job training, childcare, educational programs, senior services, food services, and homeless services.

3. LIST OF INELIGIBLE CDBG ACTIVITIES

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

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

- Creating Suitable Living Environments
- Providing Decent Affordable Housing
- Creating Economic Opportunities

5. CITY REQUIREMENTS: The City of Portland has added the following requirements to supplement the Federal Requirements:

- Conflict of Interest: Proposals will not be permitted from agencies or organizations that have staff, board members, contractors or anyone receiving financial gain volunteering on the City's CDBG Annual Allocation Committee.
- Domestic Partner Ordinance: All recipients must adhere to the [Domestic Partner Ordinance of the City of Portland, Chapter 13.6](#).
- [Additional City Requirements](#)

SCORING CATEGORY

POSSIBLE POINTS

Guiding Principles: measurable community impact, diversity and inclusiveness, priority to lower incomes. 30 points total

Capacity to deliver; including financial need, leveraged funding, experience providing service, readiness to proceed, and financial stability 25 points total

Goal, Priority Impact Level & Community Need

30 points
total

Partnership/Collaboration: a single overall score for the following:

- Memorandum of Agreement (MOA)
- Letter of Support (LOS)
- Demonstrated Outreach

15 points
total

PENALTY	POINTS DEDUCTED
Missing Section/s	1 point deducted per item
Failing to follow Submission Guidelines	0.25 point deducted per instance
Errors (e.g. in budget calculation)	0.25 points deducted per instance

APPEALS PROCESS ON SCORING

An applicant may appeal only the score that it receives. The appeal must be based on a factual error that was made and that, if corrected, would result in a grant award or a higher award. The appeal must be filed in writing within 10 calendar days of the date upon which the Allocation Committee publishes the scores.

The appeal shall be filed in to: Office of the City Manager, Portland City Hall, 389 Congress Street, Portland, ME

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

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

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

RESERVATION OF RIGHTS

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

City of Portland reserves the right to substantiate any applicant's qualifications, financial information, capability to

perform, availability, past CDBG performance, and to verify that the applicant is current in its financial obligations to the City.

The City of Portland reserves the right to waive any informalities in proposals, to accept any proposal or portion thereof, and, to reject any and all proposals, should it be in the best interest of the City to do so.

POST AWARD AND SUB-RECIPIENT CRITERIA

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

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

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

- CDBG recipient shall not incur any costs or obligate any CDBG funding until a release of funds is received from the U.S. Department of Housing and Urban Development by the City of Portland and a contract between the City of Portland and the recipient is executed. Environmental Review and historic preservation at the State and local level are required before construction jobs can begin. This date will be July 1, 2023, unless otherwise notified.
- Program years begin when HUD has approved Portland's Annual Action Plan, projected to be July 1st. Social Service Programs have one year to complete their program, ending June 30
- CDBG recipients must sign the contract no later than July 1 or the award may be forfeited and the funds returned to the CDBG program for reallocation.
- CDBG recipients shall ensure recognition of the role of the City of Portland Community Development Block Grant in providing services.

ADDITIONAL INFORMATION

Visit the City of Portland's [CDBG Website](#) for more information.

A. Agency Information

Completed by grantwriter@mamm.rocks on 10/26/2023 7:03 PM

Case Id: 30454

Name: Maine Academy of Modern Music - 2024

Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Maine Academy of Modern Music

A.2. Mailing Address

125 Presumpscot St. Portland, ME 04103

A.3. Federal ID Number

260835852

A.4. Unique Entity Identifier- [SAM.GOV](https://sam.gov)

REBZNMJRJUEJ3

APPLICATION POINT OF CONTACT

A.5. First Name

Kerstin

A.6. Last Name

Gilg

A.7. Phone

(207) 899-3433

A.8. Email

grantwriter@mamm.rocks

EXECUTIVE DIRECTOR

A.9. First Name

Jeff

A.10. Last Name

Shaw

A.11. Phone

(207) 831-0990

A.12. Email

jshaw@mammusic.org

PROJECT DIRECTOR

A.13. First Name

Kerstin

A.14. Last Name

Gilg

A.15. Phone

(207) 332-4775

A.16. Email

grantwriter@mamm.rocks

FINANCIAL DIRECTOR

A.17. First Name

Aviva

A.18. Last Name

Shaw

A.19. Phone

(207) 899-3433

A.20. Email

Printed By: Rowen McAllister on 12/21/2023

ashaw@mammusic.org

B. Project Information

Completed by grantwriter@mamm.rocks on 11/20/2023 12:32 PM

Case Id: 30454

Name: Maine Academy of Modern Music - 2024

Address: *No Address Assigned

B. Project Information

Please provide the following information.

B.1. Program Name

Amplify Music Education

B.2. Primary Address Services Are Delivered

125 Presumpscot St. Portland, ME 04103

Are there additional service address?

Yes

Enter additional service addresses:

Street Address	City	State	Zip Code
144 Fore Street	Portland	Maine	04101

B.3. HUD National Objective

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

- **Low to Moderate Income Limited Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% of the beneficiaries of the activity qualify as LMI persons earning less than 80% of the area median income as defined in the table above. To qualify each individual must establish, by means of financial information on household size and income, that at least 51% of the clientele are persons whose household income does not exceed the LMI limit.
There are certain populations that HUD presumes to be low to moderate income. For programs serving these populations income data does not need to be collected, however race and ethnicity do. Populations include abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS, and migrant farm workers.
- **Low to Moderate Income Area Benefit (LMA):** an activity, which is available to benefit all the residents of an area qualifying under HUD guidelines. HUD has identified neighborhoods eligible to receive CDBG funding based on income data provided by the census and American Community Survey. The eligible areas are shown on the map below and also include Cliff Island, plus Portland Housing Authority. The map can also be found online at: [CDBG Eligible Areas](#)

Indicate which National Objective this program activity will address:

Low and Moderate Income Area Benefit (LMA)

B.3.A. Please provide a map and outline on the map the area that your program serves.



LMA Map and Outline of Service Area *Required

East Peninsula.jpg

B.4. HUD Program Objectives

Indicate which HUD program objective this program will address:

Creating a Suitable Living Environment

B.5. Priority Impact Level

The City of Portland CDGB Goals and Priorities:

- **Neighborhood Investment and Infrastructure-** Create strong, safe, accessible and vibrant neighborhoods- Invest in infrastructure to improve neighborhood assets and build strong, safe, accessible and vibrant neighborhoods. Improve accessibility through ADA compliance. Build sidewalks and trails to improve connectivity, increase the use of bicycles as a mode of transportation, and redevelop streetscapes to create shared streets for cars, bikes, and pedestrians that integrate with the fabric of the neighborhood. Support programs that increase safety in neighborhoods for residents and visitors. Invest in programs and services that address the specific needs of members of the community. Encourage programs that build a sense of inclusiveness, safety, and security within individual neighborhoods.
- **Housing Availability-Increase housing availability and affordability-** Increase housing availability and affordability to all Portland residents regardless of income, race, ethnicity, and family size. Encourage housing development by removing barriers to traditional urban housing types while ensuring the inclusion of workforce housing in significant development projects.
- **Economic Opportunity-** Create economic opportunities to transition people out of poverty- Invest in Portland businesses to enable them to expand to create jobs. Invest in persons wanting to create microenterprises. Engage job seekers in a continuum of services to increase their professional capacity, financial stability, and ability to maintain employment. Focus on difficult to employ populations including homeless, new Americans and single parent head of households. Combine resources and build partnerships between public and private entities to provide opportunities to transition Portland residents out of poverty to sustainable employment and financial stability.
- **Address the Needs of the Growing Homeless Population-** Prevent and reduce homelessness - Prevent individuals and families from becoming homeless and entering into the shelter system. Rapidly rehouse those who enter the shelter system. Provide necessary resources to assist vulnerable population's transition out of homelessness, including housing opportunities for chronically homeless or long-term stayers at homeless shelters.
- For more detailed information, please review the [Needs-Goals-Priorities Table](#)

Indicate the primary goal your program or project addresses:

Neighborhood Investment and Infrastructure: Create strong, safe accessible and vibrant neighborhoods

B.6. Beneficiaries

B.6.A. Describe the beneficiaries or clients served by the program.

Primary beneficiaries of this program are economically disadvantaged young people living in the East peninsula of Portland between the ages of 8 and 18 years of age.

B.6.B. How many will be served by the proposed program? (unduplicated -per year)

30

B.6.C. How many are low to moderate income residents of Portland?

[FY 2024 HUD Low to Moderate Income Guidelines for Portland, Maine](#)

20

B.6.D. What percentage of total clients are low to moderate income residents of Portland?

80.00%

B.7. Units of Service - The CDBG program will provide quarterly reimbursements for the lesser of either your quarterly expenditures or your total cost of units of service for the quarter. The instructions below identify how your cost per unit of service should be calculated. If you would like to propose an alternate cost per unit of service, please do so in the space below.

B.7.A. Describe the type of unit of service provided by the program.

Unit of Service = One year of music education for one student.

The service includes music instruction as part of a non-MAMM organization connection that the child has (Boys and Girls Club, Library, etc.) We provide music education sessions within the partnering organization for up to 30 students once per week during the school year. In the summer these students may attend MAMM music camp(s). If students wish take MAMM music lessons or join a band, financial aid is available to offset that cost. Our music education encourage skill building, confidence, and community connections in children aged 8 to 18.

B.7.B. How many units of service will be provided by the program?

30

B.7.C. What is the cost per unit of service? (Please calculate this using requested CDBG funds divided by the number of units)

\$500.00

Do you have an alternate cost per unit of service to propose? If so, explain how it is calculated and why an alternate calculation is required for your organization. (A determination on final cost per unit of service will be made if funds are awarded.)

No

B.7.D. What percentage of the total budget is CDBG?

10.00%

B.8. Program Objectives and Outcomes

B.8.A. Program Objectives

The Amplify Initiative is a strategy for the Maine Academy of Modern Music to collaborate and partner with various nonprofits to bring the positive outcomes of music education to the hearts and minds of young people across Maine.

Amplify funds are instrumental in driving our mission of serving young people ages 8 to 18 struggling at home or in school due to language, cultural, social, learning, and/or income barriers. It is a way for our organization (and music education) to be more accessible to young people by our going to them in an environment they are familiar with.

Amplify plays a critical role in three key areas:

Development and Execution of Collaborative Projects: We collaborate with nonprofits and community organizations to amplify the benefits of music education, reaching even more young people.

Management of Community Performances: We provide young musicians with the opportunity to showcase their talents through community performances, fostering a sense of pride, accomplishment, and civic connection.

Support and Scholarships: Amplify funds enable us to offer scholarships and financial assistance to students who are

Printed By: Rowen McAllister on 12/21/2023

9 of 25

passionate about pursuing music education but face barriers.

There are multitudes of positive outcomes for young people who engage in music education. The benefits are profound and long-lasting. Research finds connections between active engagement with music and enhanced learning in language and math, development of emotional skills, creative problem-solving abilities, improved fine motor skills, trauma reduction, pro-social behavior choices, personal expression, and more.

Funding channeled into our Amplify Initiative acts as a catalyst, fostering collaborations and initiatives that bring the transformative power of music education to the forefront of multiple organizations, enriching the lives of countless young individuals and nurturing the next generation of musicians and creative thinkers.

B.8.B. Program Outcomes

Our overarching goal is to introduce youth to the transformative power of music. MAMM excels in inspiring students to embrace music by allowing them to explore the genres and songs they are passionate about. Our approach places students at the helm of their musical journey, where instructors guide them to identify personal goals and provide the necessary skills, tools, and support to achieve their aspirations.

The outcomes we envision are diverse: for some, it's forging new friendships by playing in a band; for others, it's mastering a specific instrument technique; some aspire to learn chords and lyrics for a favorite song, while others dream of recording a track, performing live on stage, or starting a music career.

Furthermore, we aim to ensure that under-resourced youth in Portland can access inclusive music programming tailored to their needs. Music education nurtures holistic growth and development with enduring benefits, including improved language and math skills, emotional intelligence, creative problem-solving, enhanced fine motor skills, trauma reduction, pro-social behavior development, personal expression, and more.

Expected benefits include:

Youth Engagement: Involvement of 30 youths in music activities with ongoing attendance tracking and progress monitoring.

Improved Program Coordination: Facilitating seamless coordination between MAMM and partnering organizations

Broadened Arts Offerings: Enriching arts offerings of our partners by introducing a robust music program, allowing youth to explore a comprehensive spectrum of arts education opportunities.

Expanded Accessibility: Welcoming more tweens and teens to the new MAMM Fore Street Music School, located less than a mile from many downtown service organizations, making our programming easily accessible to downtown area youth.

Musical Exposure: Providing young individuals who have been previously limited in opportunities with exposure to the world of musicianship, singing, and the social connections that brings.

B.9. Employees

Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	1.5
How many employees will be employed in this program if it receives CDBG funding?	2.5
How many employees will be employed in this program if it does not receive CDBG funding?	1.5

B.10. Documentation

B.10A. How will the beneficiaries' information be collected and documented?

Information will be collected through an application that families fill out when their child joins the program. MAMM will use an updated form to track CDBG-funded clients and referrals.

B.10B. How will the units of service be tracked and documented?

Units of service will be tracked through the enrollment applications, eligibility documentation, Excel spreadsheets, individual program invoices, QuickBooks, daily attendance sheets.

B.10C. How will the outcomes be measured, collected, and documented?

MAMM programs are designed to produce the following measurable benefits for participants:

(1) Music and performance skills: 90% of those served will build their music skills and successfully apply them with others. At least 75% will perform in a community setting.

(2) Engagement: Students will become engaged in a positive and supportive out-of-school-time program. At least 75% of those who participate will be retained in the program and progress from one MAMM activity to another (lessons to ensembles).

(3) Personal/social growth: At least 75% of those served will report that participating in MAMM has increased their confidence, improved their ability to work as part of a team, and/or reduced their social isolation.

Each program's impact is gauged using the following evaluation tools and methods:

(1) Satisfaction surveys: All program participants complete MAMM's annual satisfaction survey, which asks students and their families to rate their level of satisfaction with MAMM and to offer suggestions for improvement.

(2) Tracking of enrolled students, retention, performance, and progress: For all students, MAMM tracks retention over time and retention from one program to another (e.g., progression from a summer camp to an ongoing ensemble program), as well as participation in performances and progress toward other musical goals.

(3) Development surveys: Students who have participated for at least 6 months complete a survey that asks them about MAMM's impact on their musical, personal, and social growth.

C. Narrative

Completed by grantwriter@mamm.rocks on 11/21/2023 10:14 AM

Case Id: 30454

Name: Maine Academy of Modern Music - 2024

Address: *No Address Assigned

C. Narrative

Please provide the following information.

C.1. Program Description

Describe the Program being proposed.

The Amplify Initiative at the Maine Academy of Modern Music is a dedicated strategy that focuses on collaboration with various nonprofits, aiming to spread the positive impacts of music education to young minds throughout Maine. Our program emphasizes partnering with social services, seeking to enrich the lives of young individuals and contribute to their personal growth.

Through Amplify the Maine Academy of Modern Music delivers music education services to at-risk kids by partnering with other service organizations, inviting at-risk kids into the large music community of MAMM, and creating opportunities for kids to perform the music they love to their communities at public events.

Collaborative partnerships are at the heart of the initiative. Before the challenges of COVID-19, we successfully partnered with organizations such as Portland Public Schools, Preble Street Teen Center, Long Creek Youth Development Center, Portland Public Library, Children's Museum and Theatre of Maine, Maine Seacoast Mission's EdGE, Healthy Acadia, and more. Our ongoing collaboration with the Boys and Girls Club of Southern Maine since 2022 showcases our commitment to maintaining partnerships, reviving past outreach programs, and building new connections to advance our mission.

Amplify funds play a pivotal role in advancing our mission across three key areas:

1. Development and Execution of Collaborative Projects: We work with nonprofits and community organizations to enhance the benefits of music education, expanding our reach to more young people.
2. Management of Community Performances: Young musicians are offered opportunities to showcase their talents through community performances, fostering pride, accomplishment, and a sense of civic connection. These concerts are part of how we invest in making the neighborhoods we serve more accessible and vibrant.
3. Support and Scholarships: Amplify funds empower us to offer scholarships and financial assistance to students passionate about music education but facing barriers.

Engaging in music education yields profound and enduring benefits for young individuals, including enhanced learning in language and math, emotional skill development, creative problem-solving, improved fine motor skills, trauma reduction, pro-social behavior choices, personal expression, and more. Funding directed to our Amplify Initiative acts as a catalyst, fostering collaborations and initiatives that bring the transformative power of music education to the forefront of multiple organizations. This, in turn, enriches the lives of countless young individuals and nurtures the next generation of musicians and creative thinkers.

With a surge in program interest, scholarship demand has risen by over 20% from January 2022 to January 2023. In response, we opened a new Music School at 144 Fore Street, Portland, conveniently located near various schools and social service organizations, ensuring accessibility for all aspiring young musicians. The Amplify Initiative at MAMM

Printed By: Rowen McAllister on 12/21/2023

12 of 25

stands as a testament to our commitment to leveraging the universal language of music to positively impact the lives of Maine's youth.

C.2. Community Need Description

Describe the scope of the community problem or need the program addresses. Reference plans, reports, data, or past experience as applicable.

The scope of the community problem in Portland, Maine, involves limited access to inclusive and enriching extracurricular activities, diversity and inclusion gaps, insufficient community engagement for youth, and underutilization of public spaces for cultural activities. The Amplify music education program can address these issues by providing inclusive learning environments, fostering community-building through music, offering accessible extracurricular activities, and utilizing public spaces for cultural events.

A cohort of students in the community face barriers to accessing quality educational opportunities, including music education. This can result from economic disparities, limited resources in schools, and a lack of exposure to extracurricular arts programs. Music education is a unifying force, bringing together individuals from different backgrounds and providing a platform for people to develop support structures with each other and find commonality.

Public spaces in the community are underutilized for cultural and artistic activities. Leveraging these spaces to create vibrant community events fosters a sense of ownership among residents and brings resilience to a neighborhood.

By offering music education as an extracurricular activity, the Amplify program addresses the need for accessible and enriching after-school options. It is a positive outlet for youth, promoting skill development, creativity, and teamwork. In addition to this, it is a music program that organizes concerts, festivals, and events in public spaces, transforming them into vibrant cultural hubs.

We believe the outcomes of the amplify program align well with the city 30 year plan goals and other priorities of City departments. https://www.maine.gov/dacf/municipalplanning/comp_plans/Portland_2017.pdf

C.3. Measurable Community Impact

Describe program outcomes and the impact it will have on the community. Include how progress will be evaluated in reaching these goals

Music enhances overall academic performance and social resilience. It has been linked to improved cognitive abilities, including memory and problem-solving skills.

Music education contributes significantly to the health of a community by fostering cultural enrichment, community engagement, youth development, economic impact, social cohesion, creative expression, and overall enhancement of the community's quality of life. It is an investment in the well-being and dynamism of the community as a whole.

Music reflects cultural identity, authenticity, and heritage. Incorporating music education in communities promotes diversity and cultural acceptance. This enrichment adds dynamism and fosters pride and unity among residents. MAMM programs encourage community members to come together. Whether through performances, workshops, or collaborative projects. Our music events create social spaces that facilitate interaction and connection, enhancing the overall vibrancy.

Engaging young people in music education promotes skill development, discipline, and teamwork. It provides a positive outlet for expression, instilling confidence and a sense of purpose. A welcoming community is one where its

youth actively participate in constructive and enriching activities. Cultural communities attract visitors and residents alike. Music education, particularly when accompanied by performances and events, contributes to the local economy. Concerts, festivals, and music-related businesses stimulate economic growth.

Access to music education and cultural activities provides avenues for relaxation, enjoyment, and personal fulfillment. A community with a rich cultural and artistic landscape is a more attractive and vibrant place to live.

MAMM lets students drive the curriculum allows instructors to work with individuals to help identify personal goals and then provide them with the skills, tools, and the support they require to achieve the desired outcomes. The most effective tool MAMM uses for assessing progress is the post-class interview where students talk about the experience and gauge how well they have met a goal(s) and determine the next step. Video documentation of performances in a variety of settings is another way for students to evaluate their progress.

MAMM programs are designed to produce the following measurable benefits for participants: (1) Music and performance skills: 90% of those served will build their music skills and successfully apply them with others. At least 75% will perform in a community setting. (2) Engagement: Students will become engaged in a positive and supportive out-of-school-time program. At least 75% of those who participate will be retained in the program and progress from one MAMM activity to another. (3) Personal/social growth: At least 75% of those served will report that participating in MAMM has increased their confidence, improved their ability to work as part of a team, and/or reduced their social isolation. Each program's impact is gauged using the following evaluation tools and methods: (1) Satisfaction surveys: All participants will complete MAMM's satisfaction survey, which asks students and their families to rate their level of satisfaction with MAMM and to offer suggestions for improvement. (2) Tracking of retention, performance and progress: For all students, MAMM tracks retention over time and retention from one program to another (e.g., from a summer camp to an ensemble program), as well as participation in performances and progress toward other musical goals. (3) Student surveys: Students who have participated for at least 6 months complete a survey that asks them about MAMM's impact on their musical, personal, and social growth.

Assessing the effectiveness of a new partnership program will include video documentation of participants in a learning or performance setting to gauge success and reporting by the instructor.

C.4. 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 MAMM Amplify Program actively contributes to the goals of the CDBG Neighborhood Investment and Infrastructure program. Through its emphasis on community engagement, accessibility, safe spaces for youth, public space utilization, economic impact, collaboration, and building a cohesive community, the Amplify Program plays a vital role in creating strong, safe, accessible, and vibrant neighborhoods in Portland, Maine.

The Amplify Program focuses on inclusive and diverse community centers and engagement programs. Incorporating music education into social service programs brings residents together, creating a sense of community and contributing to the cultural vibrancy of the area.

The primary focus of the Amplify Program is on working with inclusive and diverse community centers. It ensures accessibility to music education for individuals from various backgrounds and economic circumstances. This inclusivity promotes a diverse and rich cultural environment within the neighborhood.

The program provides a safe and constructive environment for youth through music education. By offering after-school programs and engaging activities, Amplify addresses the need for positive extracurricular options, contributing to the safety and well-being of young individuals in the community.

Many Amplify Program concerts and events take place in park facilities, contributing to the effective use of public spaces. The 2023 Resurgam Festival, for example, drew thousands of attendees to Ocean Gateway Park, showcasing how music events can transform public spaces into vibrant cultural hubs. Concerts like the Resurgam not only enhance the cultural infrastructure but can also attract visitors, contributing to the economic vitality of the neighborhood.

Beyond music education, the Amplify Program recognizes the importance of families supporting each other within the community. This focus on collective support and engagement fosters cohesion and strengthens the social fabric of the neighborhood. By collaborating with other organizations and participating in community-wide events like First Friday Artwalks and Porchfest, the Amplify Program reinforces a sense of place and belonging and contributes to the overall strength and identity of neighborhoods.

C.5. Priority Impact Level

Choose and describe how this program best addresses one of the priority impacts level activities:

- 1. Neighborhood Investment and Infrastructure- Create strong, safe, accessible and vibrant neighborhoods. Eligible programs and activities include but are not limited to: Community policing, public infrastructure in target neighborhoods. Accessibility/ADA compliance, alternative modes of transportation; PRIORITY: Park and recreation facilities, historic preservation, tree planting, and non-profit rehab, inclusive and diverse community centers and engagement programs, senior services, disability services, public infrastructure outside of the targeted neighborhood.**
- 2. Housing Availability- Increase housing availability and affordability. Eligible programs and activities include but are not limited to; HIGH PRIORITY: Housing rehabilitation, adaptive reuse of housing, housing retention; PRIORITY: Rental assistance programs, environmental testing and remediation, energy efficiency/weatherization, fair housing activities, heating and fuel assistance, tenant landlord counseling services, and legal services.**
- 3. Economic Opportunity- Create economic opportunity to transition out of poverty. Eligible programs and activities include but are not limited to; HIGH PRIORITY: Job creation, microenterprise assistance, career advancement services (education, job training, GED attainment, ESL, etc.), Job retention support services (childcare vouchers, housing counseling, transportation assistance, etc.) PRIORITY: Façade improvements, and financial stability services (budgeting, financial planning, tax preparation, etc.).**
- 4. Address the Need of the Growing Homeless Population- Prevent and reduce homelessness. Eligible programs and activities include but are not limited to; HIGH PRIORITY: Food assistance, shelter services, mental health service, substance use disorder services, housing and housing services for long-term shelter consumers, emergency services to prevent homelessness; PRIORITY: Rental assistance, and at risk youth services.**

The Amplify Program is specifically designed to address the priority of Neighborhood Investment and Infrastructure, with a primary focus on creating strong, safe, accessible, and vibrant neighborhoods. The program centers around inclusive and diverse community centers and engagement programs, with a secondary focus on park and recreation facilities.

At the heart of the Amplify Program is the vibrant and diverse community that MAMM has cultivated. Families from various backgrounds and economic circumstances are united through their children's shared interest in making music together. This shared commonality brings energy and cohesion to the communities in which we operate.

Our focus extends beyond music education for students; we actively consider how families of our students can support each other. Recognizing the value of public performances, we emphasize the importance of students showcasing their talents not only for personal growth but also for the enrichment of the greater community.

MAMM students participate in concerts produced by MAMM itself, such as Girls Rock, Chords for Kids, and The Resurgam Festival. Additionally, they engage in events organized by other organizations like First Friday Artwalks, Porchfest, Maine Carnival, and more. Through the Amplify Initiative, we ensure that more students from increasingly diverse backgrounds are able to participate in such programs.

Students have the opportunity to not only work on personal excellence but also contribute to collaborations as ensemble members or in bands. Importantly, they actively engage with their community and other communities in the Portland area. The Amplify Initiative serves as a catalyst for inclusivity, collaboration, and the overall vibrancy of both our music programs and the communities we touch.

During the summer months, a significant number of our concerts take place in park facilities. A notable example is the 2023 Resurgam Festival which drew an impressive attendance of over 7,500 individuals to the outdoor event. What makes these concerts particularly special is that many attendees discover them as spontaneous, "came upon" events, attracted by the sound of music and the sense of community gathering.

The Resurgam Festival, being a free concert, exemplifies how music can act as a magnet, bringing people and resources together in a shared experience. The park setting provides an open and welcoming space for individuals to stumble upon the event, fostering a sense of spontaneity and community engagement. The resonance of music becomes a powerful means of drawing diverse members of the community into a collective celebration, enriching the overall experience for both performers and attendees. All MAMM students are offered an opportunity to perform on a concert stage at this festival.

The Maine Academy of Modern Music is a 501c3 non-profit community center that operates on a 'school of rock' model to provide classes, lessons, camps, and ensemble experiences in contemporary genres such as rock, jazz, hip-hop, pop, funk, and others. MAMM primarily serves young people ages 8 to 18, with a target population of those struggling at home or in school due to language, cultural, social, learning, and/or income barriers. The contemporary genres of music we teach are very accessible and appeal to young people who may not be interested in classical or traditional music engagements. We also provide early education music classes for 0 to 5-year-olds and instruction for adult bands to reconnect with their enthusiasm for music.

We are dedicated to universal access to music education and creating positive life experiences for Maine students of all abilities. Our programs promote musicianship, social skills, resilience, confidence, creativity, and community. MAMM offers year-round programs in Portland and at our facilities and works with public schools and service organizations to supplement their offerings, collaborate in community projects, and produce our own concert events.

Through these experiences, students learn about musicianship, the business of their musical art, collaboration skills with others, and personal growth in a safe/constructive environment. MAMM's retention rate is 75%, with many students joining for the camps or lessons and continuing into ensembles and forming bands.

MAMM also offers summer camp courses during which students learn how to play in and run a real band of their own. Students learn about the history of modern music and music theory, play in a band, and learn how to perform cover songs, as well as how to write original songs from scratch. Accomplished educators and members of local

working bands provide instruction and offer their own inside tips on self-promotion, booking, and gigging. Campers also have opportunities to consult with various professionals from the music business during field trips to local radio stations & recording studios.

C.6. Guiding Principles

Describe how the program meets each of the following Guiding Principles: Priority to Lower Incomes, Diversity and Inclusiveness, Consistent with City Goals and Initiatives:

- 1. Consistent.** All projects and programs will be reviewed with respect to the Consolidated Plan and other HUD requirements; City goals, priority impact levels, and other CDBG or HOME investments. Proposals should be coordinated with relevant City Departments where appropriate and align with City initiatives. City plans can be found online at Portland's Housing Community Development [Website](#)
Measurable Community Impact. Programs and projects will be evaluated based on how well they create a significant and measurable community impact.
- 2. Diversity and Inclusiveness.** Programs and projects shall address diversity and be inclusive in order to engage differences and create a culture of belonging.
- 3. Priority to Lower Incomes.** Priority will be given to projects and programs that serve the lowest income persons.
- 4. Leveraged Funding.** CDBG should not be the only source of funding for a program or project; leveraging other funds is essential.

The MAMM Amplify Program demonstrates a strong commitment to the guiding principles of priority to lower incomes, diversity and inclusiveness, consistency with city goals and initiatives, measurable community impact, and leveraging funding. Through its inclusive approach, alignment with city objectives, measurable impact, and efforts to engage diverse communities, the Amplify Program serves as a model for addressing community needs while adhering to key principles outlined by HUD and the city of Portland.

1. Priority to Lower Incomes:

The Amplify Program ensures access to music education for individuals from various economic circumstances. By actively engaging existing programs that serve lower-income communities, Amplify provides opportunities for youth who might not otherwise have access to such enriching experiences.

2. Diversity and Inclusiveness:

Amplify places a significant emphasis on engaging inclusive and diverse community centers and engagement programs. Individuals from diverse backgrounds are welcome and valued in our culture of inclusiveness and belonging.

3. Consistent with City Goals and Initiatives:

The Amplify Program supports the city's initiatives, particularly in creating strong, safe, accessible, and vibrant neighborhoods. By organizing events in park facilities, collaborating with other organizations, and actively engaging with the community.

4. Measurable Community Impact:

The program recognizes the importance of creating a measurable community impact. By organizing events like the Resurgam Festival, we are easily able to evaluate interest through participating partners, attendance numbers, and economics through participating merchants.

5. Leveraged Funding:

MAMM actively solicits support for the Amplify Program in the form of grants and donations from a variety of public and private sources. We understand the importance of leveraging funds beyond CDBG. By organizing events and festivals that draw attendees and stimulate economic activity, the program showcases not only

students but the ability to attract additional funding sources through sponsorships, contributing to the sustainability and growth of the initiative.

C.7. Partnerships, Collaboration, and Outreach

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

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

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

At the core of our success is a collaborative approach. We recognize the importance of engaging with various stakeholders to ensure our project's effectiveness and to create a positive impact on the community. To achieve this, we have established an advisory committee comprising representatives from the community, local organizations, and relevant stakeholders. This committee plays a vital role in shaping our project's goals, priorities, and strategies before the project is initiated.

Our collaborative efforts extend beyond the advisory committee. We actively partner with other youth-centered organizations and schools throughout Maine, nurturing community-based and civic relationships. These partnerships serve as a foundation for our students to connect with their peers, both within MAMM and at partnering organizations such as the Boys & Girls Club. Our students come together to form bands, organize performances, and collectively contribute to our shared mission.

Furthermore, we collaborate with local professional bands, often giving our students opportunities to participate as backup or opening acts at concerts. These valuable relationships allow us to focus on our core strength – engaging young people in playing the music they love. Through this process, we not only empower our students but also provide support to our partners as they work towards fulfilling their respective missions.

This collaborative approach underscores our commitment to creating a more vibrant and interconnected community, where music serves as a unifying force, and where the talents and aspirations of our youth can flourish.

This is the second year of partnership with the Boys and Girls Club of Southern Maine. The program was developed collaboratively with BGCSM and MAMM staff. Involved with planning, and implementation of the program. Staff, leadership, and participants were all involved in program evaluation and modifications incorporated into programming since the first year.

C.8. Readiness to Proceed

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

This is an ongoing program which will commence without delay on July 1, 2024

Amplify programming is able to be started at any time as relationships develop and opportunities present themselves. However, Amplify programs usually have a connection with the public school calendar to offer after school

opportunities during the school year (September to June) and summer camps when schools is out (June to August). The various community performances that are inclusive of Amplify students take place throughout the year.

Optimally an Amplify program will have a timeline that begins in September and concludes at the end of August the following year. However this is not necessary for a successful program and partnerships can be started/concluded at whatever time best suits the partnership.

For CDBG funds the Amplify Program would follow the traditional timeline and start in September.

September to June - After School music education programming

June to August - Music education summer camps

March - Girls Rock community performance opportunity

June - Resurgam Festival community performance opportunity

August - End of Camp community performance opportunity

October - Ghoul of Rock community performance opportunity

November - Chords For Kids community performance opportunity

Other performance opportunities that are produced by other organizations (Creative Portland, PorchFest, Carnival, etc.) are also opportunities for Amplify students.

C.9. Experience Providing Service

Describe the applicant's experience in delivering and managing this or similar programs.

Please summarize current licensing and accreditations obtained.

Since its inception in 2007 MAMM has grown from a modest music program serving 40 youths to a comprehensive music school that provides a diverse array of lessons, ensembles, camps, and performance opportunities for more than 2,000 students. Notably, MAMM's mission of inclusivity and accessibility has allowed 1,500 financially challenged families to access programming for free or at subsidized rates through community partnerships and scholarships.

MAMM's commitment to fostering inclusivity, engagement, and learning is evident in its dedication to providing youth with opportunities to play and sing the music they love, collectively. Over the years, MAMM has established partnerships with various organizations, amplifying its reach and impact. These partnerships include collaborations with the Long Creek Youth Development Center, Joe Kreisler Teen Center, K-12 Portland Public Schools, the REAL School, and the Portland Public Library. In Bangor, MAMM has extended its footprint by working with the Bangor Arts Exchange and Parks & Rec. Further afield, in Machias, MAMM has been involved with the Maine Seacoast Mission EdGE program and working to support music education in school programs.

Jeff Shaw, executive director and founded oversees all MAMM administrative and artistic programs and partnerships. Jeff holds a BA in Interdisciplinary Fine Arts and Psychology from UMaine Machias and has over 22 years of experience in music education, including teaching at-risk adolescents at Spurwink Services and Long Creek Youth Development Center. Jeff designs and equips the Portland, Bangor, and Machias programs, co-teaches summer camps, and works with partners to ensure student progress.

Jeff is a recipient of many leadership awards including Portland's Most Influential People by the Portland Phoenix, one of 2012 Maine's Forty Under 40 emerging leaders by MaineToday Media, and a recipient of the 2018 Metamorphosis Award intended for visionary leaders of youth programs. Shaw's combined life and professional experiences and network of relationships with Maine's music sector make him an excellent leader and visionary.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

How will this program continue if CDBG funding is not awarded?

The City of Portland is our single largest source of students with 81% of the children we serve living in the greater Portland Metro Area. CDBG funds will provide important support for the necessary efforts we undertake. We know that there is more that we can do to address the needs of the Portland community and CDBG funds will help us deliver a music education service that is not provided by any other organization or agency in southern Maine.

The Amplify funding structure is comprised of contributions from business and civic organizations, grants from foundations, and some funding from government entities. The program relies on support of all sizes and the scale of the program-reach is determined by the funding available to us. We are continuously seeking out new funding opportunities to keep up with the increase in our overall need. Without CDBG funds from the City of Portland, we will not be able to engage in the level of community engagement we see a need for and may not be able to reach our goal of serving 600 households by the end of our next fiscal cycle.

C.11. Leveraged Funding Narrative

Describe all other sources of funding for this program or project. Identify which sources are secured and which are projected. Include in-kind donations that may be used to supplement expenses where applicable.

The requested \$15,000 in CDBG funds represents 25% of the total program budget for Portland Amplify (\$60,000). The other 75% of the funding is from projected private donations, grant awards, and earned income.

Maine Arts Commission \$5,000 Secured
In Kind Donations \$10,000 Secured
Davis Foundation \$5,000 Secured
CDBG funds \$15,000 Pending
National Endowment for the Arts \$10,000 Pending
TEGNA Foundation \$5,000 Pending
MCF (Welch) \$10,000 Pending

C.12. Budget Narrative

Provide a narrative explaining the budget and expenses for the program. Describe exactly what and who CDBG will pay for in this program.

If this program was funded by CDBG in the previous year and if you are requesting an increase from last year's allocation, you must explain why the increase is necessary and what expansion of service is being provided.

Please ensure that budget amounts listed in the narrative match the Program Budget Detail.

The Maine Academy of Modern Music is seeking a grant of \$15,000 to support one year of the Amplify engagement program with a nonprofit partner in Portland, benefiting 30 children. The Amplify initiative is a comprehensive \$110,000 program spanning across Portland, Waterville, Bangor, and Downeast communities. The budget allocates approximately \$60,000 specifically for the Portland community.

The funds requested will be used for various purposes, including administration, personnel expenses, travel, event production, and student financial aid. Amplify is designed to deliver valuable enrichment opportunities through music education, offering individual and group lessons, performance participation, engagement in activities beyond the community, and attendance at music events.

The program also involves the production of concerts in all served communities, providing unique opportunities for children from different areas to meet, collaborate, and broaden their perspectives about their potential opportunities. The goal is to use music as a unifying force, fostering connections among children from diverse backgrounds and geographical locations.

CDGB Funds would support one of four Amplify partnerships for 2024.

Program Administration, Event Integration, and Instructor Fees for Weekly MAMM Programs (chorus/private lessons)
(\$80/hr (\$40 for Instructor & \$40 MAMM
\$320/week for 10 sessions = \$3200 X 3 Programs \$9,600

Performance fees (set-up/audio/staff)
\$500 X 6 (2 performances per 3 sessions) \$3,000

Stipends for camp instructors
\$600 X 4 camps \$2,400

TOTAL Project Expenses \$15,000

D. Program Budget Detail

Case Id: 30454

Name: Maine Academy of Modern Music - 2024

Address: *No Address Assigned

Completed by grantwriter@mamm.rocks on 11/21/2023 10:14 AM

D. Program Budget Detail

Please provide the following information.

D.1. Grant Amount Requested - for social service programs the minimum amount requested is \$10,000 and Maximum is \$150,000.

\$15,000.00

D.2. Total Program Budget

\$60,000.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Administration	\$5,000.00	\$0.00	\$5,000.00	Maine Arts Commission	Committed
Stipends for Camps/ Lessons	\$10,000.00	\$5,000.00	\$5,000.00	Davis Foundation	Committed
Administration	\$10,000.00	\$2,500.00	\$7,500.00	Grants, donations, in-Kind and Income	Pending
Music Education Staff	\$20,000.00	\$5,000.00	\$15,000.00	Grants, donations, in-Kind and Income	Pending
Community Performance costs	\$10,000.00	\$2,500.00	\$7,500.00	Grants, donations, in-Kind and Income	Pending
Incidentals	\$5,000.00	\$0.00	\$5,000.00	Donations	Pending
	\$60,000.00	\$15,000.00	\$45,000.00		

E. Required Documents

Completed by grantwriter@mamm.rocks on 11/21/2023 9:54 AM

Case Id: 30454

Name: Maine Academy of Modern Music - 2024

Address: *No Address Assigned

E. Required Documents

Please provide the following information.

Documentation



Agency Organizational Chart

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

MAMM Organization Chart.pdf



Articles of Incorporation/Bylaws

Articles of incorporation are the documents recognized by the State as formally establishing a private corporation, business or agency.

MAMM Bylaws - Amended March 2021.pdf



Authorization to Request Funds and/or Designation of Authorized Official

Documentation must be submitted of the governing body's authorization to submit the funding request and/or Documentation must be submitted of the governing body's action authorizing the representative of the agency to submit the funding request, negotiate for, and contractually bind the agency.

***No files uploaded*



Complete List of Board Members

A list of the current board of directors or other governing body of the agency must be submitted. ***Required**

2023_MAMM Board of Directors.pdf



Letter(s) of Support (Upload as one file) ***Required**

2023_LOS_All.pdf

☐ Memorandum of Agreement (Upload as one file)

***No files uploaded*

☒ Most Recent Agency Operating Budget ***Required**

MAMM-Budget22_23.xlsx - Budget 2324.pdf

☒ Most Recent Audit OR 990 as appropriate ***Required**

MAMM 990_2020.pdf

☒ Project Timeline ***Required**

Amplify Timeline .pdf

☒ Verification of 501(c)3 status

Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and the State. *Required****

MAMM 501c3 letter.pdf

☒ Conflict of Interest Policy (Will be required if selected for funding)

MAMM_Policy Handbook.pdf

☒ Non-Discrimination Policy (Will be required if selected for funding)

MAMM_Policy Handbook.pdf

☒ Whistleblower Policy (Will be required if selected for funding)

MAMM_Policy Handbook.pdf

Submit

Completed by grantwriter@mamm.rocks on 11/21/2023 10:15 AM

Case Id: 30454

Name: Maine Academy of Modern Music - 2024

Address: *No Address Assigned

Submit

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

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

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

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

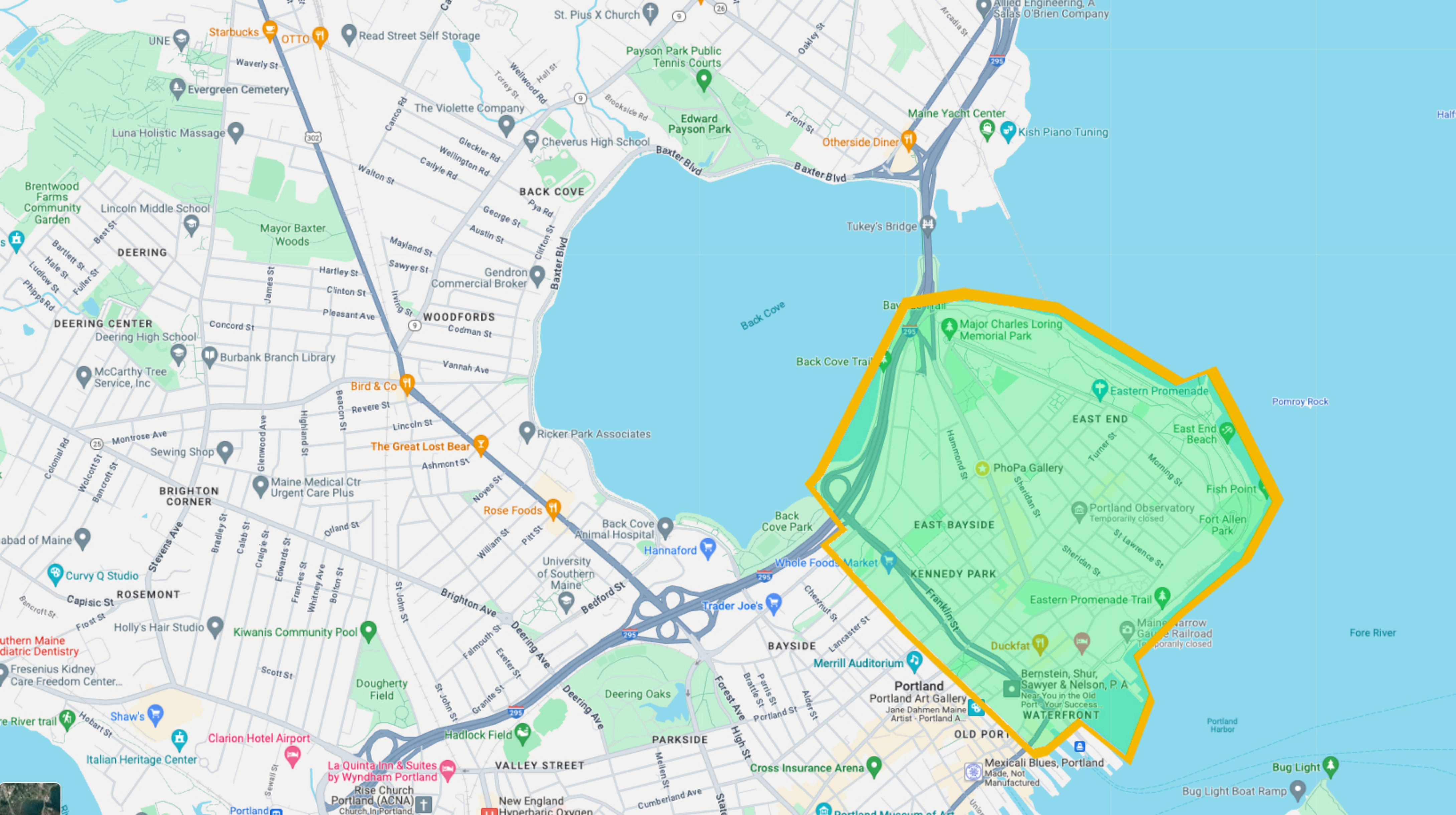
Signature

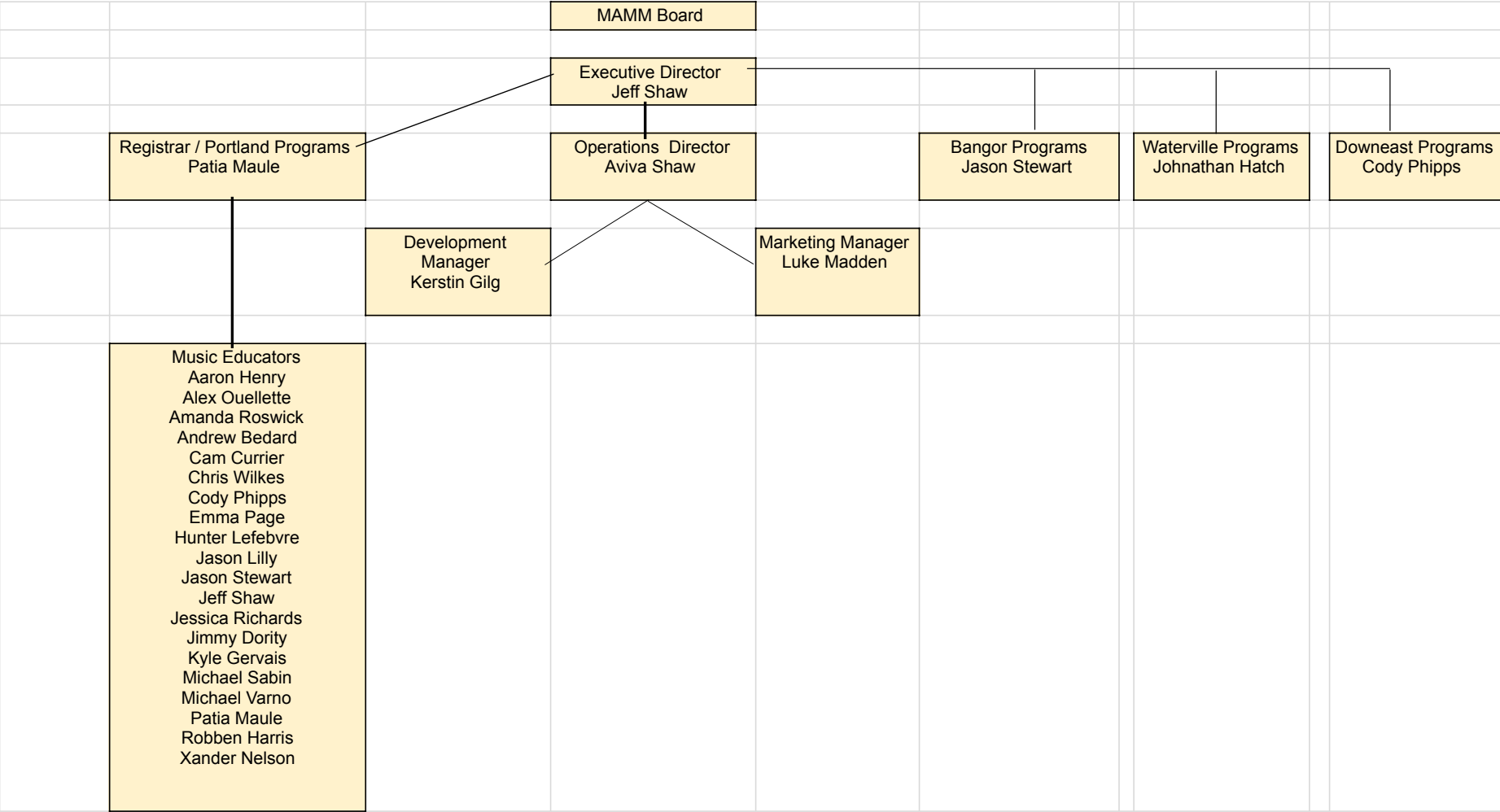
Kerstin Gilg

Electronically signed by grantwriter@mamm.rocks on 11/21/2023 10:15 AM

Title

Development Manager





MAMM Board of Directors 2023

- Michelle Austin, Versant Power, Hermon
- Carolyn Fernald, Marketing Consultant, Portland
- Jennifer Davies, Compass Commercial Brokers, Portland
- Jennifer Hutchins, Maine Association of Nonprofits, Portland
- Carla Ganiel, Max & Marian Farash Charitable Foundation, Cherryfield
- Chris Houle, Entrepreneur – Treasurer, Cape Elizabeth
- Colin Campbell, Strategic Media Inc., Portland
- Eric Peters, Attorney-at-Law, Portland
- Scott McAuliffe, Gulf of Maine Research Institute – President, Portland
- Benjamin Scott, Vision Payment Solutions, Gorham
- Doug Welch, ED for Maine Island Trail Association, Portland
- Rachel Jablonowski, Research and Evaluation Specialist, Portland

MAMM Budget vs Actual 2021/2022				Total Actuals Aug '22 ytd	Budget 22/23	Budget 23/24	Budgeted YoY Growth	
Income								
	Contributions							
		Annual Appeal		-				
		Annual Fundraiser		4,928	10,000	12,000	20.0%	
		Board Giving		4,950	5,000	5,000	0.0%	
		Grants Received		97,550	80,000	99,000	23.8%	
		Individual Contributions		15,474	20,000	25,000	25.0%	
		Scholarship Fund						
		Event Donations		0		20,000		
		Sponsorship		0				
			Chords for Kids	9,800	10,000	12,000	20.0%	
			Girls Rock	9,350	15,000	17,000	13.3%	
			MAMM SLAM	0	-			
			Resurgam Fest	35,750	45,000	47,000	4.4%	
			The Kids Are Alright	0	0			
		Total Sponsorship		54,900	70,000	76,000	8.6%	
	Total Contributions			177,802	185,000	237,000	28.1%	
	Other Income							
		Events		22,538	25,000	27,000	8.0%	
		Merchandise Sales		3,284	5,000	6,000	20.0%	
		Miscellaneous Revenue		0				
	Total Other Income			25,822	30,000	33,000	10.0%	
	Program Income							
	Camp Revenues							
		Rock Camp Revenue						
			Camp - Augusta	0				
			Camp - Bangor	5,915	7,500	8,500	13.3%	
			Camp - Overnight Bangor	10,735	10,000	11,000	10.0%	
			Camp - Portland	92,155	110,000	135,000	22.7%	

MAMM Budget vs Actual 2021/2022				Total Actuals Aug '22 ytd	Budget 22/23	Budget 23/24	Budgeted YoY Growth	
			Camp - School Break	4,250	5,000	5,000	0.0%	
			Total Rock Camp Revenue	113,055	132,500	159,500	20.4%	
			Total Camp Revenues	113,055	132,500	159,500	20.4%	
			Instructional Revenues					
			Classes (PreK)	1,871	10,000	15,000	50.0%	
			Ensemble Tuition	96,483	115,000	138,000	20.0%	
			Lesson Tuition	232,599	235,000	282,000	20.0%	
			MAMMOTH	4,046	10,000	12,500	25.0%	
			Total Instructional Revenues	334,999	370,000	447,500	20.9%	
			MAMM Slam					
			Program Discount	0				
			Program Partnerships	600	1,000	1,000	0.0%	
			Registration Fees	14,898	16,000	17,000	6.3%	
			Rental Revenues	170	300	300	0.0%	
			Scholarships Awarded	-80				
			Total Program Income	463,642	519,800	625,300	20.3%	
			Total Income	667,266	734,800	895,300	21.8%	21.8%
			Expenses					
			Admin Expense					
			Bank Service Charges	476	450	450	0.0%	
			Business Registration Fees	228	350	350	0.0%	
			Contract Services					
			Accounting Fees	761	900	900	0.0%	
			Legal Fees	0	1,000	1,000	0.0%	
			Outside Contract Services	409	800	800	0.0%	
			Total Contract Services	1,170				

MAMM Budget vs Actual 2021/2022			Total Actuals Aug '22 ytd	Budget 22/23	Budget 23/24	Budgeted YoY Growth	
		Office Expenses	4,076	5,000	5,000	0.0%	
		Paypal/stripe Fees	15,350	15,000	16,000	6.7%	
		Capital Purchases					
		Total Admin Expense	21,300	20,800	21,800	4.8%	
		Development Expense					
		Office Expenses	0	500	500	0.0%	
		Dev: Travel and Entertainment	270	600	500	-16.7%	
		Grant Writer	7,695	10,000	0	-100.0%	
		Total Development Expense	7,965	11,100	1,000	-91.0%	
		Payroll					
		Director Salary	76,395	75,000	80,000	6.7%	
		Employer taxes	34,029	40,000	42,000	5.0%	
		Health Insurance	18,784	23,000	25,000	8.7%	
		HRA	3,478	13,800	13,800	0.0%	
		HSA	4,992	5,000	5,000	0.0%	
		Payroll Processing fees	2,608	3,000	3,200	6.7%	
		Retirement Plan	-98	4,000	4,000	0.0%	
		Wages					
		Camp Teacher Stipends	30,963	25,000	35,000	40.0%	
		Dev/Operations Director	55,000	55,000	60,000	9.1%	
		Ensembles and lessons	168,031	195,500	224,750	15.0%	
		Development Manager	0	11,200	30,000	167.9%	
		Instructor Event Stipends	2,943	6,000	6,500	8.3%	
		MAMMOTH	2,517	5,000	6,000	20.0%	
		Marketing Manager	21,004	25,000	15,000	-40.0%	
		Program Coordinator	3,415	3,500	3,500	0.0%	
		Program Partnerships	5,973	8,000	8,000	0.0%	
		Registrar	22,255	22,000	34,000	54.5%	
		Total Wages	312,101	356,200	422,750	18.7%	

MAMM Budget vs Actual 2021/2022			Total Actuals Aug '22 ytd	Budget 22/23	Budget 23/24	Budgeted YoY Growth	
	Total Payroll		452,289	520,000	595,750	14.6%	14.6%
	Program Expense						
	Facilities and Equipment						
	Cleaning		7,200	6,000	8,000	33.3%	
	Equip Purchases		0	500	0	-100.0%	
	MAMM Rent		68,937	68,000	76,680	12.8%	12.8%
	Off-site Rent		18,224	21,000	21,000	0.0%	
	Phone & Internet		3,837	4,000	4,000	0.0%	
	Utilities		8,226	8,000	16,000	100.0%	
	Total Facilities and Equipment		106,424	107,500	125,680	16.9%	16.9%
	Marketing						
	Advertising		12,088	7,500	7,500	0.0%	
	Event		29,461	29,000	29,000	0.0%	
	Merch		12,100	10,000	10,000	0.0%	
	Outside Contract Services		13,715	12,000	12,000	0.0%	
	Printing and Copying		4,152	1,000	1,000	0.0%	
	Website Fees		5,427	5,000	5,000	0.0%	
	Total Marketing		76,943	64,500	64,500	0.0%	0.0%
	Operations						
	Camp Expenses		1,670	600	600	0.0%	
	Insurance		4,818	4,400	4,800	9.1%	
	MAMM Slam expenses		0	0	0	#DIV/0!	
	Other Costs		0	0	0	#DIV/0!	
	Program Supplies		4,222	4,000	4,000	0.0%	
	Teacher/Volunteer Appreciation		1,050	1,200	1,200	0.0%	
	Travel & Entertainment		1,954	3,000	3,000	0.0%	
	Total Operations		13,714	13,200	13,600	3.0%	
	Uncategorized Expense						
	Total Program Expense		197,081	185,200	203,780	10.0%	10.0%

MAMM Budget vs Actual 2021/2022				Total Actuals Aug '22 ytd	Budget 22/23	Budget 23/24	Budgeted YoY Growth	
Total Expenses				678,635	737,100	822,330	11.6%	11.6%
Net Operating Income				-11,369	-2,300	72,970	-3272.6%	
Net Income				-11,369	-2,300	72,970	-3272.6%	
				<i>Beg Bank Balance</i>	<i>\$77,000</i>	<i>\$65,225</i>	-100.0%	
				<i>End Bank Balance</i>	<i>\$65,225</i>			
				<i>Line of Credit Available</i>	<i>25,000</i>	<i>25,000</i>	<i>25,000</i>	<i>0.0%</i>

April 21, 2022

Jeff Shaw
Maine Academy of Modern Music
125 Presumpscot Street, Box 14
Portland, ME 04103

Dear Jeff:

Enclosed is the organization's 2020 Exempt Organization return.

Specific filing instructions are as follows.

FORM 990 RETURN:

This return has been prepared for electronic filing. If you wish to have it transmitted electronically to the IRS, please sign, date, and return Form 8879-EO to our office. We will then submit the electronic return to the IRS. Do not mail a paper copy of the return to the IRS. Return Form 8879-EO to us by July 15, 2022.

A copy of the return is enclosed for your files. We suggest that you retain this copy indefinitely.

Very truly yours,



Richard E. Emerson, Jr., CPA

Form **8879-EO****IRS e-file Signature Authorization
for an Exempt Organization**

OMB No. 1545-0047

For calendar year 2020, or fiscal year beginning SEP 1, 2020, and ending AUG 31, 2021**2020**Department of the Treasury
Internal Revenue Service▶ **Do not send to the IRS. Keep for your records.**
▶ **Go to www.irs.gov/Form8879EO for the latest information.**

Name of exempt organization or person subject to tax

Taxpayer identification number

Maine Academy of Modern Music**26-0835852**

Name and title of officer or person subject to tax

Jeff Shaw**Executive Director****Part I Type of Return and Return Information** (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, or 7a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, or 7b**, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a Form 990 check here ▶ ☒	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b <u>568,581.</u>
2a Form 990-EZ check here ▶ ☐	b Total revenue, if any (Form 990-EZ, line 9)	2b _____
3a Form 1120-POL check here ▶ ☐	b Total tax (Form 1120-POL, line 22)	3b _____
4a Form 990-PF check here ▶ ☐	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b _____
5a Form 8868 check here ▶ ☐	b Balance due (Form 8868, line 3c)	5b _____
6a Form 990-T check here ▶ ☐	b Total tax (Form 990-T, Part III, line 4)	6b _____
7a Form 4720 check here ▶ ☐	b Total tax (Form 4720, Part III, line 1)	7b _____

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☒ I am an officer of the above organization or ☐ I am a person subject to tax with respect to (name of organization) _____, (EIN) _____ and that I have examined a copy of the 2020 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☒ I authorize **Purdy Powers & Company** to enter my PIN **35852**
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the organization, I will enter my PIN as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax ▶

Date ▶

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

01095377272**Do not enter all zeros**

I certify that the above numeric entry is my PIN, which is my signature on the 2020 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶

Date ▶ **04/21/22**

ERO Must Retain This Form - See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So

LHA For Paperwork Reduction Act Notice, see instructions.

Form **8879-EO** (2020)

**Application for Automatic Extension of Time To File an
Exempt Organization Return**

OMB No. 1545-0047

► **File a separate application for each return.**
 ► **Go to www.irs.gov/Form8868 for the latest information.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print File by the due date for filing your return. See instructions.	Name of exempt organization or other filer, see instructions. Maine Academy of Modern Music	Taxpayer identification number (TIN) 26-0835852
	Number, street, and room or suite no. If a P.O. box, see instructions. 125 Presumpscot Street, Box 14	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. Portland, ME 04103	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

Jeff Shaw

- The books are in the care of ► **125 Presumpscot Street - Portland, ME 04103**

Telephone No. ► **207-899-3433**

Fax No. ►

- If the organization does not have an office or place of business in the United States, check this box ☐
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) . If this is for the whole group, check this box ☐ . If it is for part of the group, check this box ☐ and attach a list with the names and TINs of all members the extension is for.

- 1 I request an automatic 6-month extension of time until **July 15, 2022**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

► ☐ calendar year _____ or► ☒ tax year beginning **SEP 1, 2020**, and ending **AUG 31, 2021**.

- 2 If the tax year entered in line 1 is for less than 12 months, check reason: ☐ Initial return ☐ Final return
☐ Change in accounting period

3a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

Form **990**Department of the Treasury
Internal Revenue Service**Return of Organization Exempt From Income Tax**
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

2020Open to Public
Inspection

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

▶ Go to www.irs.gov/Form990 for instructions and the latest information.**A** For the 2020 calendar year, or tax year beginning **SEP 1, 2020** and ending **AUG 31, 2021**

B Check if applicable: ☐ Address change ☐ Name change ☐ Initial return ☐ Final return/terminated ☐ Amended return ☐ Application pending	C Name of organization Maine Academy of Modern Music		D Employer identification number 26-0835852
	Doing business as		E Telephone number 207-899-3433
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	
	125 Presumpscot Street, Box 14		
	City or town, state or province, country, and ZIP or foreign postal code Portland, ME 04103		G Gross receipts \$ 568,581.
F Name and address of principal officer: Jeff Shaw same as C above		H(a) Is this a group return for subordinates? ☐ Yes ☒ No H(b) Are all subordinates included? ☐ Yes ☐ No If "No," attach a list. See instructions H(c) Group exemption number ▶	
I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527			
J Website: ▶ https://www.maineacademyofmodernmusic.org/			
K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶		L Year of formation: 2007	M State of legal domicile: ME

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: To operate and support an independent music school focused on rock and contemporary music.		
	2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	13
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	13
	5 Total number of individuals employed in calendar year 2020 (Part V, line 2a)	5	24
	6 Total number of volunteers (estimate if necessary)	6	25
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.	
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year 187,132.	Current Year 150,545.
	9 Program service revenue (Part VIII, line 2g)	404,570.	414,045.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	0.	0.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	2,456.	3,991.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	594,158.	568,581.
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	0.
	14 Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	389,592.	408,533.
	16a Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 4,644.		
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	165,443.	131,509.
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	555,035.	540,042.
19 Revenue less expenses. Subtract line 18 from line 12	39,123.	28,539.	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year 49,581.	End of Year 78,120.
	21 Total liabilities (Part X, line 26)	0.	0.
	22 Net assets or fund balances. Subtract line 21 from line 20	49,581.	78,120.

Part II Signature Block

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

Sign Here	Signature of officer	Date			
	Jeff Shaw, Executive Director Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name Richard E. Emerson, Jr.,	Preparer's signature <i>Richard E. Emerson Jr.</i>	Date 04/21/22	Check if self-employed ☐	PTIN P00095846
	Firm's name ▶ Purdy Powers & Company	Firm's EIN ▶ 01-0463013			
	Firm's address ▶ 130 Middle Street Portland, ME 04101	Phone no. 207-775-3496			

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

Part III Statement of Program Service AccomplishmentsCheck if Schedule O contains a response or note to any line in this Part III ☒**1** Briefly describe the organization's mission:

To operate and support an independent music school on rock and contemporary music. The Academy is dedicated to creating positive life experiences for Maine students of all ages and abilities through innovative and inclusive music programs which promote resiliency,

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

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

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

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

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.**4a** (Code:) (Expenses \$ 475,957. including grants of \$) (Revenue \$ 418,036.)

The academy provides students with individual lessons, group instruction, after-school workshops, performance opportunities, and statewide battle of the bands, recording studio camps and rock camps in Portland, Bar Harbor, Kennebunk, and Machias, Maine.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)**4c** (Code:) (Expenses \$ including grants of \$) (Revenue \$)**4d** Other program services (Describe on Schedule O.)

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

4e Total program service expenses **475,957.**

Part IV Checklist of Required Schedules

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

Part IV Checklist of Required Schedules (continued)

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

Note: All Form 990 filers are required to complete Schedule O

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V ☐

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

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

		Yes	No
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a 24		
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b	X	
Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)			
3a Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a		X
b If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b		
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X
b If "Yes," enter the name of the foreign country ▶			
See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		X
c If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c		
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a		X
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b		
7 Organizations that may receive deductible contributions under section 170(c).			
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a		X
b If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b		
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		X
d If "Yes," indicate the number of Forms 8282 filed during the year	7d		
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		X
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		X
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		
8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8		
9 Sponsoring organizations maintaining donor advised funds.			
a Did the sponsoring organization make any taxable distributions under section 4966?	9a		
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b		
10 Section 501(c)(7) organizations. Enter:			
a Initiation fees and capital contributions included on Part VIII, line 12	10a		
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b		
11 Section 501(c)(12) organizations. Enter:			
a Gross income from members or shareholders	11a		
b Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b		
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a		
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b		
13 Section 501(c)(29) qualified nonprofit health insurance issuers.			
a Is the organization licensed to issue qualified health plans in more than one state?	13a		
Note: See the instructions for additional information the organization must report on Schedule O.			
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b		
c Enter the amount of reserves on hand	13c		
14a Did the organization receive any payments for indoor tanning services during the tax year?	14a		X
b If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b		
15 Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year?	15		X
If "Yes," see instructions and file Form 4720, Schedule N.			
16 Is the organization an educational institution subject to the section 4968 excise tax on net investment income?	16		X
If "Yes," complete Form 4720, Schedule O.			

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

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

☒**Section A. Governing Body and Management**

	1a	1b	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year	13			
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b Enter the number of voting members included on line 1a, above, who are independent		13		
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?				X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?				X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?				X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?				X
6 Did the organization have members or stockholders?				X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?				X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?				X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a The governing body?			X	
b Each committee with authority to act on behalf of the governing body?			X	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O				X

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

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

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed **None**

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain on Schedule O)

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

20 State the name, address, and telephone number of the person who possesses the organization's books and records **Jeff Shaw - 207-899-3433**
125 Presumpscot Street, Portland, ME 04103

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
 - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
 - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
 - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- See instructions for the order in which to list the persons above.

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

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Jeffrey Shaw Executive Director	40.00			X				68,024.	0.	17,056.
(2) Michelle Austin Director	1.00	X						0.	0.	0.
(3) Colin Campbell Director	1.00	X						0.	0.	0.
(4) Carolyn Fernald Director	1.00	X						0.	0.	0.
(5) Jennifer Hutchins President	2.00	X						0.	0.	0.
(6) Chris Houle Treasurer	2.00	X						0.	0.	0.
(7) Bob Kirby Director	1.00	X						0.	0.	0.
(8) Caitlin Kirby Secretary	2.00	X						0.	0.	0.
(9) Scott McAuliffe Director	1.00	X						0.	0.	0.
(10) Benjamin Scott Director	1.00	X						0.	0.	0.
(11) Rosa Slack Director	1.00	X						0.	0.	0.
(12) Doug Welch Director	1.00	X						0.	0.	0.
(13) Jennifer Davies Director	1.00	X						0.	0.	0.
(14) Erik Peters Director	1.00	X						0.	0.	0.

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

[illegible]

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

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

Section B. Independent Contractors

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

(A) Name and business address	(B) Description of services	(C) Compensation
NONE		
2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization ►		0

Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII ☐

				(A)	(B)	(C)	(D)
				Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a	Federated campaigns	1a				
	b	Membership dues	1b				
	c	Fundraising events	1c				
	d	Related organizations	1d				
	e	Government grants (contributions)	1e				
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	150,545.			
	g	Noncash contributions included in lines 1a-1f	1g	\$			
	h	Total. Add lines 1a-1f		150,545.			
Program Service Revenue	2 a	Lesson Tuition	Business Code	711300	215,763.	215,763.	
	b	Camp Rock		711300	104,926.	104,926.	
	c	Ensemble Tuition		711300	69,276.	69,276.	
	d	Other Programs		711300	23,330.	23,330.	
	e	Performance Revenue		711300	750.	750.	
	f	All other program service revenue					
	g	Total. Add lines 2a-2f			414,045.		
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)					
	4	Income from investment of tax-exempt bond proceeds					
	5	Royalties					
	6 a	Gross rents	(i) Real	(ii) Personal			
	b	Less: rental expenses					
	c	Rental income or (loss)					
	d	Net rental income or (loss)					
	7 a	Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other			
	b	Less: cost or other basis and sales expenses					
	c	Gain or (loss)					
	d	Net gain or (loss)					
	8 a	Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18					
	b	Less: direct expenses					
	c	Net income or (loss) from fundraising events					
	9 a	Gross income from gaming activities. See Part IV, line 19					
b	Less: direct expenses						
c	Net income or (loss) from gaming activities						
10 a	Gross sales of inventory, less returns and allowances						
b	Less: cost of goods sold						
c	Net income or (loss) from sales of inventory						
Miscellaneous Revenue	11 a	Merchandise Sales	Business Code	711300	3,991.	3,991.	
	b						
	c						
	d	All other revenue					
	e	Total. Add lines 11a-11d			3,991.		
	12	Total revenue. See instructions			568,581.	418,036.	0.

Part IX Statement of Functional Expenses

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

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

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	70,000.	70,000.		
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	274,347.	224,347.	50,000.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	34,509.	34,509.		
10 Payroll taxes	29,677.	29,677.		
11 Fees for services (nonemployees):				
a Management				
b Legal	155.		155.	
c Accounting	980.		980.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	5,067.	423.		4,644.
12 Advertising and promotion	13,635.	8,522.	5,113.	
13 Office expenses	1,149.	1,149.		
14 Information technology				
15 Royalties				
16 Occupancy	88,553.	88,553.		
17 Travel	832.	832.		
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	206.	206.		
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance	3,856.	3,856.		
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a Program Supplies	1,303.	1,303.		
b Camp Expenses	197.	197.		
c				
d				
e All other expenses	15,576.	12,383.	3,193.	
25 Total functional expenses. Add lines 1 through 24e	540,042.	475,957.	59,441.	4,644.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here ☐ if following SOP 98-2 (ASC 958-720)

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

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	49,581.	1	78,120.
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net		4	
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 16,380.		
	b Less: accumulated depreciation	10b 16,380.	0.	10c 0.
	11 Investments - publicly traded securities		11	
	12 Investments - other securities. See Part IV, line 11		12	
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 33)	49,581.	16	78,120.	
Liabilities	17 Accounts payable and accrued expenses		17	
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	0.	26	0.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here ☒ and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	49,581.	27	78,120.
	28 Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here ☐ and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	49,581.	32	78,120.
	33 Total liabilities and net assets/fund balances	49,581.	33	78,120.

Form 990 (2020)

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	568,581.
2	Total expenses (must equal Part IX, column (A), line 25)	2	540,042.
3	Revenue less expenses. Subtract line 2 from line 1	3	28,539.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	49,581.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	78,120.

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII ☐

	Yes	No
1 Accounting method used to prepare the Form 990: ☒ Cash ☐ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2a	X
b Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2b	X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c	
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____	3a	X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits _____	3b	

Form 990 (2020)

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

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

OMB No. 1545-0047

2020

Open to Public
Inspection

Name of the organization

Maine Academy of Modern Music

Employer identification number

26-0835852

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

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

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 ☒ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations _____
- g Provide the following information about the supported organization(s).

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

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2020 (line 6, column (f), divided by line 11, column (f))	14	%
15 Public support percentage from 2019 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test - 2020. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		
b 33 1/3% support test - 2019. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		
17a 10% -facts-and-circumstances test - 2020. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		
b 10% -facts-and-circumstances test - 2019. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		

Schedule A (Form 990 or 990-EZ) 2020

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	98,904.	82,209.	130,983.	187,132.	150,545.	649,773.
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	212,923.	294,132.	346,322.	404,570.	414,045.	1671992.
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5	311,827.	376,341.	477,305.	591,702.	564,590.	2321765.
7a Amounts included on lines 1, 2, and 3 received from disqualified persons				10,000.		10,000.
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						0.
c Add lines 7a and 7b				10,000.		10,000.
8 Public support. (Subtract line 7c from line 6.)						2311765.

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
9 Amounts from line 6	311,827.	376,341.	477,305.	591,702.	564,590.	2321765.
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)		2,317.	1,509.	1,756.	3,991.	9,573.
13 Total support. (Add lines 9, 10c, 11, and 12.)	311,827.	378,658.	478,814.	593,458.	568,581.	2331338.

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

15 Public support percentage for 2020 (line 8, column (f), divided by line 13, column (f))	15	99.16 %
16 Public support percentage from 2019 Schedule A, Part III, line 15	16	99.23 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2020 (line 10c, column (f), divided by line 13, column (f))	17	.00 %
18 Investment income percentage from 2019 Schedule A, Part III, line 17	18	.00 %

19a 33 1/3% support tests - 2020. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization**b 33 1/3% support tests - 2019.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

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

Section A. All Supporting Organizations

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

Part IV Supporting Organizations (continued)

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

Section B. Type I Supporting Organizations

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

Section C. Type II Supporting Organizations

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

Section D. All Type III Supporting Organizations

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

Section E. Type III Functionally Integrated Supporting Organizations

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

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

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

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

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

Section C - Distributable Amount			Current Year
1 Adjusted net income for prior year (from Section A, line 8, column A)	1		
2 Enter 0.85 of line 1.	2		
3 Minimum asset amount for prior year (from Section B, line 8, column A)	3		
4 Enter greater of line 2 or line 3.	4		
5 Income tax imposed in prior year	5		
6 Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6		
7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).			

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

Section D - Distributions		Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	1	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	3	
4 Amounts paid to acquire exempt-use assets	4	
5 Qualified set-aside amounts (prior IRS approval required - <i>provide details in Part VI</i>)	5	
6 Other distributions (<i>describe in Part VI</i>). See instructions.	6	
7 Total annual distributions. Add lines 1 through 6.	7	
8 Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	8	
9 Distributable amount for 2020 from Section C, line 6	9	
10 Line 8 amount divided by line 9 amount	10	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2020	(iii) Distributable Amount for 2020
1 Distributable amount for 2020 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2020 (reasonable cause required - <i>explain in Part VI</i>). See instructions.			
3 Excess distributions carryover, if any, to 2020			
a From 2015			
b From 2016			
c From 2017			
d From 2018			
e From 2019			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2020 distributable amount			
i Carryover from 2015 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2020 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2020 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2020, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2020. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 2021. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2016			
b Excess from 2017			
c Excess from 2018			
d Excess from 2019			
e Excess from 2020			

Schedule A (Form 990 or 990-EZ) 2020

Part VI

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

Schedule B(Form 990, 990-EZ,
or 990-PF)Department of the Treasury
Internal Revenue Service**Schedule of Contributors**

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

OMB No. 1545-0047

2020

Name of the organization

Maine Academy of Modern Music

Employer identification number

26-0835852

Organization type (check one):

Filers of:**Section:**

Form 990 or 990-EZ

☒ 501(c)(3) (enter number) organization☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation☐ 501(c)(3) taxable private foundationCheck if your organization is covered by the **General Rule** or a **Special Rule**.**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.**General Rule**

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

Special Rules

- ☐ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$ _____

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

Name of organization	Employer identification number
Maine Academy of Modern Music	26-0835852

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	Maine Arts Commission 193 State Street Augusta, ME 04330	\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
2	Greater Portland Council of Governments 970 Baxter Blvd #201 Portland, ME 04103	\$ 16,542.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
3	Onion Foundation PO Box 36 Winthrop, ME 04364	\$ 22,500.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
4	Morton-Kelly Charitable Trust PO Box 4510 Portland, ME 04112	\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
5	PRBB Foundation 9443 Cottonwood Bozeman, MT 59718	\$ 12,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
6	Roy A, Hunt Foundation One Bigelow Square Pittsburgh, PA 15219-3030	\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
Maine Academy of Modern Music	26-0835852

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
7	City of Portland 369 Congress St #203 Portland, ME 04101	\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
8	Healthy Acadia 121 Court St. A Machias, ME 04654	\$ 7,800.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Employer identification number

26-0835852

Part II

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

Name of organization	Employer identification number
Maine Academy of Modern Music	26-0835852

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

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

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee

SCHEDULE D
(Form 990)Department of the Treasury
Internal Revenue Service**Supplemental Financial Statements**▶ **Complete if the organization answered "Yes" on Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**▶ **Attach to Form 990.**▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2020**Open to Public
Inspection****Name of the organization**

Maine Academy of Modern Music

Employer identification number

26-0835852

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?	☐ Yes	☐ No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?	☐ Yes	☐ No

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

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

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

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

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d

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

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

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?

☐ Yes ☐ No

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

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

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?

☐ Yes ☐ No

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

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

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

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

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

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

(ii) Assets included in Form 990, Part X

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

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

b Assets included in Form 990, Part X

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

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

a ☐ Public exhibition

d ☐ Loan or exchange program

b ☐ Scholarly research

e ☐ Other _____

c ☐ Preservation for future generations

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

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets

to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

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

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

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

c Beginning balance

d Additions during the year

e Distributions during the year

f Ending balance

	Amount
1c	
1d	
1e	
1f	

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

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

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

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

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

a Board designated or quasi-endowment ☐ %

b Permanent endowment ☐ %

c Term endowment ☐ %

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

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

(i) Unrelated organizations

(ii) Related organizations

	Yes	No
3a(i)		
3a(ii)		
3b		

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ☐

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

Part VI Land, Buildings, and Equipment.

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

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment		16,380.	16,380.	0.
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				0.

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

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

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

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

Part IX Other Assets.

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

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

Part X Other Liabilities.

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

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

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

Part XI	Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.
----------------	--

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

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

Part XII	Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.
-----------------	--

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

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

Part XIII Supplemental Information.

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

This image shows a blank sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

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

▶ Attach to Form 990 or 990-EZ.

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

OMB No. 1545-0047

2020

Open to Public
Inspection

Name of the organization

Maine Academy of Modern Music

Employer identification number
26-0835852

Form 990, Part I, Line 1, Description of Organization Mission:

The Academy is dedicated to creating positive life experiences for
Maine students of all ages and abilities through innovation and
inclusive music programs which promote resiliency, self-expression,
creativity, and determination.

Form 990, Part III, Line 1, Description of Organization Mission:

self-expression, creativity, and determination.

Form 990, Part VI, Section B, line 11b:

Form 990 is reviewed by the Executive Director and bookkeeper and signed by
the Executive Director.

Form 990, Part VI, Section C, Line 18:

The return will be made available via GuideStar.

Form 990, Part VI, Section C, Line 19:

Governing documents are available upon request.

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

DEPARTMENT OF THE TREASURY

Date: OCT 17 2009

MAINE ACADEMY OF MODERN MUSIC
12 REVERE ST
PORTLAND, ME 04103

Employer Identification Number:
26-0835852
DLN:
17053098060029
Contact Person:
JENNIFER NICOLIN ID# 95152
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
IRC 509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
December 10, 2007
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

MAINE ACADEMY OF MODERN MUSIC

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in dark ink, appearing to read "Robert Choi", is written over a light-colored rectangular background.

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

Video Support Samples

MAMM Introduction

https://www.youtube.com/watch?v=AqCa2Lj56tE&ab_channel=MAMMricks

- **Outreach** sample = 2022 Washington County - Harrington Maine in partnership with Healthy Acadia and Maine Seacoast EdGE Program.
<https://www.youtube.com/watch?v=6G1k9Y-l68Y&t=1s>
- **Event** sample = 2022 Girls Rock! Portland. <https://www.youtube.com/watch?v=dUZ35saWgCQ>
- **Program** sample = 2022 Bangor Rocks!
<https://www.youtube.com/watch?v=qfnnrIrsFH8&list=PLlrfZfpKfVhMa27LmH8HcTH7aIab31ZUP>
- **Collaboration** sample = 2023 Carnaval ME Winter Festival celebrating Maine as a State for All Seasons in the heart of Portland's Old Port.
https://www.youtube.com/watch?v=aXwPlu8dio4&ab_channel=MAMMricks
- **Student Performance** - [Video Sample](#) - The band Rust, performing 'Spirit of Radio' by Rush at the 2022 Girls Rock! Concert. (Rhythm guitar (green ball cap) is a MAMM teaching artist. Covid prevented the student musician from performing.)
Sample from 00:55 to 3:15 https://www.youtube.com/watch?v=a6rlehtC-jA&list=PLlrfZfpKfVhMsKFrdC7SCfAl7JdKrNUWw&index=18&ab_channel=MAMMricks

Bonus Track - 2018 - *Join Together*, The MAMM contribution for the Playing for Change international project; to inspire and connect the world through music. (<https://www.playingforchange.com>)
<https://www.youtube.com/watch?v=AQ-vA7iHtgM>



8/28/2023

To whom it may concern:

I am pleased to write this letter of support for the ongoing collaboration between the Boys & Girls Clubs of Southern Maine (BGCSM) and the Maine Academy of Modern Music (MAMM). BGCSM and MAMM are working together to enhance music awareness and opportunities for members of the Boys & Girls Clubs. Music education has been and will continue to be valuable for our members as a means of exploring creativity and expression. Music sparks excitement across all the age groups at our Clubs, especially for members learning English.

BGCSM music programming was on hold due to the COVID-19 pandemic. In 2022, we were able to offer music to our members once again and began working with MAMM on a new program. MAMM has been a valuable and knowledgeable partner to work closely with as we redeveloped the music offering for our organization. The partnership with MAMM brought an enhanced level of program proficiency and our work together has created great benefits for the many youths in Greater Portland. We are pleased with the success so far, and excited to continue developing the program. MAMM is committed to providing high-quality music instruction and helping us address the growing interest in vocal music, lessons, and opportunities to perform.

This past school year we opened our new music space and MAMM helped grow our program through a chorus program, individual lessons, and small group instruction. MAMM offered our members many performance opportunities in the community that our youth would not have had access to otherwise. BGCSM is committed to offering music programming and hopes that MAMM can be a long-time partner in making this happen again this year.

Boys & Girls Clubs of Southern Maine enthusiastically supports the work that MAMM is doing and our continuing partnership with MAMM.

Feel free to contact me if you need any additional information.

Sincerely,

Erin Giwer
Senior Program Director
egiwer@bgcmaine.org
207.874.1070 ext.222

Parks, Recreation and Facilities Management

Ethan Hipple

Director

Andy Downs

Public Assembly Facilities Director

Mar 31, 2023



Dear Application Review Committee,

It is my pleasure to submit this letter on behalf of the City of Portland to support the excellent work of the Maine Academy of Modern Music.

Maine Academy of Modern Music has been serving the Portland community since 2007. They are an organization dedicated to creating positive life experiences for Maine students of all ages and abilities through innovative and inclusive music programs which promote resiliency, self-expression, creativity, determination, and community connection.

We have witnessed their service within the City through programs that engage area schools, such as Ocean Ave Elementary, East End Elementary, Casco Bay High, and King Middle School. Their efforts that have focused at helping at-risk teens through the Portland Public Library, Long Creek Youth Development Center, and Preble Street, have been an asset to our assistance to vulnerable residents. We are also impressed by their successes in delivering high caliber offerings in partnerships with other community organizations such as the Children's Museum and Theatre of Maine, One Longfellow Square, and The Boys and Girls Club of Southern Maine. Their active participation in local happenings like Artwalk Portland and the Deering Center Porchfest further illustrates their earnest commitment in strengthening our community through collaboration in the arts.

The City has worked directly with the Maine Academy of Modern Music on the Old Port Festival and is pleased to be collaborating with them again on the new family-friendly Resurgam Music and Arts Festival. The Maine Academy of Modern Music is a highly effective organization and we are fortunate to have such a resource connecting young people with like-minded peers and area musical professionals to build a stronger community as a whole.

We offer our highest endorsement to the Maine Academy of Modern Music and wish them success with their application that will further strengthen their programming, create stronger resources for young people to achieve success, and build vibrant creative communities through the power of music and collaboration.

Sincerely,

Andrew J. Downs

Director, Public Assembly Facilities Division

City of Portland, Maine

andy@portlandmaine.gov



On behalf of the Portland Downtown, we extend our support for The Maine Academy of Modern Music and its contributions to our community. It is with immense pleasure that we express our endorsement of their music education programs that benefit the young people of our city. We are especially enthusiastic about their 2023 expansion that has brought a new music school to our downtown at 144 Fore Street.

The Maine Academy of Modern Music has been a foundation for musical education and inspiration in the Portland area for over 15 years. Its impact on the local arts scene has been transformative. The decision to open a new school within our downtown area aligns seamlessly with our collective goal to foster a dynamic, diverse, and culturally enriched environment.

We wholeheartedly appreciate the effort and dedication they have put into the Resurgam Festival. This annual event has quickly become a cornerstone of our community, uniting individuals from all walks of life to celebrate the arts, music, and the exceptional talents of our youth. The festival has elevated our cultural identity, strengthened our community bonds, and contributed to the vibrancy and allure of our downtown area. We value their dedication to music education, the nurturing of young talent, and the promotion of a thriving local arts scene.

The Maine Academy of Modern Music has the support of Portland Downtown as they continue their mission of expanding music education opportunities and enriching our community's cultural offerings. Their tireless efforts are invaluable in maintaining our city's reputation as a hub for artistic expression and creativity.

We look forward to working hand in hand with the Maine Academy of Modern Music to further elevate the downtown Portland experience and ensure that our city remains a welcoming and nurturing environment for businesses, budding musicians, artists, and the entire community.

Sincerely,

A handwritten signature in black ink, appearing to read "Cary Tyson", with a stylized, looping flourish extending from the end of the name.

Cary Tyson
Executive Director

Amplify Timeline Overview

1. Program Commencement and School Year Schedule (September to June):

- September:
 - Amplify programming begins, aligning with the start of the traditional school year.
 - After-school music education programs are initiated, providing opportunities for students during the academic year.
- October to May:
 - Ongoing after-school music education sessions, fostering skill development and community engagement.
- March:
 - Girls Rock community performance opportunity, showcasing the talents of Amplify students.
- June:
 - The culmination of the school year with community performance opportunities at the Resurgam Festival.

2. Summer Programming (June to August):

- June to August:
 - Transition to summer camps, offering a different format for music education during the summer months.
 - Music education summer camps provide an immersive and creative experience for students.

3. Community Performance Opportunities Throughout the Year:

- August:
 - End-of-Camp community performance opportunity, allowing students to showcase their progress.

-
- October:
 - Ghoul of Rock community performance opportunity, infusing a creative and thematic element into performances.
 - November:
 - Chords For Kids community performance opportunity, contributing to community engagement and showcasing students' achievements.
 - Other Opportunities:
 - Amplify students participate in performances organized by other organizations, such as Creative Portland, PorchFest, Carnival, and more.

4. Program Evaluation and Reflection:

- August:
 - Conclusion of the traditional Amplify program timeline.
 - Evaluation of the program's impact and reflection on achievements.
 - Preparation for potential continuation or new partnerships.

5. CDBG Funds Alignment:

- September:
 - For CDBG funds, the Amplify Program aligns with the traditional timeline, starting in September.

Note: The flexibility of the Amplify timeline allows for program initiation and conclusion based on partnership opportunities, ensuring that the program can adapt to the unique needs and schedules of the communities it serves.

Employee Handbook: Maine Academy of Modern Music



LAST REVISED:

February 26, 2020

General Handbook Acknowledgment

This Employee handbook is an important document intended to help employees become acquainted with Maine Academy of Modern Music. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because MAMM's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this handbook.

I have received and read a copy of MAMM's employee handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of MAMM at any time.

I further understand that my employment is terminable at will, either by myself or MAMM, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of MAMM other than Jeff Shaw may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements, that I can ask questions about any of MAMM's personnel policies and practices, whether they are in this handbook or not and that I have received a copy of MAMM's employee handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

HANDBOOK DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with Maine Academy of Modern Music (generally referred to herein as “MAMM”). Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Jeff Shaw and other members of MAMM’s executive team will also serve as major sources of information.

Please note that neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, a contract, an agreement, a contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. Nor does this handbook confer any contractual rights whatsoever. While it is MAMM’s goal to develop long-term employment relationships with its employees, MAMM adheres to the policy of employment at will, which permits MAMM or you to end the employment relationship at any time, for any reason, with or without cause.

No representative of MAMM other than Jeff Shaw may modify at will status and any such modification must be in a writing signed by the employee and by Jeff.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate documents. These documents always control over any statement made in this handbook or by any member of management.

You should also be aware that this handbook states only general guidelines of MAMM. MAMM may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which again, may only be modified by an express written agreement signed by the subject employee and by Jeff Shaw.

This handbook supersedes all prior handbooks and/or guidelines.

Additionally, any violation of the content of this handbook, or refusal to cooperate with its implementation or the implementation of any policies set forth herein, may result in disciplinary action, up to and including termination of employment. Where any applicable law or government regulation imposes restrictions upon the implementation of the policies herein, or provides greater rights or benefits, MAMM will follow applicable law.

Table of Contents

Section 1 – Governing Principles of Employment.....	5
1-1 Introduction.....	5
1-2 Equal Employment Opportunity.....	5
1-3 Non-Harassment.....	7
1-4 Sexual Harassment.....	8
1-5 Whistleblower Protection.....	9
1-6 Drug and Alcohol Use.....	11
1-7 Workplace Violence.....	12
Section 2 – Operational Policies.....	14
2-1 Employee Classifications.....	14
2-2 Background Check Policy.....	14
2-3 Your Employment Records.....	15
2-4 Working Hours and Schedule.....	15
2-5 Timekeeping Procedures.....	15
2-6 Overtime.....	16
2-7 Your Paycheck.....	17
2-8 Direct Deposit.....	17
2-9 Safe Harbor Policy.....	17
2-10 Salary Advances.....	19
2-11 Inclement Weather Policy.....	19
2-12 Lesson Cancellation Policy.....	20
2-13 Time Sheet Protocol Concerning Lessons.....	21
Section 3 – Benefits.....	23
3-1 Benefits Overview/Disclaimer.....	23
3-2 Paid Time Off.....	23
3-3 Lactation Breaks.....	23
3-4 Workers’ Compensation.....	24
3-5 Insurance Programs.....	24
Section 4 – Leaves of Absence.....	25
4-1 Personal Leave.....	25
4-2 Military Leave.....	25
4-3 Family Military Leave.....	26
4-4 Family and Medical Leave Policy.....	26
Section 5 – General Standards of Conduct.....	28
5-1 Employee-Student Relationships and Ethical Standards	28
5-2 Communication with Students	28
5-3 Transportation of Students Prohibited at All Times	28
5-4 Mandated Reporter Status and Obligations.....	29
5-5 Workplace Conduct Generally.....	29
5-6 Punctuality and Attendance.....	30
5-7 Use of Communications and Computer Systems.....	30

5-8 Use of Social Media.....	31
5-9 Portable Communication Devices.....	32
5-10 Inspections.....	33
5-11 Smoking.....	33
5-12 Personal Visits and Telephone Calls.....	33
5-13 Solicitation and Distribution.....	34
5-14 Confidential Information.....	34
5-15 Conflict of Interest and Business Ethics.....	34
5-16 Use of Facilities, Equipment and Property, Including Intellectual Property.....	35
5-17 Health and Safety.....	36
5-18 Personal Relationships.....	36
5-19 Employee Dress and Personal Appearance.....	37
5-20 Publicity/Statements to the Media.....	37
5-21 Operation of Vehicles.....	37
5-22 Business Expense Reimbursement.....	38
5-23 References.....	38
5-24 If You Must Leave Us.....	39
5-25 A Few Closing Words.....	39
General Handbook Acknowledgment.....	40
Receipt of Sexual Harassment Policy.....	41
Receipt of Non-Harassment Policy.....	43
Receipt of Whistleblower Protection Policy.....	45

Section 1 - Governing Principles of Employment

1-1 Introduction

For employees who are commencing employment with Maine Academy of Modern Music, on behalf of MAMM, let me extend a warm and sincere welcome.

For employees who have been with us, thank you for your past and continued service.

MAMM's Mission: Maine Academy of Modern Music uses the power of music to inspire students, foster creative collaboration, and build community.

Vision: All Maine students have access to quality music education that empowers and develops creative and resilient community members.

Core values: At MAMM, we believe in the transformational power of music to enrich quality of life. MAMM provides a healthy, positive, and fun outlet for creative expression and an environment to practice important life skills. Our core values are rooted in the important role music plays in cultivating harmony, resilience, leadership, and community.

Harmony: We teach our students that together we can achieve great things. Music is an important tool that promotes communication, teamwork, and cooperation.

Resilience: In the belief that learning from failure makes us stronger: each new note, chord, beat, or measure provides an opportunity to get it right or improve.

Leadership: Through collaboration and performance, students develop confidence in themselves, their voice, and their ability to make an impact on the world.

Community: Music brings people together. MAMM programs and events connect students to their communities, foster relationships through shared experiences, and engage audiences across Maine.

I extend my personal best wishes for your success and happiness here. We understand that it is our employees who provide the services that our students rely upon, and who will enable us to create new opportunities in the years to come.

At any time, if you have questions about anything in this handbook, or about any of MAMM's personnel policies or practices, please reach out to your supervisor or anyone in management so that we can address them.

Jeff Shaw, Executive Director

1-2 Equal Employment Opportunity

MAMM is an equal opportunity employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, physical or mental disability, handicap, or condition, sex, marital status, military status, veteran status, sexual

orientation, HIV status, genetic information, arrest record, gender identity, genetic information, pregnancy (including childbirth, breastfeeding, or related medical conditions) or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruiting, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Accommodations for Individuals with Disabilities: MAMM will make reasonable accommodations, as required by law, for the known physical or mental disabilities of an otherwise qualified applicant or employee, unless doing so would impose an undue hardship upon MAMM's business operations. An accommodation is not reasonable if, even with the accommodation, the applicant/employee is unable to perform essential job duties in a manner that would not endanger their health or safety or the health or safety of others.

Any applicant or employee who believes they require an accommodation(s) in order to perform the essential functions of their job should contact Jeff Shaw to request such an accommodation(s). If the applicant/employee is not comfortable discussing this with Jeff or is dissatisfied with the response that they received, they should contact Alisan Kavookjian (alisan@mammusic.org or (631) 560-5839). If the applicant or employee is still dissatisfied or if person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager or supervisor in his or her reporting hierarchy, or attorney Erik Peters. (Epeters@krz.com or (207) 775-1020.)

Applicants/employees should specify what accommodation(s) they believe that they need to perform the job and should also submit supporting medical documentation explaining their underlying physical or mental disability and the basis or bases for the requested accommodation(s). MAMM will then review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if it can make the requested accommodation(s). MAMM will evaluate requested accommodation(s), and as appropriate, identify other possible accommodation(s), if any. The applicant/employee will be notified of MAMM's decision regarding the request within a reasonable period. MAMM treats all medical information submitted as part of the accommodation process in a confidential manner.

MAMM will also endeavor to accommodate the sincere religious beliefs of its employees to the extent the accommodation does not pose an undue hardship on operations. If employees wish to request such an accommodation, they should contact Jeff Shaw. If the employee is not comfortable discussing this with Jeff or is dissatisfied with the response that they received, they should contact Alisan Kavookjian. If the employee is still dissatisfied or if person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager or supervisor in his or her reporting hierarchy, or Erik Peters.

We encourage any employees with questions or concerns about equal employment opportunities in the workplace to bring these issues to the attention of Jeff Shaw, Alisan Kavookjian, any higher-level manager or supervisor in his or her reporting hierarchy or Erik Peters. MAMM will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact any of the above-listed individuals. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge.

Additionally, all employees must cooperate fully with all investigations concerning workplace conduct, whether pertaining to MAMM's Equal Employment Opportunity policy, or any other matter related to their employment.

1-3 Non-Harassment

MAMM's policy is to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, physical or mental disability, handicap, or condition, sex, marital status, military status, veteran status, sexual orientation, HIV status, genetic information, arrest record, gender identity, genetic information, pregnancy (including childbirth, breastfeeding, or related medical conditions) or any other characteristic protected by applicable federal, state or local law. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

Harassment-related problems can potentially be resolved through open and honest discussion between the employees involved in the situation. In some cases, individuals perceived as behaving in a harassing manner will stop their behavior when confronted.

We understand, however, that such direct treatment of harassment is not always practical. Anyone believing that direct discussion is either inappropriate or ineffective, must take the following steps.

An employee who feels that he or she has been subjected to conduct that violates this policy should immediately report the matter to Jeff Shaw. If the employee is unable for any reason to contact this individual, or if the employee has not received a satisfactory response within a reasonable period of time after reporting any incident of what the employee perceives to be harassment to Jeff, the employee should contact Alisan Kavookjian (alisan@mammusic.org or (631) 560-5839). If the employee is still dissatisfied or if person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager or supervisor in his or her reporting hierarchy, or attorney Erik Peters. (Epeters@krz.com or (207) 775-1020.)

Witnesses or others who become aware of harassing behavior (bystanders) play a key role in stamping out harassment. Thus, an employee who becomes aware of conduct that violates this policy or is a witness to such conduct, should also immediately report the matter to Jeff Shaw. If the employee is unable for any reason to contact this individual, or if the employee has not received a satisfactory response within a reasonable period of time after reporting any incident of what the employee perceives to be harassment to Jeff, the employee should contact Alisan Kavookjian. If the employee is still dissatisfied or if person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager or supervisor in his or her reporting hierarchy or Erik Peters.

MAMM will fully investigate every report of perceived harassment and will take corrective action where appropriate. MAMM will keep all complaints confidential to the extent possible, however, it cannot guarantee confidentiality. In addition, MAMM will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in conjunction with this policy. If an employee feels that he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy, including any improper

retaliatory conduct, will result in disciplinary action, up to and including discharge. As noted above, all employees must cooperate fully with all investigations.

1-4 Sexual Harassment

It is also MAMM's policy to prohibit harassment of any employee by any supervisor, fellow employee, customer, client or vendor on the basis of sex or gender. Again, the purpose of this policy is not to regulate personal morality; it is to ensure that at MAMM, all employees are free from sexual harassment.

"Sexual harassment" means sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include: unwelcome sexual advances, requests for sexual favors, leering or making sexual or obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit emails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about the employee's physical appearance, conversation about one's own or someone else's sex life, or teasing or other conduct (even if of a non-sexual nature) directed toward a person because of their gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If employees feel they have been subjected to conduct which violates this policy, they should immediately report the matter to Jeff Shaw. If unable for any reason to contact Jeff, or if the employee has not received a satisfactory response within a reasonable period of time after reporting any incident of perceived harassment to Jeff, the employee should contact Alisan Kavookjian (alisan@mammusic.org or (631) 560-5839). If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in their reporting hierarchy. If the employee is still dissatisfied or if person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager or supervisor in his or her reporting hierarchy, or attorney Erik Peters. (Epeters@krz.com or (207) 775-1020.)

Witnesses or others who become aware of harassing behavior (bystanders) play a key role in stamping out harassment. Thus, an employee who becomes aware of conduct that violates this policy or is a witness to such conduct, should also immediately report the matter to Jeff Shaw. If the employee is unable for any reason to contact Jeff, or if the employee has not received a satisfactory response within a reasonable period of time after reporting any incident of what the employee perceives to be harassment to Jeff, the employee should contact Alisan Kavookjian. If the employee is still dissatisfied or if person

toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager or supervisor in his or her reporting hierarchy, or Erik Peters.

MAMM will fully investigate every report of perceived harassment and will take corrective action where appropriate. MAMM will keep all complaints confidential to the extent possible, however, it cannot guarantee confidentiality. In addition, MAMM will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels that he or she has been subjected to any such retaliation, they should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy, including any improper retaliatory conduct, will result in disciplinary action, up to and including discharge. As noted above, all employees must cooperate fully with all investigations.

While employees are encouraged to report complaints internally to afford MAMM the opportunity to investigate and address them, if you believe that there has been a violation of any aspect of the equal opportunity, non-harassment or sexual harassment policies, you may file a formal complaint with one of the following government agencies:

- Maine Human Rights Commission, 51 State House Station Augusta, ME 04333-0051. PHONE: 207-624-6050; TTY/TTD: 207-624-6064 FAX: 207-624-6063; https://www.maine.gov/mhrc/file_a_complaint/index.htm
- Equal Employment Opportunity Commission (Boston Area Office), John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203. PHONE: 1-800-669-4000; TTY: 1-800-669-6820; FAX: 617-565-3196; <https://www.eeoc.gov/employees/howtofile.cfm>

(Using MAMM's complaint process does not prohibit or prevent you from filing a complaint with these agencies.)

1-5 Whistleblower Protection

A whistleblower as defined by this policy is an employee of MAMM who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials have these responsibilities.

Some examples of illegal or dishonest activities include: violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should contact Jeff Shaw. If the employee is uncomfortable doing so or is unable to do so for any reason, or if the employee has not received a satisfactory response within a reasonable period of time after reporting a concern of illegal or dishonest fraudulent activity to Jeff, the employee should contact Alisan Kavookjian (alisan@mammusic.org or (631) 560-5839). If the employee is still dissatisfied, or if one of the individuals indicated above is involved in the potentially illegal or dishonest fraudulent activity,

the employee should contact any higher-level manager or supervisor in his or her reporting hierarchy, or attorney Erik Peters. (Epeters@krz.com or (207) 775-1020.)

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

As noted above, all employees must cooperate fully with all investigations.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, MAMM may have to disclose an individual's identity in order to conduct a thorough investigation, to comply with the law and/or to provide accused individuals their legal rights of defense.

MAMM will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes that they are being retaliated against must contact Jeff Shaw. If the whistleblower is uncomfortable doing so or is unable for any reason to contact Jeff or has not received a satisfactory response within a reasonable period of time after reporting a concern of retaliation, the whistleblower should contact Alisan Kavookjian. If the employee is still dissatisfied, or if one of the individuals indicated above is involved in the alleged retaliation, the whistleblower should contact any higher-level manager or supervisor in his or her reporting hierarchy, or attorney Erik Peters.

The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Additionally, the Maine Human Rights Act offers protections to whistleblowers under certain circumstances: https://www.maine.gov/mhrc/guidance/mhra_guarantees.htm

Employees with any questions regarding this policy should contact Jeff Shaw, Alisan Kavookjian or Erik Peters.

Defend Trade Secrets Act (DTSA) Immunity Notification Provision:

An individual shall not be held criminally or civilly liable under any Federal or State trade secret law for the disclosure of a trade secret that is made in confidence to a Federal, State, or local government official or to an attorney solely for the purpose of reporting or investigating a suspected violation of law. An individual shall not be held criminally or civilly liable under any Federal or State trade secret law for the disclosure of a trade secret that is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal; and does not disclose the trade secret, except pursuant to court order.

1-6 Drug and Alcohol Use

MAMM has a strong commitment to their employees to provide a safe workplace. While we have no intention of intruding into our employees' private lives, we understandably expect them to report to work able to perform their duties. We recognize that an employee's on the job, as well as off the job, involvement with drugs and/or alcohol can have a serious impact upon operations, employee relations, safety and health, and the workplace in general. We also recognize that our own reputation is dependent upon the physical and mental well-being of our employees.

While social drinking may occur at times at MAMM events, at conferences, at corporate events, and in other business settings, employees are expected to conduct themselves in a professional manner at all times. Employees who are under the influence of drugs or alcohol while attending such events or meetings may be subject to disciplinary action, up to and including termination of employment, if they fail to conduct themselves appropriately.

Employees found to be unfit for duty, whether under the influence of a legal or illegal substance, will be removed from the workplace and may be subject to disciplinary action, up to and including termination of employment. If a legal prescription is impacting an employee's fitness for duty, the employee should inform his or her supervisor. (Keep in mind also that legal drugs may be considered illegal when abused or not used in accordance with their prescribed or manufactured purpose.)

Accordingly, and in compliance with state and federal law, MAMM seeks to maintain a work environment free from the effects of drug and alcohol abuse.

- MAMM prohibits the unlawful use, sale, manufacture, possession, distribution, dispensation or transfer of narcotics, alcohol, drugs or other controlled substances while on the job, at its events or programs, or on its premises. MAMM also prohibits the possession of narcotics, drugs or other controlled substances without a physician's prescription while on the job or, at or on its premises, events or programs. Employees violating this policy will be subject to disciplinary action, which may include termination of employment. In addition, if an employee is found to be unlawfully engaged in any of these activities, the employee may be subject to criminal prosecution.
- Employees who are under the influence of drugs or alcohol, or who consume drugs or alcohol while on the job, including at MAMM's events or programs or while on MAMM's premises, have the potential to interfere with their own, as well as their coworkers', safe and efficient job performance. Consistent with this policy, such conduct or condition may be subject to disciplinary action, up to and including termination of employment. Please contact Jeff Shaw regarding any questions that you may have regarding this policy.
- "Under the influence" means affected by drugs and/or alcohol in any detectable or observable manner. A determination of influence can be established by a professional opinion, a scientifically valid test or by a lay person's observations. Such observations include, but are not limited to, an obvious impairment of physical or mental ability, misbehavior, slurred speech, smelling alcohol on the breath, mood swings or difficulty in maintaining equilibrium.
- Employees who have reason to believe that another employee or any person in the workplace is engaging in drug or alcohol abuse or may pose a risk to MAMM or others as a result of such

abuse, must report such abuse to Jeff Shaw. Employees can raise these concerns and make reports without fear of unlawful retaliation.

- Employees who suffer from an alcohol- or drug-related problem are encouraged to voluntarily seek the advice or assistance of a license professional or substance abuse program.
- Employees who take the initiative of advising their supervisors or managers in advance that they have medical problems with regard to alcohol or drug use, who have not engaged in misconduct or repeated poor performance at work and who have demonstrated a commitment to seek assistance, may be eligible for a leave of absence for such purpose.

1-7 Workplace Violence

MAMM is strongly committed to providing a safe workplace. This policy's purpose is to minimize the risk of personal injury to employees as well as to personal property of MAMM and of others.

MAMM does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage employees from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Specifically, experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs:

- Over-resentment,
- Anger and hostility;
- Extreme agitation;
- Making ominous threats such as that bad things will happen to a particular person, or that a catastrophic event will occur;
- Sudden and significant decline in work performance;
- Irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior;
- Reacting to questions with an antagonistic or overtly negative attitude;
- Discussing weapons and their use, and/or brandishing weapons in the workplace;
- Overreacting or reacting harshly to changes in MAMM policies and procedures;
- Personality conflicts with co-workers;
- Obsession or preoccupation with a co-worker or supervisor;
- Attempts to sabotage the work or equipment of a co-worker;
- Blaming others for mistakes and circumstances; and/or
- Demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation.

To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto MAMM's premises, including MAMM events and programs. Any employee with a valid permit to carry a concealed firearm under Maine law must keep the firearm in the employee's vehicle. The employee must also lock the vehicle and the firearm cannot be visible.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats will be kept confidential to the extent maintaining confidentiality does not impede MAMM's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If MAMM determines, after an appropriate good faith investigation, that someone has violated this policy, it will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for MAMM to be aware of any potential danger to our employees. Indeed, MAMM wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

Section 2 - Operational Policies

2-1 Employee Classifications

For purposes of this handbook, all employees fall within one of the classifications below:

Full-Time Employees - Employees who regularly work at least 32 hours per week who were not hired on a short-term basis. Full-time employees generally are eligible for benefits through MAMM.

Part-Time Employees - Employees who regularly work fewer than 32 hours per week who were not hired on a short-term basis. Part-time employees generally are not eligible for benefits through MAMM but may be eligible to receive statutory benefits.

Short-Term Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-term employees generally are not eligible for benefits through MAMM but may be eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either “**exempt**” or “**non-exempt**” for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked.

2-2 Background Check Policy

All offers of employment at MAMM are contingent upon clear results of a thorough background check. Background checks may include:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
 - The nature of the crime and its relationship to the position.
 - The time since the conviction.
 - The number (if more than one) of convictions.
 - Whether hiring the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.

Procedure

In conjunction with extending a contingent offer of employment, MAMM will generally require applicants to complete and return a background check authorization form.

MAMM will order the background check upon receipt of the signed authorization form, and either internal staff or an employment screening service will conduct the checks. A designated representative of MAMM will review all results.

If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by MAMM in conjunction with the employment screening service (if applicable).

Consistent with their obligations under state and federal law, MAMM reserves the right to modify this policy at any time without notice.

2-3 Your Employment Records

In order to obtain their position, employees have provided personal information, such as address and telephone number to MAMM. This information is contained in their personnel file.

Employees should keep their personnel file up to date by informing Jeff Shaw of any changes. Employees also should inform Jeff Shaw of any specialized training or skills they acquire, as well as any changes to any required visas, or anything affecting their ability to lawfully work in the United States. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

2-4 Working Hours and Schedule

MAMM normally is open for business from 9:00 am to 9:00 pm, although we frequently have events and programs outside of these hours. Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis.

Additionally, pursuant to Maine law, employees that work six (6) or more consecutive hours at one time at a location where three or more employees are on duty at any one time, are entitled to a 30-minute unpaid break. Employees can waive their entitlement to this break. See Jeff Shaw for details regarding same.

2-5 Timekeeping Procedures

Non-exempt employees must record the time their work actually begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management. This allows MAMM to accurately track time for payroll and benefit purposes. It also allows us to properly and adequately compensate you for all time worked, consistent with our obligations under state and federal law

Additionally, non-exempt employees may not start work until their scheduled starting time and as set forth below, may only work overtime with prior management authorization.

Both non-exempt and exempt employees are required to record their absence from work for reasons that include, but are not limited to, personal time off, leaves of absence, sick leave or personal business on the day that the absence occurs. Employees are required to report any absence of four hours or more for personal time off or leave or for personal business and any absence of one hour or more for sick leave or for medical leave. Contact your supervisor if you have any questions regarding your responsibilities under this policy.

MAMM may impose additional obligations upon exempt employees in terms of keeping track of and recording their time in order to ensure that projects are correctly and promptly billed as well as other business reasons. Your supervisor will provide details concerning this.

It is each employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

If you have any questions regarding timekeeping procedures, please contact your supervisor immediately and in any event, before you perform any work that you have questions about. Employees who fail to accurately record their time may be subject to disciplinary action, up to and including termination of employment.

2-6 Overtime

Exempt employees are paid on a salaried basis, while recognizing a professional obligation to complete their responsibilities without consideration of hours worked in excess of 40 in a given workweek. Exempt employees are not eligible for overtime pay.

Although the standard workweek for full-time non-exempt employees is 40 hours, MAMM can experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their normal hourly wage for all time worked in excess of 40 hours each week, unless otherwise required by law.

Non-exempt employees may work overtime only with prior management authorization. This applies to all work that is "off the clock," whether performed at MAMM or elsewhere and includes, but is not limited to, things like checking and responding to email and/or text messages or responding to phone calls or voicemails. Employees who work overtime without advance permission from Jeff Shaw may be subject to disciplinary action, up to and including termination of employment.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Monday and ends 168 hours later at 12 a.m. on the following Monday.

2-7 Your Paycheck

Employees will be paid twice each month for all time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, MAMM is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in an employee's pay, the employee should bring the matter to the attention of the accounting immediately so MAMM can attempt to resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless he or she requests that they be mailed, or authorize in writing another person to accept the check.

2-8 Direct Deposit

MAMM strongly encourages employees to use direct deposit. Authorization forms are available upon request.

2-9 Safe Harbor Policy

It is MAMM's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your paychecks promptly to identify and to report all errors. You also must not engage in off-the-clock or unrecorded work.

Review Your Pay Stub

MAMM makes every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we promptly will make any correction that is necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any question, please use the reporting procedure outlined below.

Non-exempt Employees

If you are eligible for overtime pay or extra pay, you must maintain a complete and accurate record of the total hours you work each day. When you receive each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek.

Exempt Employees

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours that you may work for MAMM. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

You will receive your full salary for any workweek in which work is performed. However, under federal law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary can be reduced for the following reasons in a workweek in which work was performed:

- Full day absences for personal reasons, including vacation.
- Full day disciplinary suspensions for infractions of safety rules of major significance (including those that could cause serious harm to others).
- Family and Medical Leave absences (either full or partial day absences).
- To offset amounts received as payment for jury and witness fees or military pay.
- Unpaid disciplinary suspensions of one or more full days for significant infractions of major workplace conduct rules set forth in written policies.
- The first or last week of employment in the event you work less than a full week.

Your salary also may be reduced for certain types of deductions, such as: your portion of any benefits that MAMM offers; state, federal or local taxes, social security; or voluntary contributions to a 401(k) or pension plan. In any workweek in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Your absence because the facility is closed on a scheduled workday.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- Any other deductions prohibited by state or federal law.

Please note: You will generally be required to use accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability.

To Report Violations of This Policy, Communicate Concerns, or Obtain More Information

It is a violation of MAMM's policy for any employee to falsify their time or the time of another employee. If anyone instructs you to: (1) incorrectly or falsely under- or over-report your hours worked, (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, or (3) conceal any falsification of time records or to violate this policy, do not do so. Instead, report it immediately to Jeff Shaw, Alisan Kavookjian (alisan@mammusic.org or (631) 560-5839) or attorney Erik Peters (Epeters@krz.com or (207) 775-1020).

You should not work any hours outside of your scheduled workday unless your supervisor has authorized the unscheduled work in advance. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so, and that time is recorded on your timecard. Employees are prohibited from performing any "off-the-clock"

work. “Off-the-clock” work means work you may perform but fail to report on your timecard. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

Additionally, on an as/if needed basis, MAMM affords its teachers up to a maximum of 30 minutes per week of work time paid at the event rate to complete administrative tasks, which can include communicating about lesson scheduling and other tasks related to lessons other than actually conducting them. You must keep track of and record your time in conjunction with this. Please contact Jeff Shaw with any questions that you have.

If you have questions about deductions from your pay, please contact Jeff Shaw immediately. If you believe your wages have been subject to any improper deductions or your pay does not accurately reflect all hours worked, you should report your concerns to Jeff immediately. If he is unavailable or if you believe it would be inappropriate to contact him (or if you have not received a prompt and fully acceptable reply within three business days), you should immediately contact Alisan Kavookjian. If you have not received a satisfactory response within five business days after reporting your concern to Alisan, please immediately contact Erik Peters.

Every report will be fully investigated, and corrective action will be taken, up to and including discharge of any employee(s) who violates this policy.

In addition, MAMM will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in its investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

2-10 Salary Advances

MAMM generally does not permit advances on paychecks. On occasion and in its sole discretion, MAMM may permit advances against accrued paid time off. Employees will be required to commit in writing to the repayment of any advance against accrued paid time off in conjunction with their request. Please see Jeff Shaw for more details.

2-11 Inclement Weather Policy

We recognize that inclement weather and other emergencies can affect MAMM’s ability to open for business and our employees’ ability to get to work. The safety of our employees is paramount in any emergency situation. No policy can cover every potential emergency situation, so this policy covers the most common.

Given our location, the most typical reason that MAMM might not open or might need to close earlier than normal is due to ice and snow. Other likely scenarios would include a lack of heat and/or electricity, or if there is a weather emergency and people are asked to stay off of the roads.

Notification

If MAMM is going to be closed or open later than usual, you will generally receive a text message, so it is extremely important that we have up to date contact information - cell or home phone number and personal email - for you. If MAMM is going to close early, we will typically let employees know verbally or by text. (We also try to let local TV stations know when the weather impacts our schedule so that they can get the word out.)

If we are unable to notify you of MAMM closing (for example, if there is a widespread power outage), we ask that you use common sense and make your best assessment of the safety and practicality of the situation.

Again, employee safety is paramount. Do not feel that you are being pressured to take unsafe chances to attend work. You are not.

Part-Day Closure

It is not uncommon to have a part-day closure, in which events require us to either delay opening or to close earlier than scheduled. In the latter instance, we will encourage employees to leave as soon as is practicable to ensure that conditions do not further deteriorate and affect their ability to safely travel.

Exempt employees who were working at home with prior permission or are at the office on the day of the partial day closure, will be paid their normal salary. Nonexempt employees and interns (if any) will not be paid for their scheduled hours of work. No overtime will be paid.

Employees who had taken the day off will have the day subtracted from their allotted PTO as would have occurred if MAMM did not close.

MAMM Is Open and the Employee Cannot Get to Work

Individual circumstances may affect an employee's ability to come to work. The key to assessing the situation on a case-by-case basis is the communication between the employee and his or her supervisor.

Employees need to attempt by any method possible, to reach Jeff Shaw to discuss their particular circumstances.

All pay, leave, and attendance policies included here will apply, regardless of the circumstances of the absenteeism.

2-12 Lesson Cancellation Policy

For individual lessons, MAMM offers two make up lessons per school year (September-June). Teachers and will work together to reschedule make up lessons. If the family does not accept make up dates provided by teacher within two months of a missed lesson, the makeup lesson is forfeited.

The foregoing policy applies regardless of whether the student has provided 24 hours advance notice that they will miss their lesson. Teachers have discretion to offer additional make up lessons to their students. Copy Jeff and Aviva Shaw on all correspondence with families regarding make up lessons.

Snow closure make-up lessons are limited to one per academic year (September-June).

Private lessons and ensembles will be made up for all teacher absences.

2-13 Time Sheet Protocol Concerning Lessons

When filling out your time sheets for lessons, please indicate the following in the Notes section:

- The date on which the lesson occurred.
- If MAMM cancelled the lesson, the reason why and the scheduled makeup date.
- If the teacher cancelled the lesson, the scheduled makeup date.
- If the student cancelled the lesson, whether they did so with or without 24 hours' notice and the scheduled makeup date

IMPORTANT:

In the case of a cancellation, you should only bill for a lesson when it actually occurs, not when it was scheduled to occur. As a result, if a makeup lesson occurs during the same pay period as when it was originally scheduled, you may bill for it then. Otherwise, you should bill for the makeup lesson during the pay period in which it actually occurs.

Example:

If you had a lesson scheduled in March and MAMM is closed that day due to a snowstorm but the lesson isn't made up until April vacation you will:

- Indicate that there was a snow day/cancelled lesson on *xx* date in the March time sheet.
- Speak with the family, schedule a makeup lesson and indicate that new date (in this case April *xx*) on the March time sheet when the lesson was *originally* scheduled to occur.
- Bill for the makeup lesson in the April time sheet and explain in the Notes section that it was a make up for a lesson originally scheduled on March *xx*.

CANCELLATIONS BY STUDENTS:

- If a student fails to attend a lesson and gives 24 hours' notice, schedule a makeup lesson and indicate that in your time sheet.
- If a student fails to attend a lesson and does NOT give 24 hours' notice notify both Jeff Shaw and Aviva Shaw immediately (via text or email is fine). The teacher should also contact the family immediately via phone AND email and schedule a makeup lesson.

Example:

Your student doesn't show up for a lesson scheduled in March and doesn't give you any notice, you will:

- Notify Jeff & Aviva.
- Contact the family by phone AND email (cc'ing Jeff & Aviva) and reschedule the lesson.

- In the time sheet, indicate that the lesson on March *xx* was cancelled without notice, that it was rescheduled for *xx date*, and bill for the lesson that appropriate pay period.

IMPORTANT:

If students fail to attend lessons after the 2 make ups are offered/given, teachers may bill for the missed lessons during the pay period when they were originally scheduled. That said, **we want to avoid this if at all possible**. This is in place only to deter families from abusing the attendance policy, in which case Aviva or Jeff may step in to address the situation and potentially offer them a different day/time that may be more convenient, etc. This is why Aviva and Jeff must be copied on all correspondence.

CANCELLATIONS BY TEACHERS:

If you are unable to attend a previously scheduled lesson, as soon as possible and at least three hours before it is scheduled to occur, you must notify Jeff Shaw, Aviva Shaw, Patia Maule and the parents of the affected student(s) by email to let them know. You must provide the anticipated duration of and reason for, your absence.

Section 3 – Benefits

3-1 Benefits Overview/Disclaimer

In addition to good working conditions and competitive pay, it is MAMM's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs MAMM provides to eligible employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans and are for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, MAMM (including the officers and administrators who are responsible for administering the plans) retain full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While MAMM intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact Jeff Shaw.

3-2 Paid Time Off

We know how hard our employees work and recognize the importance of providing time for rest and relaxation. We fully encourage employees to get this rest by taking paid time off (at times, referred to as "PTO"). Time off under this policy includes extended time off, such as for a vacation, and incidental time due to sickness or to handle personal affairs.

Please contact Jeff Shaw for specific PTO policies that may apply to your employment situation.

3-3 Lactation Breaks

MAMM will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their infant child, in accordance with and to the extent required by applicable law.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

Please consult your manager with questions regarding this policy.

3-4 Workers' Compensation

On-the-job injuries are covered by MAMM's workers' compensation insurance policy/ies, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow MAMM's procedures may affect the ability of employees to receive workers' compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leaves of Absence sections of this handbook for more information.

3-5 Insurance Programs

Full-time employees may participate in MAMM's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, you will receive summary plan descriptions ("SPDs") describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Please speak to Jeff Shaw if you have any further questions.

Section 4 - Leaves of Absence

4-1 Personal Leave

If employees are ineligible for any other leave(s) of absence, under certain circumstances, MAMM may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. However, a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days or sick days. MAMM will continue health insurance coverage during the leave if employees submit their portion of the monthly premium payments to MAMM in a timely manner, subject to the terms of the plan documents.

Employees on personal leave will need to remain in regular contact with MAMM regarding their status, including, but not limited to, the date on which they expect to be able to return to work. Additionally, when an employee on personal leave anticipates returning to work, they must notify Jeff Shaw of their expected return date as soon as possible and always, by no later than at least one (1) week before the expected end of the leave.

Upon completion of the personal leave of absence, MAMM will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by MAMM will be considered a voluntary resignation of employment.

4-2 Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that MAMM can maintain proper coverage while employees are away.

4-3 Family Military Leave

Employees who have been employed by MAMM for at least 12 months, have worked at least 1,250 hours during the 12-month period immediately preceding the day the leave begins and are the spouse, domestic partner or parent of a Maine resident who is deployed for military service for more than 180 days pursuant to the orders of the Governor or the President of the United States, are eligible for an unpaid leave of absence for up to 15 days per deployment.

Leave may be taken during any of the following periods:

- During the 15 days immediately prior to deployment;
- During the deployment, if the military member is granted leave; or
- During the 15 days immediately following the period of deployment.

Employees may elect to substitute any accrued paid time off (except for paid medical or sick leave) for leave provided under this policy. If applicable, health care benefits will be continued at your expense during the period of leave.

If the leave will consist of an absence of five (5) or more consecutive workdays, the employee must provide notice to MAMM at least 14 days in advance. If the leave will consist of an absence of fewer than five (5) consecutive workdays, the employee must provide as much advance notice to MAMM as is practicable. In all cases, the employee must consult with MAMM to attempt to schedule leave so as to not unduly disrupt operations. MAMM reserves the right to require certification of employee eligibility for this leave from the proper military authority.

Upon returning from leave, in most cases the employee will be restored to the position held before the leave began or to an equivalent position.

4-4 Family and Medical Leave Policy

Employees in the state of Maine may be eligible for family and medical leave under the Maine Family Medical Leave Requirements Act (“MFMLRA”).

In order to be eligible for leave under the MFMLRA an employee must have worked for their employer for at least 12 consecutive months immediately preceding the request for leave and worked at a Maine worksite with 15 or more employees.

MAMM follows the requirements of the MFMLRA, meaning that employees eligible for leave under that statute may take up to 10 work weeks of unpaid family leave within a 2-year period for any of the following:

- The employee’s serious health condition;
- The serious health condition of the employee’s child, domestic partner’s child, parent, domestic partner, spouse or sibling (defined by the law as a sibling of an employee who is jointly responsible with the employee for each other’s common welfare, as evidenced by joint living arrangements and joint financial arrangements);
- The birth of the employee’s child, or of the employee’s domestic partner’s child;

- The placement of a child 16 years of age or less with the employee or with the employee's domestic partner in connection with the child's adoption by the employee or the employee's domestic partner;
- The donation of an organ of the employee for a human organ transplant; and/or
- The death or serious health condition of the employee's spouse, domestic partner, parent, sibling or child if the spouse, domestic partner, parent, sibling or child was a member of the state military forces or the United States Armed Forces (including the National Guard and Reserves) and died or incurred the serious health condition while on active duty.

Leave is calculated on a rolling 2-year period measured forward from the first date an employee takes MFMLRA leave. By way of example only, if an employee's MFMLRA leave begins on November 6, 2018, their 2-year period is November 6, 2018 through November 5, 2020.

Unless otherwise agreed upon by the employee and management, employees may take leave on an intermittent or reduced schedule basis only if it is medically necessary and due to:

- The employee's serious health condition;
- The serious health condition of the employee's child, domestic partner's child, parent, domestic partner, spouse or sibling; and/or
- The donation of an organ of the employee for a human organ transplant.

During intermittent or reduced schedule leave, management may transfer the employee to an available position with equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular employment position.

Eligible employees must provide at least 30 days' notice of the intended date upon which MFMLRA leave will commence and terminate, unless a medical emergency prevents them from giving that notice.

MAMM may require certification from a physician to verify the amount of leave requested by the employee, except that an employee who in good faith relies on treatment by prayer or spiritual means, in accordance with the tenets and practice of a recognized church or religious denomination, may submit certification from an accredited practitioner of those healing methods.

Eligible employees generally may choose to utilize any accrued paid time off benefits during an unpaid MFMLRA leave and it is generally MAMM's policy to require eligible employees to utilize all accrued paid time off concurrently with their MFMLRA leave. Please note that the substitution of paid time for unpaid MFMLRA leave time does not extend the length of MFMLRA leave(s) – as stated, the paid time runs concurrently with the employee's MFMLRA leave. Additionally, receipt of disability benefits or workers' compensation benefits does not extend the maximum amount of leave time to which the employee is eligible under the MFMLRA.

Subject to certain exceptions, employees returning from MFMLRA leave will be restored to the position they held when leave commenced or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment. The taking of MFMLRA leave will not result in the loss of any employee benefit accrued before the date on which the leave commenced.

Employees should contact Jeff Shaw with any questions they have about MFMLRA leave, including questions about continuing benefits at the employee's expense.

Section 5 - General Standards of Conduct

5-1 Employee-Student Relationships and Ethical Standards

Employees should always maintain a professional relationship with and conduct themselves ethically with MAMM's students, both in and outside the classroom. Ethical conduct includes, but is not limited to, the following:

- Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the teacher maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students.
- Nurturing the intellectual, physical, emotional, social and civic potential of all students.
- Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement.
- Creating, supporting, and maintaining a challenging learning environment for all students.

Unethical conduct includes, but is not limited to the following:

- Committing any act of child abuse.
- Committing any act of cruelty to children or any act of child endangerment.
- Committing or soliciting any unlawful sexual act.
- Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability, or any other protected characteristic.
- Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs.
- Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with students.

5-2 Communication with Students

Employees are strictly prohibited from communicating with students via phone calls, text messages and social media (including but not limited to Facebook, Instagram, Snapchat, Twitter, etc.) This is a dangerous practice and communication could easily be misconstrued to be inappropriate contact and could lead to dismissal and/or criminal charges. Please be reminded that any communication via social media or messaging of any kind is in direct violation of the Family Educational Rights and Privacy Act (FERPA). Group email and group texting is permitted **only** when parents & students are included in the same message. Messages are only to be sent during appropriate hours of the day (8am-8pm).

5-3 Transportation of Students Prohibited at All Times

MAMM prohibits employees from providing transportation to students at any time, including, but not limited to rides to/from any MAMM or non-MAMM related events, activities and programs.

5-4 Mandated Reporter Status and Obligations

MAMM considers its employees to be mandated reporters under Maine law. 22 M.R.S.A. §4011-A. Please review this statute, which can be found at: <https://www.mainelegislature.org/legis/statutes/22/title22sec4011-A.html>

Employees need to recognize the trust balance with students but also the need to keep the students safe. Employees need to report to the Executive Director (Jeff Shaw) any conversations that are inappropriate or are the subjects of self-harm or hurting someone else.

Please contact Jeff if you have any questions about this policy at any time.

5-5 Workplace Conduct Generally

MAMM endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in MAMM's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

- Obtaining employment on the basis of false or misleading information.
- Stealing, inappropriately using, removing without authorization or defacing property of MAMM, a client/customer or a co-worker, and/or disclosing confidential information.
- Falsifying data, documentation, timekeeping records, or expense reports.
- Violation of safety rules and policies.
- Violation of MAMM's Drug and Alcohol Use Policy, including, but not limited to, reporting for work, or working while impaired.
- Fighting, threatening or disrupting the work of others or other violations of MAMM's Workplace Violence Policy.
- Failure to follow lawful instructions of a supervisor, including, but not limited to, insubordination or other disrespectful conduct.
- Failure to perform assigned job duties.
- Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
- Gambling on MAMM's property or at MAMM's events or programs.
- Willful or careless destruction or damage to MAMM's assets or to the equipment or possessions of another employee.
- Wasting work materials.
- Performing work of a personal nature during working time.
- Failing to cooperate fully in an investigation.

- Violation of the Solicitation and Distribution Policy.
- Violation of the Employee Student Relationships and Ethical Standards Policy.
- Violation of the Communication with Students Policy.
- Violation of the Transportation of Students Policy
- Violation of the Mandated Reporter Policy.
- Violation of MAMM's Harassment or Equal Employment Opportunity Policies.
- Violation of the Communication and Computer Systems Policy.
- Unsatisfactory job performance.
- Any other violation of MAMM's policy/ies.

Obviously, not every type of misconduct can be listed, so the foregoing is not all-inclusive. Note that all employees are employed at will, and that MAMM reserves the right to impose whatever discipline they choose, or none at all, in a particular instance. MAMM will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation.

5-6 Punctuality and Attendance

Consistent attendance and punctuality are critical to the successful operation of MAMM's people-oriented programs. Absenteeism and tardiness cause very real disruptions and burdens to students, their families, and MAMM colleagues. For these reasons, it is paramount that employees meet the commitments set forth in their work schedules. Unscheduled absences and tardiness, for whatever reason, will adversely affect performance evaluations and can be cause for termination of employment.

Again, if you are unable to attend a previously scheduled lesson, as soon as possible and at least three hours before it is scheduled to occur, you must notify Jeff Shaw, Aviva Shaw, Patia Maule and the parents of the affected student(s) by email to let them know. You must provide the anticipated duration of and reason for, your absence.

Unreported absences of three (3) consecutive workdays generally will be considered a voluntary resignation of employment with MAMM.

5-7 Use of Communications and Computer Systems

MAMM's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other policy of MAMM. This includes the voice mail, email and Internet systems.

Users have no legitimate expectation of privacy in regard to their use of MAMM's systems. For example, MAMM may access the voice mail and email systems and obtain the communications within the systems, including past voice mail and email messages, without notice to users of the system, in the ordinary course of business when MAMM deems it appropriate to do so. The reasons for which MAMM may obtain such access include but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that MAMM's operations continue appropriately during an employee's absence.

Further, MAMM may review Internet usage to ensure that such use with MAMM's property, or communications sent via the Internet with MAMM's property, is appropriate. The reasons for which MAMM may review employees' use of the Internet with MAMM's property include but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that MAMM's operations continue appropriately during an employee's absence.

MAMM may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

MAMM's policies prohibiting harassment, in their entirety, apply to the use of their communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, physical or mental disability, handicap, or condition, sex, marital status, military status, veteran status, sexual orientation, HIV status, genetic information, arrest record, gender identity, genetic information, pregnancy (including childbirth, breastfeeding, or related medical conditions) or any other characteristic protected by applicable federal, state or local law.

Further, since MAMM's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

5-8 Use of Social Media

MAMM respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect our interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with MAMM's equipment or property, unless it is specifically mentioned as part of their job description to visit and maintain a social media account.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an email also cannot be disclosed in a blog, web page or social networking site.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions MAMM and also expresses either a

political opinion or an opinion regarding MAMM's actions that could pose an actual or potential conflict of interest with MAMM, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not MAMM's position. This is necessary to preserve MAMM's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, bullying, harassing, obscene, threatening, defamatory, libelous or violent and/or contains similar inappropriate or unlawful conduct is forbidden. So are comments intended to harm the reputation of a person or organization, including MAMM, or comments that are intended to create a hostile work environment.

Similarly, your social media activity is covered by all MAMM policies including, but not limited to, our equal employment opportunity and non-harassment policies and our policies concerning no sexual harassment and confidentiality.

Please be respectful, fair, and courteous when you use social media or post something online. Obscene, malicious, threatening, or intimidating communications are disrespectful, unfair, or not courteous, so please refrain from using them.

MAMM encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment.

Employees with any questions should review the guidelines above and/or consult with Jeff Shaw. Failure to follow these guidelines may result in discipline, up to and including discharge.

Nothing in this policy is intended to infringe upon any rights that employees may have under section 7 of the National Labor Relations Act.

5-9 Portable Communication Devices

Some employees may be authorized to use their own Portable Communication Device ("PCD") including cell phones and personal digital assistants, for business purposes. These employees should work with MAMM to configure their PCD for business use as needed.

When using their PCD for business purposes, employees have no reasonable expectation of privacy regarding the device, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted, the right to monitor personal communications as necessary. Communications sent via a personal PCD also may subject to monitoring if sent through MAMM's networks or other systems and the PCD must be provided for inspection and review upon request. Finally, please note that when using your personal PCD for business purposes, all of MAMM's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

All conversations, text messages and emails must be professional. When sending a text message or using a PCD for business purposes, employees must comply with applicable guidelines, including policies addressing sexual harassment, discrimination, conduct, confidentiality, equipment use and

operation of vehicles. Additionally, personal PCD use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, MAMM reserves the right to require them to submit the device for resetting on or before their last day of work. At that time, MAMM also reserves the right to reset and remove all information from the device, including but not limited to, MAMM's information and personal data (such as contacts, emails and photographs). In doing so, MAMM will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

We further reserves the right to prohibit employees from using their personal PCD for business unless they agree to submit the device to MAMM on or before their last day of work for resetting and removal of MAMM's information. MAMM's rationale for doing so is that this is the only way currently possible to ensure that all of its information is removed from the device at the time of termination of employment and because removing this information is crucial to ensure compliance with MAMM's confidentiality and proprietary information policies and objectives.

For a discussion of portable communication device use while driving in the course and scope of your employment with MAMM, please see the policy regarding Operation of Vehicles within this handbook.

5-10 Inspections

MAMM reserves the right to require employees while on its property, or at its programs or events, to agree to the inspection of their persons, personal possessions and property, personal vehicles, and work areas. This includes lockers, vehicles, desks, cabinets, workstations, packages, handbags, purses, briefcases, bags, jackets, file cabinets, computer files, email, telephone, voicemail, other electronic communication systems and other personal possessions or places of concealment, as well as personal mail sent to MAMM or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

5-11 Smoking

Smoking, including the use of cigarettes, cigars, pipes, smokeless tobacco, chew and e-cigarettes (vaping), is prohibited on MAMM's premises, events and programs and within 25 feet of MAMM's buildings. This does not include approved nicotine replacement therapy products such as nicotine patches, gum and lozenges. Breaks for smoking will be considered off the clock and are unpaid.

5-12 Personal Visits and Telephone Calls

In order to maintain the safety and well-being of our staff and students, employees are not allowed to bring non-MAMM employees into lessons/classroom with students. Staff members are not to bring non-MAMM employees onto MAMM's premises without advance approval from the Executive Director.

Additionally, disruptions during work time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time.

5-13 Solicitation and Distribution

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing his/her work tasks for MAMM. Solicitation of any kind by non-employees on MAMM's premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of MAMM is prohibited at all times. Distribution of literature by non-employees on MAMM's premises is prohibited at all times.

Please note that the foregoing is not intended to prohibit employee collections associated with the death or severe hardship of an employee or an employee's family member.

5-14 Confidential Information

During the course of work, employees may become aware of confidential information about MAMM business, including but not limited to information regarding MAMM finances, pricing, products and new product development, software and computer programs, marketing and other strategies, suppliers and customers and potential customers. Employees also may become aware of similar confidential information belonging to the individuals who support and attend MAMM's programs and events.

It is extremely important that all such information remain confidential, and particularly not be disclosed to MAMM's competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of MAMM may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

Additionally, no employee may give information about students to outside individuals, programs, schools, entities without first obtaining the permission from Jeff Shaw.

5-15 Conflict of Interest and Business Ethics

It is our policy that all employees avoid any conflict between their personal interests and those of MAMM. The purpose of this policy is to ensure that MAMM's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of MAMM.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

- Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with MAMM, by any employee who is in a position to directly or indirectly influence either MAMM's decision to do business, or the terms upon which business would be done with such organization;

- Holding any interest in an organization that competes with MAMM;
- Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with MAMM or which competes with MAMM; and/or
- Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with MAMM.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

Consistent with the foregoing, MAMM recognize that an employee may be justified, under some circumstances, in accepting casual outside employment to be performed after working hours if no conflict with MAMM's interests is involved. However, no employee shall accept or engage in any activity, business, or employment, either during or after working hours that would conflict with MAMM's interests or diminish the employee's ability to render to MAMM the full, loyal, and undivided service that is contemplated in his or her employment by MAMM. If you have any questions about this, please reach out to your supervisor.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and MAMM.

5-16 Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using MAMM's property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines. Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of MAMM's intellectual property, such as audio and video tapes, print materials and software.

Additionally, MAMM is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring their personal property to work.

5-17 Health and Safety

The health and safety of employees and others on our property and at our programs and events, are of critical concern to MAMM. We intend to comply with all applicable health and safety laws. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and to recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on MAMM's premises, programs and events, or in a product, facility, piece of equipment, process or business practice for which MAMM is responsible should be brought to the attention of management immediately.

Periodically, MAMM may issue rules and guidelines governing workplace safety and health. MAMM may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

It should go without saying that our first priority is the health and wellness of our staff and students. In the event of an emergency, call 911 immediately.

5-18 Personal Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, MAMM may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the sole discretion of MAMM. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, MAMM generally will not allow them to remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. MAMM generally will attempt to identify other available positions, but if no alternate position is available, MAMM retains the right to decide which employee will remain with MAMM.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

5-19 Employee Dress and Personal Appearance

Employees are expected to report to work well groomed, clean, without excessive body odor or overwhelming fragrances and dressed according to the requirements of their position. Employees should not wear clothing with the names and/or logos of MAMM's competitors when they are on MAMM's premises or at its events or programs.

Employees should contact their supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working and/or may be sent home without pay, until they return to work well-groomed and/or wearing the proper attire.

5-20 Publicity/Statements to the Media

All media inquiries regarding the position of MAMM as to any issues must be referred to Jeff Shaw. Only the Jeff is authorized to make or approve public statements on behalf of MAMM. No employees, unless specifically designated by Jeff, are authorized to make those statements on behalf of MAMM. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of MAMM must first obtain approval from Jeff.

5-21 Operation of Vehicles

All employees authorized to drive personal vehicles in conducting business on behalf of MAMM, must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record, including any tickets for moving violations that you receive, must be reported to management immediately. If you have questions about this policy and your responsibilities under it, please contact your manager.

Employees must have a valid driver's license in their possession while operating a vehicle off or on MAMM property. Drivers must demonstrate safe driving habits at all times and obey all traffic, vehicle safety, and parking laws or regulations.

Additionally, when operating personal vehicles in conducting business on behalf of MAMM, drivers:

- Are prohibited from operating the vehicle while impaired or while under the influence of alcohol and/or drugs;
- Must use seatbelts at all times;
- Must not eat or drink while driving; and
- Must not have excessively loud music, etc. coming from the vehicle.

The National Highway Traffic Safety Administration ("NHTSA") estimates that approximately 25% of all motor vehicle crashes involve distracted driving. NHTSA defines "distracted driving" as anything that diverts the driver's attention from the primary focus of driving, including using a cellular or smart phone, texting, watching a video, eating or drinking, changing the radio station, grooming, looking at a map or GPS, or talking to a passenger.

Employees who drive on MAMM business must abide by all state or local laws prohibiting or limiting PCD use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD or accessing and viewing one of the PCD's other features.

In addition to our policies governing using of mobile phones and other personal devices while driving on work-related business, you should be aware that Maine's hands-free driving prohibits you from holding any portable electronic device not necessary to operate your vehicle while you are operating it. Specifically, the law prohibits most drivers from "using, manipulating, talking into or otherwise interacting with" a handheld mobile device or mobile phone unless it is in hands-free mode.

For a number of years, Maine has prohibited texting and driving. This prohibition remains in effect - under Maine law before texting, your vehicle must be pulled off from the public way in a safe location where it can safely remain stationary for you to text or manipulate a hands-free device.

Thus, under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs. Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If accepting a call is absolutely necessary while the employee is driving, and is permitted by law, you must use a hands-free option and advise the caller that you are unable to speak at that time and will return the call shortly.

Texting and emailing while driving is prohibited in all circumstances.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Finally, as stated previously, MAMM prohibits employees from providing transportation to students at any time, including, but not limited to rides to/from any MAMM or non-MAMM related events/activities.

5-22 Business Expense Reimbursement

Employees will be reimbursed for reasonable, approved expenses incurred in the course of business. These expenses must be approved by the employee's supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their supervisor in advance if they have any questions about whether an expense will be reimbursed.

5-23 References

MAMM will respond to reference requests through management. MAMM will provide general information concerning the employee such as date of hire, date of discharge, and positions held.

Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to your manager.

Only management may provide references.

5-24 If You Must Leave Us

Should you decide to leave MAMM, unless otherwise specified, we ask that you provide a supervisor with at least two (2) weeks advance notice of your intent to do so. Thoughtfulness will be appreciated. All property of MAMM, including, but not limited to, keys, security cards, parking passes, laptop computers, uniforms, etc., must be returned at separation. Employees also must return all of MAMM Confidential Information upon separation. To the extent permitted by law, employees will be required to repay MAMM, (through payroll deduction, if lawful) for any lost or damaged property of MAMM.

As noted previously, all employees are employed at will and nothing in this handbook changes that status.

5-25 A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about Maine Academy of Modern Music. The information in this handbook is general in nature and should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, MAMM, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about MAMM or its personnel policies and practices.

General Handbook Acknowledgment

This Employee handbook is an important document intended to help employees become acquainted with Maine Academy of Modern Music. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because MAMM's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this handbook.

I have received and read a copy of MAMM's employee handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of MAMM at any time.

I further understand that my employment is terminable at will, either by myself or MAMM, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of MAMM other than Jeff Shaw may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements, that I can ask questions about any of MAMM's personnel policies and practices, whether they are in this handbook or not and that I have received a copy of MAMM's employee handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

Receipt of Sexual Harassment Policy

It is Maine Academy of Modern Music's policy to prohibit harassment of any employee by any supervisor, fellow employee, customer, client or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within MAMM; it is to ensure that at MAMM, all employees are free from sexual harassment.

"Sexual harassment" means sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include: unwelcome sexual advances, requests for sexual favors, leering or making sexual or obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit emails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about the employee's physical appearance, conversation about one's own or someone else's sex life, or teasing or other conduct (even if of a non-sexual nature) directed toward a person because of their gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If employees feel they have been subjected to conduct which violates this policy, they should immediately report the matter to Jeff Shaw. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within a reasonable period of time after reporting any incident of perceived harassment to this individual, the employee should contact Alisan Kavookjian (alisan@mammusic.org or (631) 560-5839). If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy. If the employee is still dissatisfied or if person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager or supervisor in his or her reporting hierarchy, or attorney Erik Peters. (Epeters@krz.com or (207) 775-1020.)

Witnesses or others who become aware of harassing behavior (bystanders) play a key role in stamping out harassment. Thus, an employee who becomes aware of conduct that violates this policy or is a witness to such conduct, should also immediately report the matter to Jeff Shaw. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within a reasonable period of time after reporting any incident of what the employee perceives to be harassment to Jeff Shaw, the employee should contact Alisan Kavookjian. If the employee is still dissatisfied or if person toward whom the complaint is directed is one of the individuals indicated above,

the employee should contact any higher-level manager or supervisor in his or her reporting hierarchy, or Erik Peters.

MAMM will fully investigate every report of perceived harassment and will take corrective action where appropriate. MAMM will keep all complaints confidential to the extent possible, however, it cannot guarantee confidentiality. In addition, MAMM will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels that he or she has been subjected to any such retaliation, they should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy, including any improper retaliatory conduct, will result in disciplinary action, up to and including discharge. As noted above, all employees must cooperate fully with all investigations.

While employees are encouraged to report complaints internally to afford MAMM the opportunity to investigate and address them, if you believe that there has been a violation of any aspect of the equal opportunity, non-harassment or sexual harassment policies, you may file a formal complaint with one of the following government agencies:

- Maine Human Rights Commission, 51 State House Station Augusta, ME 04333-0051. PHONE: 207-624-6050; TTY/TTD: 207-624-6064 FAX: 207-624-6063; https://www.maine.gov/mhrc/file_a_complaint/index.htm
- Equal Employment Opportunity Commission (Boston Area Office), John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203. PHONE: 1-800-669-4000; TTY: 1-800-669-6820; FAX: 617-565-3196; <https://www.eeoc.gov/employees/howtofile.cfm>

(Using MAMM's complaint process does not prohibit or prevent you from filing a complaint with these agencies.)

I have read and I understand MAMM's Sexual Harassment Policy. I am also aware that I can ask questions about this policy, or any other personnel policy or practice of MAMM.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

Receipt of Non-Harassment Policy

It is Maine Academy of Modern Music's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, physical or mental disability, handicap, or condition, sex, marital status, military status, veteran status, sexual orientation, HIV status, genetic information, arrest record, gender identity, genetic information, pregnancy (including childbirth, breastfeeding, or related medical conditions) or any other characteristic protected by applicable federal, state or local law. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

Harassment-related problems can potentially be resolved through open and honest discussion between the employees involved in the situation. In some cases, individuals perceived as behaving in a harassing manner will stop their behavior when confronted.

We understand, however, that such direct treatment of harassment is not always practical. Anyone believing that direct discussion is either inappropriate or ineffective, must take the following steps.

An employee who feels that he or she has been subjected to conduct that violates this policy should immediately report the matter to Jeff Shaw. If the employee is unable for any reason to contact this individual, or if the employee has not received a satisfactory response within a reasonable period of time after reporting any incident of what the employee perceives to be harassment to Jeff Shaw, the employee should contact Alisan Kavookjian (alisan@mammusic.org or (631) 560-5839). If the employee is still dissatisfied or if person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager or supervisor in his or her reporting hierarchy, or attorney Erik Peters. (Epeters@krz.com or (207) 775-1020.)

Witnesses or others who become aware of harassing behavior (bystanders) play a key role in stamping out harassment. Thus, an employee who becomes aware of conduct that violates this policy or is a witness to such conduct, should also immediately report the matter to Jeff Shaw. If the employee is unable for any reason to contact this individual, or if the employee has not received a satisfactory response within a reasonable period of time after reporting any incident of what the employee perceives to be harassment to Jeff Shaw, the employee should contact Alisan Kavookjian. If the employee is still dissatisfied or if person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager or supervisor in his or her reporting hierarchy or Erik Peters.

MAMM will fully investigate every report of perceived harassment and will take corrective action where appropriate. MAMM will keep all complaints confidential to the extent possible, however, they cannot guarantee confidentiality. In addition, MAMM will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in conjunction with this policy. If an employee feels that he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy, including any improper retaliatory conduct, will result in disciplinary action, up to and including discharge. As noted above, all employees must cooperate fully with all investigations.

I have read and I understand MAMM's Non-Harassment Policy. I am also aware that I can ask questions about this policy, or any other personnel policy or practice of MAMM.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

Receipt of Whistleblower Protection Policy

A whistleblower as defined by this policy is an employee of MAMM who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials have these responsibilities.

Some examples of illegal or dishonest activities include: violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should contact Jeff Shaw. If the employee is uncomfortable doing so or is unable for any reason to contact their supervisor, or if the employee has not received a satisfactory response within a reasonable period of time after reporting a concern of illegal or dishonest fraudulent activity, to Jeff Shaw, the employee should contact Alisan Kavookjian (alisan@mammusic.org or (631) 560-5839). If the employee is still dissatisfied, or if one of the individuals indicated above is involved in the potentially illegal or dishonest fraudulent activity, the employee should contact any higher-level manager or supervisor in his or her reporting hierarchy, or attorney Erik Peters. (Epeters@krz.com or (207) 775-1020.)

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

As noted above, all employees must cooperate fully with all investigations.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, MAMM may have to disclose an individual's identity in order to conduct a thorough investigation, to comply with the law and/or to provide accused individuals their legal rights of defense.

MAMM will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes that they are being retaliated against must contact Jeff Shaw. If the whistleblower is uncomfortable doing so or is unable for any reason to contact their supervisor or has not received a satisfactory response within a reasonable period of time after reporting a concern of retaliation, the whistleblower should contact Alisan Kavookjian. If the employee is still dissatisfied, or if one of the individuals indicated above is involved in the alleged retaliation, the whistleblower should contact any higher-level manager or supervisor in his or her reporting hierarchy, or Erik Peters.

The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Additionally, the Maine Human Rights Act offers protections to whistleblowers under certain circumstances: https://www.maine.gov/mhrc/guidance/mhra_guarantees.htm

Employees with any questions regarding this policy should contact Jeff Shaw.

Defend Trade Secrets Act (DTSA) Immunity Notification Provision:

An individual shall not be held criminally or civilly liable under any Federal or State trade secret law for the disclosure of a trade secret that is made in confidence to a Federal, State, or local government official or to an attorney solely for the purpose of reporting or investigating a suspected violation of law. An individual shall not be held criminally or civilly liable under any Federal or State trade secret law for the disclosure of a trade secret that is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal; and does not disclose the trade secret, except pursuant to court order.

I have read and I understand MAMM's Whistleblower Protection Policy. I am also aware that I can ask questions about this policy, or any other personnel policy or practice of MAMM.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

SOCIAL SERVICE SUMMARY

Application Type	☐ Standard Social Service	
Operating Agency	Milestone Recovery	
Program Name	Homeless Outreach and Mobile Engagement (HOME) Team	
Funds Requested	\$120,000.00	
Program Summary		
Founded in 2010, Milestone Recovery's Homeless Outreach and Mobile Engagement (HOME) Team is a first-in-the-state outreach program serving individuals experiencing homelessness in Portland. Six days a week from 9am to 9pm, the HOME Team travels Portland in vans seeking out individuals in need of shelter, food, health care, or other services. Specially-trained outreach personnel work with clients to help identify their needs, and offer referrals and transportation to services that can meet those needs.		
HUD National Objective	Low and Moderate Income Clientele (LMC)	
	Will this serve a population HUD presumes to be low income? Yes	
	Service area (if applicable):	
HUD Program Objective	Creating a Suitable Living Environment	
Primary Goal	Address the Needs of the Growing Homeless Population: Prevent and reduce homelessness	
Beneficiaries/ Clients Served		
Client Description	The HOME Team's clients are individuals in Portland experiencing homelessness, with special emphasis on those struggling concurrently with substance use disorders and/or mental illness.	
Number of Clients Served	500	
Number of LMI Portlanders	475	
LMI Portland Percentage	95.00%	
Units of Service		
Type of Unit of Service	Milestone's service units are encounters in these community with individuals experiencing homelessness.	
Number of Units Provided	13,500	
Cost per Unit of Service	\$8.88	
Outcomes		
Key outcomes of the HOME Team's work are increased utilization of shelter programs, routine physical and behavioral health services, and permanent housing supports, combined with the resultant reduced utilization of emergency medical services and law enforcement resources. These outcomes are all in service of the greater outcomes of an overall reduction in homelessness, particularly unsheltered homelessness.		
Budget		
\$120,000.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)	
\$311,880.00	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)	
38%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]	

A. Agency Information

Completed by sheck@milestone-recovery.org on 10/30/2023 2:48 PM

Case Id: 30459

Name: Milestone Recovery - 2024

Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Milestone Recovery

A.2. Mailing Address

65 India Street Portland, ME 04101

A.3. Federal ID Number

016024344

A.4. Unique Entity Identifier- [SAM.GOV](https://sam.gov)

F7JJHGRDQKV7

APPLICATION POINT OF CONTACT

A.5. First Name

Sam

A.6. Last Name

Heck

A.7. Phone

(207) 468-6223

A.8. Email

sheck@milestone-recovery.org

EXECUTIVE DIRECTOR

A.9. First Name

Thomas

A.10. Last Name

Doherty

A.11. Phone

(207) 775-4790

A.12. Email

tdhoerty@milestone-recovery.org

PROJECT DIRECTOR

A.13. First Name

Joseph

A.14. Last Name

McNally

A.15. Phone

(207) 775-4790

A.16. Email

jmcnally@milestone-recovery.org

FINANCIAL DIRECTOR

A.17. First Name

Jeff

A.18. Last Name

Grossman

A.19. Phone

(207) 775-4790

A.20. Email

B. Project Information

Completed by sheck@milestone-recovery.org on 11/20/2023 11:00 AM

Case Id: 30459

Name: Milestone Recovery - 2024

Address: *No Address Assigned

B. Project Information

Please provide the following information.

B.1. Program Name

Homeless Outreach and Mobile Engagement (HOME) Team

B.2. Primary Address Services Are Delivered

65 India Street Portland, ME 04101

Are there additional service address?

No

B.3. HUD National Objective

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

- **Low to Moderate Income Limited Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% of the beneficiaries of the activity qualify as LMI persons earning less than 80% of the area median income as defined in the table above. To qualify each individual must establish, by means of financial information on household size and income, that at least 51% of the clientele are persons whose household income does not exceed the LMI limit.
There are certain populations that HUD presumes to be low to moderate income. For programs serving these populations income data does not need to be collected, however race and ethnicity do. Populations include abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS, and migrant farm workers.
- **Low to Moderate Income Area Benefit (LMA):** an activity, which is available to benefit all the residents of an area qualifying under HUD guidelines. HUD has identified neighborhoods eligible to receive CDBG funding based on income data provided by the census and American Community Survey. The eligible areas are shown on the map below and also include Cliff Island, plus Portland Housing Authority. The map can also be found online at: [CDBG Eligible Areas](#)

Indicate which National Objective this program activity will address:

Low and Moderate Income Clientele (LMC)

B.3.A. 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?

Yes

B.3.B. Please check the appropriate populations



Abused Children

- ☐ Elderly Persons
- ☐ Battered Spouses
- ☒ Homeless Persons
- ☐ Illiterate Adults
- ☐ Severely Disabled Adults
- ☐ Persons Living with AIDS
- ☐ Migrant Farm Workers

B.4. HUD Program Objectives

Indicate which HUD program objective this program will address:

Creating a Suitable Living Environment

B.5. Priority Impact Level

The City of Portland CDGB Goals and Priorities:

- **Neighborhood Investment and Infrastructure-** Create strong, safe, accessible and vibrant neighborhoods- Invest in infrastructure to improve neighborhood assets and build strong, safe, accessible and vibrant neighborhoods. Improve accessibility through ADA compliance. Build sidewalks and trails to improve connectivity, increase the use of bicycles as a mode of transportation, and redevelop streetscapes to create shared streets for cars, bikes, and pedestrians that integrate with the fabric of the neighborhood. Support programs that increase safety in neighborhoods for residents and visitors. Invest in programs and services that address the specific needs of members of the community. Encourage programs that build a sense of inclusiveness, safety, and security within individual neighborhoods.
- **Housing Availability-**Increase housing availability and affordability- Increase housing availability and affordability to all Portland residents regardless of income, race, ethnicity, and family size. Encourage housing development by removing barriers to traditional urban housing types while ensuring the inclusion of workforce housing in significant development projects.
- **Economic Opportunity-** Create economic opportunities to transition people out of poverty- Invest in Portland businesses to enable them to expand to create jobs. Invest in persons wanting to create microenterprises. Engage job seekers in a continuum of services to increase their professional capacity, financial stability, and ability to maintain employment. Focus on difficult to employ populations including homeless, new Americans and single parent head of households. Combine resources and build partnerships between public and private entities to provide opportunities to transition Portland residents out of poverty to sustainable employment and financial stability.
- **Address the Needs of the Growing Homeless Population-** Prevent and reduce homelessness - Prevent individuals and families from becoming homeless and entering into the shelter system. Rapidly rehouse those who enter the shelter system. Provide necessary resources to assist vulnerable population's transition out of homelessness, including housing opportunities for chronically homeless or long-term stayers at homeless shelters.
- For more detailed information, please review the [Needs-Goals-Priorities Table](#)

Indicate the primary goal your program or project addresses:

Address the Needs of the Growing Homeless Population: Prevent and reduce homelessness

B.6. Beneficiaries

B.6.A. Describe the beneficiaries or clients served by the program.

The HOME Team's clients are individuals in Portland experiencing homelessness, with special emphasis on those struggling concurrently with substance use disorders and/or mental illness. As a result of symptoms of chronic physical and behavioral health conditions (such as anxiety, paranoia, impaired memory, limited mobility, communication difficulty, and challenges with personal care tasks), many of these individuals struggle to access mental and physical health care, food assistance, emergency shelters, and housing assistance, even where those services exist in the community, necessitating low-barrier supports to access those services. In the last several years, the program's clientele has largely included unsheltered individuals, those who experience the most challenging and most persistent barriers to accessing municipal and charitable shelter services.

B.6.B. How many will be served by the proposed program? (unduplicated -per year)

500

B.6.C. How many are low to moderate income residents of Portland?

[FY 2024 HUD Low to Moderate Income Guidelines for Portland, Maine](#)

475

B.6.D. What percentage of total clients are low to moderate income residents of Portland?

95.00%

B.7. Units of Service - The CDBG program will provide quarterly reimbursements for the lesser of either your quarterly expenditures or your total cost of units of service for the quarter. The instructions below identify how your cost per unit of service should be calculated. If you would like to propose an alternate cost per unit of service, please do so in the space below.

B.7.A. Describe the type of unit of service provided by the program.

Milestone's service units are encounters in these community with individuals experiencing homelessness. At their simplest, these encounters can consist of simple wellness checks. At their most complex, they can involve hours-long counselling and case-management sessions, helping clients to work through issues as complex as untreated mental health or substance use disorders, domestic violence, navigating barriers to long-term housing, and providing transportation to health care, shelter, or housing programs.

B.7.B. How many units of service will be provided by the program?

13,500

B.7.C. What is the cost per unit of service? (Please calculate this using requested CDBG funds divided by the number of units)

\$8.88

Do you have an alternate cost per unit of service to propose? If so, explain how it is calculated and why an alternate calculation is required for your organization. (A determination on final cost per unit of service will be made if funds are awarded.)

No

B.7.D. What percentage of the total budget is CDBG?

38.50%

B.8. Program Objectives and Outcomes

B.8.A. Program Objectives

The objectives of the HOME Team are to meet the immediate needs of Portland residents experiencing homelessness

Printed By: Rowen McAllister on 12/21/2023

5 of 19

and to help clients navigate barriers to accessing emergency shelter and permanent housing. A secondary objective is the minimization of law enforcement and emergency medical encounters by individuals experiencing homelessness.

B.8.B. Program Outcomes

Key outcomes of the HOME Team's work are increased utilization of shelter programs, routine physical and behavioral health services, and permanent housing supports, combined with the resultant reduced utilization of emergency medical services and law enforcement resources. These outcomes are all in service of the greater outcomes of an overall reduction in homelessness, particularly unsheltered homelessness.

B.9. Employees

Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	4.5
How many employees will be employed in this program if it receives CDBG funding?	4.5
How many employees will be employed in this program if it does not receive CDBG funding?	2

B.10. Documentation

B.10A. How will the beneficiaries' information be collected and documented?

Milestone tracks client information in the field in real-time using tablets that connect to a secure cloud-based database. Data collected include clients' demographic information, time and place of encounter, source of referral (self, direct outreach, partner nonprofit, police/fire dispatch, community member, etc), any referrals made to services, and any transportation given to those services.

B.10B. How will the units of service be tracked and documented?

The same tablets and secure cloud-based database used to collect client information is used to record individual encounters and the outcome of those encounters.

B.10C. How will the outcomes be measured, collected, and documented?

In addition to client encounters, we also use the secure cloud-based database to ask clients questions about their self-reported frequency of substance use and hospital emergency department utilization. Using the Homeless Management Information System (HMIS) database administered by Maine Housing Authority, the Milestone's related Emergency Shelter program tracks bed-nights of shelter provided for clients. Our Housing Navigator program uses MaineHousing's NavSeA (Navigator Service Assessment) database to track eligibility for and engagement with long-term housing placement assistance for those experiencing chronic homelessness.

C. Narrative

Completed by sheck@milestone-recovery.org on 11/20/2023 10:57 AM

Case Id: 30459

Name: Milestone Recovery - 2024

Address: *No Address Assigned

C. Narrative

Please provide the following information.

C.1. Program Description

Describe the Program being proposed.

Founded in 2010, Milestone Recovery's Homeless Outreach and Mobile Engagement (HOME) Team is a first-in-the-state outreach program serving individuals experiencing homelessness in Portland. Six days a week from 9am to 9pm, the HOME Team travels Portland in vans seeking out individuals in need of shelter, food, health care, or other services. Specially-trained outreach personnel work with clients to help identify their needs, and offer referrals and transportation to services that can meet those needs.

A particular strength of the program is its flexibility to adapt to changing and ever-more-complicated community need.

In the program's earliest days, most of its clients struggled with chronic alcohol use disorders. The program's initial focus was on travelling the streets for people experiencing homelessness whose alcohol use presented a barrier to accessing shelter, food, or medical care, and providing transportation to those services. In so doing the HOME Team minimizes unsheltered homelessness and connects people with long-term housing supports.

As the opioid crisis deepened in the mid-2010s, the barriers encountered with clients shifted to higher rates of opioid use and risk of overdose. In response the HOME Team forged and strengthened partnerships with the City of Portland's Fire and Police Departments. No longer simply relying on its own outreach to identify clients, the HOME Team became a key resource called upon by emergency responders to co-respond to calls related to substance use and homelessness. Indeed, in many cases, the City's Emergency Dispatch would dispatch the HOME Team instead of police or fire to non-emergency calls. By so doing the HOME Team both reduces potentially-confrontational encounters between clients and emergency services and saves response costs to the City.

Before and during the COVID-19 Pandemic, physical and behavioral health became increasingly difficult for clients experiencing homelessness. In particular, the demand for substance use treatment far outstrips capacity in the treatment system. For the estimated 450,000 Maine residents who are uninsured or use MaineCare, there are only 26 dedicated detox beds in the entire state (10 in Bangor and 16 at Milestone's Detox in Portland, expanding to 30 in 2024). Navigating waitlists, intake calls, and treatment appointments presents a significant barrier for clients experiencing homelessness, who possess limited resources to track appointments, arrange transportation, and carry out follow-up communication with health providers. Thus the HOME Team shifted to more of an informal case-management role with many clients, helping them to coordinate among providers, make warm connections and referrals to services, and attend regular treatment appointments. We also began in 2017 providing mobile medical care directly through a partnership with Greater Portland Health, which provided Nurse Practitioners to travel with the HOME Team performing basic medical care, triage, and referral. In 2022, based on the success of this partnership, Milestone realized an efficiency by bringing this medical capacity in-house through the efforts of retired physicians who volunteer their time free-of-charge.

In 2022, a convergence of factors came together to dramatically increase the rate of homelessness in Portland, particularly unsheltered homelessness. While the proximate causes of this increase are a subject of much debate, the expiration of COVID-era eviction moratoriums, an ever-tightening housing market, the gradual closure of COVID-era

hotel-based temporary shelter programs, an influx of asylum seekers, and the City's decision in May 2022 to reverse longstanding policy by capping shelter beds are all contributing factors. As a result, a number of large encampments have emerged across the City of Portland, where people experiencing unsheltered homelessness gather in tents. In November 2022, Milestone estimated that there were approximately 80 people in Portland living in unsheltered homelessness. Today that number is estimated at 260. While the shared focus of the City of Portland and the HOME Team is helping people make the transition from homelessness to housing, many housing support services are only available to long-term shelter stayers. Thus, for those experiencing unsheltered homelessness, a first priority is to connect them with shelter, where staff can work to stabilize their needs and introduce housing placement and support. In the last month alone, Milestone's Housing Navigator Program, which works closely with the HOME Team, placed four HOME Team clients from chronic homelessness to permanent housing, individuals who, prior to placement, had collectively utilized more than 1,300 bed-nights in local shelters.

By employing each of the strategies it has evolved over its existence (outreach, law enforcement diversion, health care, and shelter/housing placement), the HOME Team successfully reduces homelessness in Portland.

C.2. Community Need Description

Describe the scope of the community problem or need the program addresses. Reference plans, reports, data, or past experience as applicable.

Rates of homelessness in Maine are dramatically on the rise. The annual "Point in Time" count conducted each January by Maine Housing Authority found that in 2019, there were 1,120 people in the state experiencing homelessness; in 2023, that number was 4,258. The increase in people experiencing unsheltered homelessness was similarly shocking: from 95 in 2019 to 299 in 2023. It is widely speculated that the 2024 count will continue this trend of explosive growth. Nearly half of the individuals counted (2,009) were located in Cumberland County, mostly in Portland. Milestone's internal estimates suggest that there were about 260 people in Portland experiencing unsheltered homelessness in November 2023, up from 80 in November 2022.

The struggles faced by these individuals are staggering. According to data provided by the City of Portland's Social Services Department, 94.2% of people presenting for service at the Oxford Street shelter in 2022 (prior to the opening of the new Homeless Service Center) struggled with substance use disorders, and 14.0% self-reported mental illness. Many also struggle with other serious physical and behavioral health conditions. A 2021 study by the National Institutes for Health found that 48.1% of individuals experiencing homelessness experience depression, 45.8% experience anxiety, 44.2% experience hypertension, 18.4% are diagnosed with cardiovascular disease, and 18.1% with hepatitis.

Indeed, a study by the National Health Care for the Homeless Council found that those experiencing homelessness are three to six times more likely to become ill than housed individuals. A study by the National Coalition to End Homelessness found that the average life expectancy among people experiencing homelessness is 42 to 52 years, compared to 78 years among the general population.

Clearly, homelessness has a great cost to Portland, not only in terms of health and services responses, but also in the greater cost of human life. By working to meet the needs of this population and help them transition to shelter and long-term housing, the program saves both lives and taxpayer money.

Copies of any of the above-referenced reports and datasets will be happily provided for review on request.

C.3. Measurable Community Impact

Describe program outcomes and the impact it will have on the community. Include how progress will be evaluated in reaching these goals

The most important outcome of the HOME Team's work is overall reduction in homelessness in Portland, especially unsheltered homelessness. The HOME Team regularly estimates rates of unsheltered homelessness by counting the number of tents present in encampments around the city. A key data point for measuring our success in efforts to reduce unsheltered homelessness comes through evaluating occupancy rates in both Milestone's own Emergency

Shelter (which has been running close to 100% for the last three years) and at City Shelters (which likewise are running at nearly 100% capacity).

Moving people from unsheltered homelessness to sheltered homelessness is only the first step, though. Once chronically homeless individuals are participating in the shelter system, we work to connect them with long-term housing supports, including Milestone's own Housing Navigator Program, which helps clients access priority housing subsidy vouchers from Portland Housing Authority, then works as a liaison between the client and potential landlords, helping them to find and obtain appropriate housing. The Housing Navigator then continues to work with the client for up to a year post-placement to provide supports and ensure long-term housing success. We closely monitor both placement rates and retention rates. So far in 2023, the program has housed 24 individuals from chronic homelessness into permanent housing, up from 16 in 2021 and 18 in 2022. In the seven years of the program's existence, it has placed nearly 200 people in permanent housing. Only one has returned to homelessness. An additional outcome of the HOME Team is to improve the long-term health outcomes of people experiencing homelessness, regardless of whether they participate in the shelter system. To track progress toward this outcome, Milestone has in the last year begun asking clients specific questions regarding health indicators. With the understanding that we often encounter individuals when their cognition and communication are impaired by substance use, we have begun asking clients to self-report three data points: whether they have utilized a hospital emergency department in the last month, whether they have attended substance use treatment services in the last month, and whether their substance use has increased or decreased in the last month. In the last six months, 73.1% of program clients sampled report that they have not utilized emergency departments. 26.1% report that they have attended substance use treatment services. 26.5% report that their substance use has either moderately decreased or greatly decreased. While these numbers constitute the first six months of data for these questions, they form an important baseline of data from which to build in the 2024-25 program year.

C.4. 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**

Milestone's HOME Team program is squarely focused on addressing the needs of the growing homeless population. The program's goals are twofold.

First, we seek to reduce barriers to both short-term shelter and long-term housing placement for Portlanders experiencing homelessness. We do this by working throughout the City with a focus on encampments, helping people to navigate shelter options and admissions policies, providing information about shelter and housing resources, and providing connections and transportation to both emergency shelters and housing placement/support services. Secondly, for those who are unable to immediately access shelter or long-term housing, either due to capacity in shelter programs, temporary restriction at programs, or symptoms of behavioral or physical health conditions, we seek to provide immediate life safety needs until they are able to access supports. These immediate needs include food, clothing, tents and outdoor gear, and health care.

C.5. Priority Impact Level

Choose and describe how this program best addresses one of the priority impacts level activities:

- 1. Neighborhood Investment and Infrastructure- Create strong, safe, accessible and vibrant neighborhoods. Eligible programs and activities include but are not limited to: Community policing, public infrastructure in target neighborhoods. Accessibility/ADA compliance, alternative modes of transportation; PRIORITY: Park**

and recreation facilities, historic preservation, tree planting, and non-profit rehab, inclusive and diverse community centers and engagement programs, senior services, disability services, public infrastructure outside of the targeted neighborhood.

2. **Housing Availability-** Increase housing availability and affordability. Eligible programs and activities include but are not limited to; **HIGH PRIORITY:** Housing rehabilitation, adaptive reuse of housing, housing retention; **PRIORITY:** Rental assistance programs, environmental testing and remediation, energy efficiency/weatherization, fair housing activities, heating and fuel assistance, tenant landlord counseling services, and legal services.
3. **Economic Opportunity-** Create economic opportunity to transition out of poverty. Eligible programs and activities include but are not limited to; **HIGH PRIORITY:** Job creation, microenterprise assistance, career advancement services (education, job training, GED attainment, ESL, etc.), Job retention support services (childcare vouchers, housing counseling, transportation assistance, etc.) **PRIORITY:** Façade improvements, and financial stability services (budgeting, financial planning, tax preparation, etc.).
4. **Address the Need of the Growing Homeless Population-** Prevent and reduce homelessness. Eligible programs and activities include but are not limited to; **HIGH PRIORITY:** Food assistance, shelter services, mental health service, substance use disorder services, housing and housing services for long-term shelter consumers, emergency services to prevent homelessness; **PRIORITY:** Rental assistance, and at risk youth services.

Milestone's HOME Team works in nearly every facet of services described under Priority Impact Level 4: Addressing the Needs of the Growing Homeless Population.

Food assistance: in collaboration with Preble Street's Food Security Hub and through our own efforts, Milestone distributes approximately 100 meals every day to individuals experiencing homelessness in Portland, for an annual total of approximately 30,000. Many of these are simple sandwiches, and the total does not include water, granola bars, and other prepackaged supplemental food also distributed daily.

Shelter services: the HOME Team is a key partner of the City of Portland's Social Services Division in lowering barriers to and increasing utilization of the City's new Homeless Service Center (HSC) at Riverside. Since the new HSC opened early in 2023, it has experienced a deficit of trust among the program's core consumers. This trust deficit is driven by rumors and misinformation spread in the community, much of it fueled by the anxiety and paranoia that are symptomatic of mental illness and substance use, about how clients at the HSC are treated. With more than a decade of relationships within the community experiencing homelessness, Milestone is able to work as a trusted ambassador to combat this misinformation with factual information about the HSC, thus leveraging its relationships to increase shelter utilization. Once clients are ready and willing to seek shelter at the HSC, Milestone is able to provide both transportation to shelter and assistance navigating the intake and admissions process. Milestone also offers direct connections to its own 36-bed Emergency Shelter on India Street, the only Homeless Shelter in Southern Maine specialized in meeting the particular needs of individuals struggling with substance use disorders.

Mental health service: Milestone is also a key partner of both Common Space and Spurwink, local nonprofits focused on mental health. Because of the high rate of co-occurrence between substance use disorders and mental illness (the Substance Abuse and Mental Health Administration estimates that 1 in 4 people with a Severe Mental Illness also have a Substance Use Disorder), the HOME Team and Common Space's Peer Outreach Worker Program commonly cross-refer clients for assistance based on their needs. While both programs work as mobile outreach programs among Portland's unhoused community, the HOME Team specializes in treatment and counseling for substance use disorders, while the Peer Outreach Worker Program specializes in mental health treatment. We are also key partners with Spurwink in the Living Room Crisis Center (LRCC), a crisis care center that provides de-escalation and intervention for people experiencing mental health crises who are between law enforcement intervention, and emergency department care. The HOME Team provides safe transportation to and from the LRCC for people as they transition between levels of care, forming a critical link in the continuum of care.

Substance Use Disorder Services: the HOME Team provides multiple linkages and barrier-reducing services to substance use treatment. This includes not only assistance with accessing and navigating Milestone's own Medically-Monitored Withdrawal Program, the only detox program in Southern Maine dedicated exclusively to serving

uninsured and underinsured Mainers, but also daily transportation to and from outpatient substance use treatment at other providers for individuals who would otherwise be unable to access the medical treatment they need to maintain recovery.

Housing and housing services for long-term shelter consumers: The HOME Team partners very closely with Milestone's Housing Navigator, a program that provides placement in permanent housing for long-term shelter consumers. In 2022, the program placed 18 people from chronic homelessness (homelessness lasting over a year, or four incidents of homelessness in three years) into permanent housing, greatly reducing strain on the shelter system. The HOME Team also is part of a formal partnership with Spurwink and Community Housing of Maine in Ashlea's Place, a low-barrier housing-first program for people who formerly experienced chronic homelessness and also have experienced mental illness, substance use disorder, and/or criminal justice involvement. The HOME Team works to support the effort by providing residents of the program with transportation and connection between and among Ashlea's Place, Spurwink's other programs, medical care, shelter, and social service appointments.

C.6. Guiding Principles

Describe how the program meets each of the following Guiding Principles: Priority to Lower Incomes, Diversity and Inclusiveness, Consistent with City Goals and Initiatives:

- 1. Consistent. All projects and programs will be reviewed with respect to the Consolidated Plan and other HUD requirements; City goals, priority impact levels, and other CDBG or HOME investments. Proposals should be coordinated with relevant City Departments where appropriate and align with City initiatives. City plans can be found online at Portland's Housing Community Development [Website](#) Measurable Community Impact. Programs and projects will be evaluated based on how well they create a significant and measurable community impact.**
- 2. Diversity and Inclusiveness. Programs and projects shall address diversity and be inclusive in order to engage differences and create a culture of belonging.**
- 3. Priority to Lower Incomes. Priority will be given to projects and programs that serve the lowest income persons.**
- 4. Leveraged Funding. CDBG should not be the only source of funding for a program or project; leveraging other funds is essential.**

1. Consistent. The HOME Team aligns closely with the City's 2022-2026 Consolidated Plan. The Plan points out that "according to Maine's Plan to End and Prevent Homelessness (2017), Mental Illness and Substance Use were the 2nd and 3rd contributing factors in almost every unhoused population, including families; poverty was overwhelmingly the first." (p. 36-37). The Plan further notes, "CDBG funding to non-profit organizations reaching out to the city's most vulnerable populations, including the mentally ill and individuals with chronic substance abuse issues, will assist the city in providing programs and resources to serve the needs of the most vulnerable citizens in the community." (p. 61). The HOME Team is listed by name four times in the plan (p. 84, 125, 174, 183) as a resource in preventing and ending homelessness. Indeed, under the Plan's section "Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons," (p. 84), HOME Team is the first service listed.

An attached letter of support from Aaron Geyer, Director of Social Services for the City of Portland, attests to the critical nature of the HOME Team's partnership with the City, by which the HOME Team increases the effectiveness of the Homeless Service Center and moves people from homelessness into both short-term shelter and long-term housing.

2. Diversity and Inclusiveness. Individuals experiencing homelessness are a diverse community, comprised of a range of genders, ages, and backgrounds. The HOME Team responds to all clients in need, without regard to any of these factors. Many of the HOME Team's outreach staff members possess their own lived experience with recovery from substance use disorders and/or homelessness. This inclusiveness is important to developing the empathy and understanding that are crucial to building long-term, trusting relationships that allow them to best serve our clients.

Moreover, the HOME Team utilizes a clinical approach known as Motivational Interviewing. This evidence-based modality, in which all outreach staff are trained, involves asking questions that probe a client's motivation and resistance to change, while resisting the urge to offer unsolicited advice or prescriptive solutions. In this way, the Team's process is deeply inclusive, as it respects the client's motivations, priorities, and timetable, thus endowing the client with genuine agency in making their own decisions about services they need.

The HOME Team records demographic data for each client in order to ensure that they are reflective of the diversity of the population of Portland. While the current client base is 76.4% male, this is largely reflective of the fact that housing resources are more abundant for women experiencing homelessness, particularly those who have children living in the household. The Urban Institute estimates that nationwide, more than 70% of individuals experiencing unsheltered homelessness are male. Even so, in an effort to make our services accessible to women, the HOME Team continues to seek parity in hiring. Presently 50% of HOME Team outreach workers are women.

Racially, the HOME Team's clients are likewise representative of the community. The HOME Team's clients are 87.3% White, 9.2% Black of African American, 0.4% Asian, 2.3% American Indian or Alaskan Native, and 0.8% Native Hawaiian or Pacific Islander. The US Census Bureau reports that Portland's general population is 83.0% White, 9.0% Black of African American, 4.0% Asian, 0.2% American Indian or Alaskan Native, and 0.0% Native Hawaiian or Pacific Islander.

3. Priority to Lower Incomes. The HOME Team provides services exclusively to individuals experiencing homelessness. By the HUD rules that determine CDBG eligibility, individuals experiencing homelessness are designated as a low-to-moderate-income clientele; thus 100% of HOME Team's clients are deemed low-income. In Portland, this presumption is very accurate; clients served by the HOME Team are some of the most financially underprivileged individuals in our community. They have little if any income, lack consistent access to even the most basic housing, and possess only the most limited resources for meeting their most basic life needs.

4. Leveraged Funding. This year's CDBG application for \$120,000 comprises 38.5% of the total program budget. These funds leverage an additional \$191,880 in funding from other sources. This includes \$80,000 from the United Way of Southern Maine, \$50,000 from Spurwink Services, and \$10,000 from Portland Downtown. For the first time it also includes, encouragingly, \$27,000 from Scarborough and \$10,000 from the Westbrook, indicating that there is a growing understanding of the fact that homelessness is not a "Portland problem" but a regional and statewide problem requiring regional and statewide solutions.

C.7. Partnerships, Collaboration, and Outreach

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

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

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

Milestone employs collaboration across its work, perhaps most particularly in the HOME Team.

A central partnership is our work alongside the City of Portland's Social Services Division. As a member of the City's Long-Term Stayers Initiative, Milestone's HOME Team and Housing Navigator programs attend weekly meetings with City staff and other non-profits, during which partners discuss individual Portlanders who are known to be heavy

consumers of shelter services, as well as individuals known to be experiencing long-term unsheltered homelessness. Initiative members then discuss client-specific strategies for getting that individual into shelter or into long-term housing, including leveraging existing relationships, and planning and coordinating post-placement supports to maximize housing success and prevent a return to homelessness. By collaborating and coordinating services on a client-by-client basis, we ensure both the effectiveness and the efficiency of provided services. With support from the Long-Term Stayers Initiative and the HOME Team, Milestone's Housing Navigator was able to place 24 chronically homeless individuals into housing so far in 2023. In the month of November alone, the program placed four individuals, saving the City an estimated 1,300 bed-nights of shelter annually. An attached letter of support from Portland Director of Social Services Aaron Geyer attests to the crucial role this partnership plays in reducing homelessness in Portland.

Another key partnership is with Spurwink Services, a major nonprofit provider of mental health services in Greater Portland. The HOME Team and Spurwink are partners in two separate programs. The Living Room Crisis Center (LRCC) is a crisis care center that provides de-escalation and intervention for people experiencing mental health crises who are between law enforcement intervention, and emergency department care. The HOME Team, Spurwink, and Community Housing of Maine are also partners in Ashlea's Place, a low-barrier housing-first program for people who formerly experienced chronic homelessness and also have experienced mental illness, substance use disorder, and/or criminal justice involvement. A Memorandum of Agreement from Spurwink Executive Director Eric Meyer is attached to this application.

A third core partnership is between the HOME Team and Preble Street. Through a partnership with Preble Street's Food Security Hub, Preble Street prepares a large number of meals every day for individuals experiencing homelessness, but for those living unsheltered, getting those meals to individuals who need them is a major challenge. Every day the HOME Team picks up meals from Preble Street and brings them to encampments in Portland for distribution. Supplementing them with offerings from Milestone's own kitchen, the HOME Team distributes over 30,000 meals annually to people experiencing homelessness. An attached Memorandum of Agreement attests to the importance of this partnership.

Until 2020, Milestone also worked closely with Greater Portland Health to bring medical personnel directly to individuals experiencing unsheltered homelessness in the form of Nurse Practitioners from Greater Portland Health who would travel with the HOME Team. Beginning in 2021, we were able to realize an efficiency by enlisting retired physicians who volunteer their time to travel with the HOME Team, thus freeing up provider capacity for Greater Portland Health while also eliminating a program expense for the HOME Team.

In addition to these central partnerships, Milestone works through a network of formal and informal partnerships among nonprofits and health care providers to coordinate care, refer to services, and ensure that services are not duplicated. Significant partners with whom we work frequently include Portland Police Department, Portland Fire Department, Mercy Hospital, Maine Medical Center, Greater Portland Health, Common Space, Portland Housing Authority, and Avesta Housing.

C.8. Readiness to Proceed

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

The HOME Team's services are already existing, and if funded, will continue without interruption in full service on the first day of the grant period. After a period of challenge filling outreach positions during the Pandemic, we have now once again reached full staffing and are operating six days a week. Through a now-expired contract with the City of South Portland last program year, the HOME Team has obtained a second van, enabling us to run two outreach teams concurrently, allowing us to reach more clients and minimize any equipment-related service curtailments.

C.9. Experience Providing Service

Describe the applicant's experience in delivering and managing this or similar programs.

Please summarize current licensing and accreditations obtained.

Milestone was founded in 1967 as a detox program for individuals with alcohol use disorder, and quickly began treating use of other substances as well. In 1998, Milestone assumed operation of a substance use shelter in Portland, still the only such shelter south of Bangor. A natural outgrowth of this service, the HOME Team launched in 2010 to help its clients access both its own shelter program and other needed services. Over the last 13 years, Milestone has provided services to individuals experiencing homelessness, and has become a model for other programs across the country.

Milestone is licensed by the Maine Department of Human Services to provide emergency substance use shelter (36 beds), medical detoxification (16 beds, expanding to 30 in 2024), extended care residential treatment (expanded in 2023 from 16 beds to 21), and transitional and supportive housing (21 beds). Milestone is licensed to provide group and individual substance use treatment services, as well as outpatient mental health services. Milestone employs Licensed Clinical Social Workers, Licensed Alcohol and Drug Counselors, Certified Alcohol and Drug Counselors, Alcohol and Drug Counselor Aides, and Personal Care Services workers, and is able to provide these personnel to the HOME Team as needed.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

How will this program continue if CDBG funding is not awarded?

Milestone has made significant strides in expanding and diversifying revenue sources for the HOME Team over the last several years. Aside from CDBG, Milestone received no federal, state, or local funding for the HOME Team. At one time, CDBG funds made up nearly two-thirds of the program's budget. With the introduction of United Way funding, support from other municipalities, and increasing private foundation investment into the program, CDBG funds now account for just over one-third. A crucial program for increasing the effectiveness of the City's social service and ensuring the success of the City's own Homeless Service Center, the HOME Team was estimated in 2013 to save the City of Portland \$250,000 each year in emergency response and social service costs. This estimate now predates a number of the Team's most high-impact efforts, and the actual saving to the City is almost certainly far greater now. A revised cost/savings analysis is planned for 2024-25.

Nevertheless, CDBG remains the largest single source of funds for this impactful work. If the program's CDBG request were unfunded, the HOME Team would attempt to keep services going in a significantly diminished form utilizing United Way and donated funds. This would likely mean reducing from 4 staff to 2 and significantly curtailing operating hours. Given that the United Way has cited the City's partnership and support as a key reason for its investment in the program, it seems unlikely that the HOME Team would be able to continue in this reduced form much longer than one year in the absence of any City funding.

C.11. Leveraged Funding Narrative

Describe all other sources of funding for this program or project. Identify which sources are secured and which are projected. Include in-kind donations that may be used to supplement expenses where applicable.

A key strategic goal for Milestone as an organization is the diversification of its funding sources. In the last year we have made great strides toward this goal. Our anticipated funding sources for the coming year are as follows:
City of Portland CDBG: \$120,000 (current funder; projected 24-25 funding level)

United Way of Southern Maine: \$80,000 (current funder; projected 24-25 funding level)
Spurwink Services: \$50,000 (new funder in 23-24; projected 24-25 funding level)
Town of Scarborough: \$27,000 (new funder in 23-24; projected 24-25 funding level)
Grants and Donations: \$14,880 (multiple funders; projected 24-25 funding level)
Portland Downtown: \$10,000 (current funder; projected 24-25 funding level)
City of Westbrook: \$10,000 (new funder in 23-24; projected 24-25 funding level)
Total Funding: \$311,880

C.12. Budget Narrative

Provide a narrative explaining the budget and expenses for the program. Describe exactly what and who CDBG will pay for in this program.

If this program was funded by CDBG in the previous year and if you are requesting an increase from last year's allocation, you must explain why the increase is necessary and what expansion of service is being provided.

Please ensure that budget amounts listed in the narrative match the Program Budget Detail.

Although labor costs and other program costs are rising dramatically, Milestone's \$120,000 request this year represents flat-funding with last year's CDBG allocation.

As with most outreach-based programs, the bulk of the expense (\$236,800 or 75.9% of the budget) is committed to staff wages, salaries, benefits, and training. These represent the program's 3 full-time and 2 half-time outreach workers, as well as the program manager. The professional services and consultant line (\$21,470 or 6.9%) is dedicated to the cost of legal, accounting, and payroll services. A relatively small administrative allowance (\$15,027 or 4.8%) covers supplies, insurance, and office space including utilities. Payroll tax and unemployment insurance account for \$14,444 or 4.6%. The remaining \$24,139 (4.6% of budget) include outreach vehicle repair, expenses, and gasoline, as well as food for our meal distribution program.

CDBG's allocation will be used exclusively to fund payroll costs for direct outreach personnel.

D. Program Budget Detail

Completed by rmcallister@portlandmaine.gov on 12/21/2023 1:43 PM

Case Id: 30459

Name: Milestone Recovery - 2024

Address: *No Address Assigned

D. Program Budget Detail

Please provide the following information.

D.1. Grant Amount Requested - for social service programs the minimum amount requested is \$10,000 and Maximum is \$150,000.

\$120,000.00

D.2. Total Program Budget

\$311,880.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Salaries and Wages	\$199,800.00	\$120,000.00	\$79,800.00	Town or Scarborough, United Way of Southern Maine	Pending
Benefits	\$37,000.00	\$0.00	\$37,000.00	City of Westbrook, United Way of Southern Maine,	Pending
Professional Services/Consultants	\$21,470.00	\$0.00	\$21,470.00	Town of Scarborough, Portland Downtown	Pending
Payroll Tax & Unemployment Ins.	\$14,444.00	\$0.00	\$14,444.00	Spurwink Services	Pending
Vehicle Expense	\$24,139.00	\$0.00	\$24,139.00	Individual donors, foundation grants, Spurwink Services	Pending
Administration	\$15,027.00	\$0.00	\$15,027.00	Individual donors, foundation grants, Spurwink Services	Pending
	\$311,880.00	\$120,000.00	\$191,880.00		

E. Required Documents

Completed by sheck@milestone-recovery.org on 11/20/2023 10:57 AM

Case Id: 30459

Name: Milestone Recovery - 2024

Address: *No Address Assigned

E. Required Documents

Please provide the following information.

Documentation



Agency Organizational Chart

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

Milestone Org Chart November 2023v3.pdf



Articles of Incorporation/Bylaws

Articles of incorporation are the documents recognized by the State as formally establishing a private corporation, business or agency.

8-Revised Milestone Bylaws-2 24 16_final.pdf



Authorization to Request Funds and/or Designation of Authorized Official

Documentation must be submitted of the governing body's authorization to submit the funding request and/or Documentation must be submitted of the governing body's action authorizing the representative of the agency to submit the funding request, negotiate for, and contractually bind the agency.

***No files uploaded*



Complete List of Board Members

A list of the current board of directors or other governing body of the agency must be submitted. ***Required**

2023-08 Board of Directors.pdf



Letter(s) of Support (Upload as one file) ***Required**

LOS PS COP.pdf



Memorandum of Agreement (Upload as one file)

SIGNED MOU Spurwink Milestone 11.17.23 (1).pdf



Most Recent Agency Operating Budget **Required*

Budget FY24 6.27.23 (1).pdf



Most Recent Audit OR 990 as appropriate **Required*

06.30.22 Milestone FS.pdf



Project Timeline **Required*

2024-25 HOME Team Timeline.docx



Verification of 501(c)3 status

Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and the State. **Required*
IRS Determination Letter.pdf



Conflict of Interest Policy (Will be required if selected for funding)

***No files uploaded*



Non-Discrimination Policy (Will be required if selected for funding)

***No files uploaded*



Whistleblower Policy (Will be required if selected for funding)

***No files uploaded*

Submit

Completed by sheck@milestone-recovery.org on 11/20/2023 3:54 PM

Case Id: 30459

Name: Milestone Recovery - 2024

Address: *No Address Assigned

Submit

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

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

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

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

Signature

Samuel Heck

Electronically signed by sheck@milestone-recovery.org on 11/20/2023 3:54 PM

Title

Director of Development

C. Narrative

Last modified by sheck@milestone-recovery.org on 11/17/2023
4:02 PM

Case Id: 30459

Name: Milestone Recovery - 2023

Address: *No Address Assigned

C. Narrative

Please provide the following information.

C.1. Program Description

Describe the Program being proposed.

Founded in 2010, Milestone Recovery's Homeless Outreach and Mobile Engagement (HOME) Team is a first-in-the-state outreach program serving individuals experiencing homelessness in Portland. Six days a week from 9am to 9pm, the HOME Team travels Portland in vans seeking out individuals in need of shelter, food, health care, or other services. Specially-trained outreach personnel work with clients to help identify their needs, and offer referrals and transportation to services that can meet those needs.

A particular strength of the program is its flexibility to adapt to changing and ever-more-complicated community need.

In the program's earliest days, most of its clients struggled with chronic alcohol use disorders. The program's initial focus was on travelling the streets for people experiencing homelessness whose alcohol use presented a barrier to accessing shelter, food, or medical care, and providing transportation to those services. In so doing the HOME Team minimizes unsheltered homelessness and connects people with long-term housing supports.

As the opioid crisis deepened in the mid-2010s, the barriers encountered with clients shifted to higher rates of opioid use and risk of overdose. In response the HOME Team forged and strengthened partnerships with the City of Portland's Fire and Police Departments. No longer simply relying on its own outreach to identify clients, the HOME Team became a key resource called upon by emergency responders to co-respond to calls related to substance use and homelessness. Indeed, in many cases, the City's Emergency Dispatch would dispatch the HOME Team instead of police or fire to non-emergency calls. By so doing the HOME Team both reduces potentially-confrontational encounters between clients and emergency services and saves response costs to the City.

Before and during the COVID-19 Pandemic, physical and behavioral health became increasingly difficult for clients experiencing homelessness. In particular, the demand for substance use treatment far outstrips capacity in the treatment system. For the estimated 450,000 Maine residents who are uninsured or use MaineCare, there are only 26 dedicated detox beds in the entire state (10 in Bangor and 16 at Milestone's Detox in Portland, expanding to 30 in 2024). Navigating waitlists, intake calls, and treatment appointments presents a significant barrier for clients experiencing homelessness, who possess limited resources to track appointments, arrange transportation, and carry out follow-up communication with health providers. Thus the HOME Team shifted to more of an informal case-management role with many clients, helping them to coordinate among providers, make warm connections and referrals to services, and attend regular treatment appointments. We also began in 2017 providing mobile medical care directly through a partnership with Greater Portland Health, which provided Nurse Practitioners to travel with the HOME Team performing basic medical care, triage, and referral. In 2022, based on the success of this partnership, Milestone realized an efficiency by bringing this medical capacity in-house through the efforts of retired physicians who volunteer their time free-of-charge.

In 2022, a convergence of factors came together to dramatically increase the rate of homelessness in Portland, particularly unsheltered homelessness. While the proximate causes of this increase are a subject of much debate, the expiration of COVID-era eviction moratoriums, an ever-tightening housing market, the gradual closure of COVID-era hotel-based temporary shelter programs, an influx of asylum seekers, and the City's decision in May 2022 to reverse

longstanding policy by capping shelter beds are all contributing factors. As a result, a number of large encampments have emerged across the City of Portland, where people experiencing unsheltered homelessness gather in tents. In November 2022, Milestone estimated that there were approximately 80 people in Portland living in unsheltered homelessness. Today that number is estimated at 260. While the shared focus of the City of Portland and the HOME Team is helping people make the transition from homelessness to housing, many housing support services are only available to long-term shelter stayers. Thus, for those experiencing unsheltered homelessness, a first priority is to connect them with shelter, where staff can work to stabilize their needs and introduce housing placement and support. In the last month alone, Milestone's Housing Navigator Program, which works closely with the HOME Team, placed four HOME Team clients from chronic homelessness to permanent housing, individuals who, prior to placement, had collectively utilized more than 1,300 bed-nights in local shelters. By employing each of the strategies it has evolved over its existence (outreach, law enforcement diversion, health care, and shelter/housing placement), the HOME Team successfully reduces homelessness in Portland.

C.2. Community Need Description

Describe the scope of the community problem or need the program addresses. Reference plans, reports, data, or past experience as applicable.

Rates of homelessness in Maine are dramatically on the rise. The annual "Point in Time" count conducted each January by Maine Housing Authority found that in 2019, there were 1,120 people in the state experiencing homelessness; in 2023, that number was 4,258. The increase in people experiencing unsheltered homelessness was similarly shocking: from 95 in 2019 to 299 in 2023. It is widely speculated that the 2024 count will continue this trend of explosive growth. Nearly half of the individuals counted (2,009) were located in Cumberland County, mostly in Portland. Milestone's internal estimates suggest that there were about 260 people in Portland experiencing unsheltered homelessness in November 2023, up from 80 in November 2022.

The struggles faced by these individuals are staggering. According to data provided by the City of Portland's Social Services Department, 94.2% of people presenting for service at the Oxford Street shelter in 2022 (prior to the opening of the new Homeless Service Center) struggled with substance use disorders, and 14.0% self-reported mental illness. Many also struggle with other serious physical and behavioral health conditions. A 2021 study by the National Institutes for Health found that 48.1% of individuals experiencing homelessness experience depression, 45.8% experience anxiety, 44.2% experience hypertension, 18.4% are diagnosed with cardiovascular disease, and 18.1% with hepatitis.

Indeed, a study by the National Health Care for the Homeless Council found that those experiencing homelessness are three to six times more likely to become ill than housed individuals. A study by the National Coalition to End Homelessness found that the average life expectancy among people experiencing homelessness is 42 to 52 years, compared to 78 years among the general population.

Clearly, homelessness has a great cost to Portland, not only in terms of health and services responses, but also in the greater cost of human life. By working to meet the needs of this population and help them transition to shelter and long-term housing, the program saves both lives and taxpayer money.

Copies of any of the above-referenced reports and datasets will be happily provided for review on request.

C.3. Measurable Community Impact

Describe program outcomes and the impact it will have on the community. Include how progress will be evaluated in reaching these goals

The most important outcome of the HOME Team's work is overall reduction in homelessness in Portland, especially unsheltered homelessness. The HOME Team regularly estimates rates of unsheltered homelessness by counting the number of tents present in encampments around the city. A key data point for measuring our success in efforts to reduce unsheltered homelessness comes through evaluating occupancy rates in both Milestone's own Emergency Shelter (which has been running close to 100% for the last three years) and at City Shelters (which likewise are

running at nearly 100% capacity).

Moving people from unsheltered homelessness to sheltered homelessness is only the first step, though. Once chronically homeless individuals are participating in the shelter system, we work to connect them with long-term housing supports, including Milestone's own Housing Navigator Program, which helps clients access priority housing subsidy vouchers from Portland Housing Authority, then works as a liaison between the client and potential landlords, helping them to find and obtain appropriate housing. The Housing Navigator then continues to work with the client for up to a year post-placement to provide supports and ensure long-term housing success. We closely monitor both placement rates and retention rates. So far in 2023, the program has housed 24 individuals from chronic homelessness into permanent housing, up from 16 in 2021 and 18 in 2022. In the seven years of the program's existence, it has placed nearly 200 people in permanent housing. Only one has returned to homelessness. An additional outcome of the HOME Team is to improve the long-term health outcomes of people experiencing homelessness, regardless of whether they participate in the shelter system. To track progress toward this outcome, Milestone has in the last year begun asking clients specific questions regarding health indicators. With the understanding that we often encounter individuals when their cognition and communication are impaired by substance use, we have begun asking clients to self-report three data points: whether they have utilized a hospital emergency department in the last month, whether they have attended substance use treatment services in the last month, and whether their substance use has increased or decreased in the last month. In the last six months, 73.1% of program clients sampled report that they have not utilized emergency departments. 26.1% report that they have attended substance use treatment services. 26.5% report that their substance use has either moderately decreased or greatly decreased. While these numbers constitute the first six months of data for these questions, they form an important baseline of data from which to build in the 2024-25 program year.

C.4. 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**

Milestone's HOME Team program is squarely focused on addressing the needs of the growing homeless population. The program's goals are twofold.

First, we seek to reduce barriers to both short-term shelter and long-term housing placement for Portlanders experiencing homelessness. We do this by working throughout the City with a focus on encampments, helping people to navigate shelter options and admissions policies, providing information about shelter and housing resources, and providing connections and transportation to both emergency shelters and housing placement/support services. Secondly, for those who are unable to immediately access shelter or long-term housing, either due to capacity in shelter programs, temporary restriction at programs, or symptoms of behavioral or physical health conditions, we seek to provide immediate life safety needs until they are able to access supports. These immediate needs include food, clothing, tents and outdoor gear, and health care.

C.5. Priority Impact Level

Choose and describe how this program best addresses one of the priority impacts level activities:

- 1. Neighborhood Investment and Infrastructure- Create strong, safe, accessible and vibrant neighborhoods. Eligible programs and activities include but are not limited to: Community policing, public infrastructure in target neighborhoods. Accessibility/ADA compliance, alternative modes of transportation; PRIORITY: Park and recreation facilities, historic preservation, tree planting, and non-profit rehab, inclusive and diverse**

community centers and engagement programs, senior services, disability services, public infrastructure outside of the targeted neighborhood.

2. **Housing Availability-** Increase housing availability and affordability. Eligible programs and activities include but are not limited to; **HIGH PRIORITY:** Housing rehabilitation, adaptive reuse of housing, housing retention; **PRIORITY:** Rental assistance programs, environmental testing and remediation, energy efficiency/weatherization, fair housing activities, heating and fuel assistance, tenant landlord counseling services, and legal services.
3. **Economic Opportunity-** Create economic opportunity to transition out of poverty. Eligible programs and activities include but are not limited to; **HIGH PRIORITY:** Job creation, microenterprise assistance, career advancement services (education, job training, GED attainment, ESL, etc.), Job retention support services (childcare vouchers, housing counseling, transportation assistance, etc.) **PRIORITY:** Façade improvements, and financial stability services (budgeting, financial planning, tax preparation, etc.).
4. **Address the Need of the Growing Homeless Population-** Prevent and reduce homelessness. Eligible programs and activities include but are not limited to; **HIGH PRIORITY:** Food assistance, shelter services, mental health service, substance use disorder services, housing and housing services for long-term shelter consumers, emergency services to prevent homelessness; **PRIORITY:** Rental assistance, and at risk youth services.

Milestone's HOME Team works in nearly every facet of services described under Priority Impact Level 4: Addressing the Needs of the Growing Homeless Population.

Food assistance: in collaboration with Preble Street's Food Security Hub and through our own efforts, Milestone distributes approximately 100 meals every day to individuals experiencing homelessness in Portland, for an annual total of approximately 30,000. Many of these are simple sandwiches, and the total does not include water, granola bars, and other prepackaged supplemental food also distributed daily.

Shelter services: the HOME Team is a key partner of the City of Portland's Social Services Division in lowering barriers to and increasing utilization of the City's new Homeless Service Center (HSC) at Riverside. Since the new HSC opened early in 2023, it has experienced a deficit of trust among the program's core consumers. This trust deficit is driven by rumors and misinformation spread in the community, much of it fueled by the anxiety and paranoia that are symptomatic of mental illness and substance use, about how clients at the HSC are treated. With more than a decade of relationships within the community experiencing homelessness, Milestone is able to work as a trusted ambassador to combat this misinformation with factual information about the HSC, thus leveraging its relationships to increase shelter utilization. Once clients are ready and willing to seek shelter at the HSC, Milestone is able to provide both transportation to shelter and assistance navigating the intake and admissions process. Milestone also offers direct connections to its own 36-bed Emergency Shelter on India Street, the only Homeless Shelter in Southern Maine specialized in meeting the particular needs of individuals struggling with substance use disorders.

Mental health service: Milestone is also a key partner of both Common Space and Spurwink, local nonprofits focused on mental health. Because of the high rate of co-occurrence between substance use disorders and mental illness (the Substance Abuse and Mental Health Administration estimates that 1 in 4 people with a Severe Mental Illness also have a Substance Use Disorder), the HOME Team and Common Space's Peer Outreach Worker Program commonly cross-refer clients for assistance based on their needs. While both programs work as mobile outreach programs among Portland's unhoused community, the HOME Team specializes in treatment and counseling for substance use disorders, while the Peer Outreach Worker Program specializes in mental health treatment. We are also key partners with Spurwink in the Living Room Crisis Center (LRCC), a crisis care center that provides de-escalation and intervention for people experiencing mental health crises who are between law enforcement intervention, and emergency department care. The HOME Team provides safe transportation to and from the LRCC for people as they transition between levels of care, forming a critical link in the continuum of care.

Substance Use Disorder Services: the HOME Team provides multiple linkages and barrier-reducing services to substance use treatment. This includes not only assistance with accessing and navigating Milestone's own Medically-Monitored Withdrawal Program, the only detox program in Southern Maine dedicated exclusively to serving uninsured and underinsured Mainers, but also daily transportation to and from outpatient substance use treatment at

other providers for individuals who would otherwise be unable to access the medical treatment they need to maintain recovery.

Housing and housing services for long-term shelter consumers: The HOME Team partners very closely with Milestone's Housing Navigator, a program that provides placement in permanent housing for long-term shelter consumers. In 2022, the program placed 18 people from chronic homelessness (homelessness lasting over a year, or four incidents of homelessness in three years) into permanent housing, greatly reducing strain on the shelter system. The HOME Team also is part of a formal partnership with Spurwink and Community Housing of Maine in Ashlea's Place, a low-barrier housing-first program for people who formerly experienced chronic homelessness and also have experienced mental illness, substance use disorder, and/or criminal justice involvement. The HOME Team works to support the effort by providing residents of the program with transportation and connection between and among Ashlea's Place, Spurwink's other programs, medical care, shelter, and social service appointments.

C.6. Guiding Principles

Describe how the program meets each of the following Guiding Principles: Priority to Lower Incomes, Diversity and Inclusiveness, Consistent with City Goals and Initiatives:

- 1. Consistent.** All projects and programs will be reviewed with respect to the Consolidated Plan and other HUD requirements; City goals, priority impact levels, and other CDBG or HOME investments. Proposals should be coordinated with relevant City Departments where appropriate and align with City initiatives. City plans can be found online at Portland's Housing Community Development [Website](#)
Measurable Community Impact. Programs and projects will be evaluated based on how well they create a significant and measurable community impact.
- 2. Diversity and Inclusiveness.** Programs and projects shall address diversity and be inclusive in order to engage differences and create a culture of belonging.
- 3. Priority to Lower Incomes.** Priority will be given to projects and programs that serve the lowest income persons.
- 4. Leveraged Funding.** CDBG should not be the only source of funding for a program or project; leveraging other funds is essential.

1. Consistent. The HOME Team aligns closely with the City's 2022-2026 Consolidated Plan. The Plan points out that "according to Maine's Plan to End and Prevent Homelessness (2017), Mental Illness and Substance Use were the 2nd and 3rd contributing factors in almost every unhoused population, including families; poverty was overwhelmingly the first." (p. 36-37). The Plan further notes, "CDBG funding to non-profit organizations reaching out to the city's most vulnerable populations, including the mentally ill and individuals with chronic substance abuse issues, will assist the city in providing programs and resources to serve the needs of the most vulnerable citizens in the community." (p. 61). The HOME Team is listed by name four times in the plan (p. 84, 125, 174, 183) as a resource in preventing and ending homelessness. Indeed, under the Plan's section "Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons," (p. 84), HOME Team is the first service listed.

An attached letter of support from Aaron Geyer, Director of Social Services for the City of Portland, attests to the critical nature of the HOME Team's partnership with the City, by which the HOME Team increases the effectiveness of the Homeless Service Center and moves people from homelessness into both short-term shelter and long-term housing.

2. Diversity and Inclusiveness. Individuals experiencing homelessness are a diverse community, comprised of a range of genders, ages, and backgrounds. The HOME Team responds to all clients in need, without regard to any of these factors. Many of the HOME Team's outreach staff members possess their own lived experience with recovery from substance use disorders and/or homelessness. This inclusiveness is important to developing the empathy and understanding that are crucial to building long-term, trusting relationships that allow them to best serve our clients.

Moreover, the HOME Team utilizes a clinical approach known as Motivational Interviewing. This evidence-

based modality, in which all outreach staff are trained, involves asking questions that probe a client's motivation and resistance to change, while resisting the urge to offer unsolicited advice or prescriptive solutions. In this way, the Team's process is deeply inclusive, as it respects the client's motivations, priorities, and timetable, thus endowing the client with genuine agency in making their own decisions about services they need.

The HOME Team records demographic data for each client in order to ensure that they are reflective of the diversity of the population of Portland. While the current client base is 76.4% male, this is largely reflective of the fact that housing resources are more abundant for women experiencing homelessness, particularly those who have children living in the household. The Urban Institute estimates that nationwide, more than 70% of individuals experiencing unsheltered homelessness are male. Even so, in an effort to make our services accessible to women, the HOME Team continues to seek parity in hiring. Presently 50% of HOME Team outreach workers are women.

Racially, the HOME Team's clients are likewise representative of the community. The HOME Team's clients are 87.3% White, 9.2% Black of African American, 0.4% Asian, 2.3% American Indian or Alaskan Native, and 0.8% Native Hawaiian or Pacific Islander. The US Census Bureau reports that Portland's general population is 83.0% White, 9.0% Black of African American, 4.0% Asian, 0.2% American Indian or Alaskan Native, and 0.0% Native Hawaiian or Pacific Islander.

3. Priority to Lower Incomes. The HOME Team provides services exclusively to individuals experiencing homelessness. By the HUD rules that determine CDBG eligibility, individuals experiencing homelessness are designated as a low-to-moderate-income clientele; thus 100% of HOME Team's clients are deemed low-income. In Portland, this presumption is very accurate; clients served by the HOME Team are some of the most financially underprivileged individuals in our community. They have little if any income, lack consistent access to even the most basic housing, and possess only the most limited resources for meeting their most basic life needs.

4. Leveraged Funding. This year's CDBG application for \$120,000 comprises 38.5% of the total program budget. These funds leverage an additional \$191,880 in funding from other sources. This includes \$80,000 from the United Way of Southern Maine, \$50,000 from Spurwink Services, and \$10,000 from Portland Downtown. For the first time it also includes, encouragingly, \$27,000 from Scarborough and \$10,000 from the Westbrook, indicating that there is a growing understanding of the fact that homelessness is not a "Portland problem" but a regional and statewide problem requiring regional and statewide solutions.

C.7. Partnerships, Collaboration, and Outreach

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

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

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

Milestone employs collaboration across its work, perhaps most particularly in the HOME Team.

A central partnership is our work alongside the City of Portland's Social Services Division. As a member of the City's Long-Term Stayers Initiative, Milestone's HOME Team and Housing Navigator programs attend weekly meetings with City staff and other non-profits, during which partners discuss individual Portlanders who are known to be heavy consumers of shelter services, as well as individuals known to be experiencing long-term unsheltered homelessness.

Initiative members then discuss client-specific strategies for getting that individual into shelter or into long-term housing, including leveraging existing relationships, and planning and coordinating post-placement supports to maximize housing success and prevent a return to homelessness. By collaborating and coordinating services on a client-by-client basis, we ensure both the effectiveness and the efficiency of provided services. With support from the Long-Term Stayers Initiative and the HOME Team, Milestone's Housing Navigator was able to place 24 chronically homeless individuals into housing so far in 2023. In the month of November alone, the program placed four individuals, saving the City an estimated 1,300 bed-nights of shelter annually. An attached letter of support from Portland Director of Social Services Aaron Geyer attests to the crucial role this partnership plays in reducing homelessness in Portland.

Another key partnership is with Spurwink Services, a major nonprofit provider of mental health services in Greater Portland. The HOME Team and Spurwink are partners in two separate programs. The Living Room Crisis Center (LRCC) is a crisis care center that provides de-escalation and intervention for people experiencing mental health crises who are between law enforcement intervention, and emergency department care. The HOME Team, Spurwink, and Community Housing of Maine are also partners in Ashlea's Place, a low-barrier housing-first program for people who formerly experienced chronic homelessness and also have experienced mental illness, substance use disorder, and/or criminal justice involvement. A Memorandum of Agreement from Spurwink Executive Director Eric Meyer is attached to this application.

A third core partnership is between the HOME Team and Preble Street. Through a partnership with Preble Street's Food Security Hub, Preble Street prepares a large number of meals every day for individuals experiencing homelessness, but for those living unsheltered, getting those meals to individuals who need them is a major challenge. Every day the HOME Team picks up meals from Preble Street and brings them to encampments in Portland for distribution. Supplementing them with offerings from Milestone's own kitchen, the HOME Team distributes over 30,000 meals annually to people experiencing homelessness. An attached Memorandum of Agreement attests to the importance of this partnership.

Until 2020, Milestone also worked closely with Greater Portland Health to bring medical personnel directly to individuals experiencing unsheltered homelessness in the form of Nurse Practitioners from Greater Portland Health who would travel with the HOME Team. Beginning in 2021, we were able to realize an efficiency by enlisting retired physicians who volunteer their time to travel with the HOME Team, thus freeing up provider capacity for Greater Portland Health while also eliminating a program expense for the HOME Team.

In addition to these central partnerships, Milestone works through a network of formal and informal partnerships among nonprofits and health care providers to coordinate care, refer to services, and ensure that services are not duplicated. Significant partners with whom we work frequently include Portland Police Department, Portland Fire Department, Mercy Hospital, Maine Medical Center, Greater Portland Health, Common Space, Portland Housing Authority, and Avesta Housing.

C.8. Readiness to Proceed

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

The HOME Team's services are already existing, and if funded, will continue without interruption in full service on the first day of the grant period. After a period of challenge filling outreach positions during the Pandemic, we have now once again reached full staffing and are operating six days a week. Through a now-expired contract with the City of South Portland last program year, the HOME Team has obtained a second van, enabling us to run two outreach teams concurrently, allowing us to reach more clients and minimize any equipment-related service curtailments.

C.9. Experience Providing Service

Describe the applicant's experience in delivering and managing this or similar programs.

Please summarize current licensing and accreditations obtained.

Milestone was founded in 1967 as a detox program for individuals with alcohol use disorder, and quickly began treating use of other substances as well. In 1998, Milestone assumed operation of a substance use shelter in Portland, still the only such shelter south of Bangor. A natural outgrowth of this service, the HOME Team launched in 2010 to help its clients access both its own shelter program and other needed services. Over the last 13 years, Milestone has provided services to individuals experiencing homelessness, and has become a model for other programs across the country.

Milestone is licensed by the Maine Department of Human Services to provide emergency substance use shelter (36 beds), medical detoxification (16 beds, expanding to 30 in 2024), extended care residential treatment (expanded in 2023 from 16 beds to 21), and transitional and supportive housing (21 beds). Milestone is licensed to provide group and individual substance use treatment services, as well as outpatient mental health services. Milestone employs Licensed Clinical Social Workers, Licensed Alcohol and Drug Counselors, Certified Alcohol and Drug Counselors, Alcohol and Drug Counselor Aides, and Personal Care Services workers, and is able to provide these personnel to the HOME Team as needed.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

How will this program continue if CDBG funding is not awarded?

Milestone has made significant strides in expanding and diversifying revenue sources for the HOME Team over the last several years. Aside from CDBG, Milestone received no federal, state, or local funding for the HOME Team. At one time, CDBG funds made up nearly two-thirds of the program's budget. With the introduction of United Way funding, support from other municipalities, and increasing private foundation investment into the program, CDBG funds now account for just over one-third. A crucial program for increasing the effectiveness of the City's social service and ensuring the success of the City's own Homeless Service Center, the HOME Team was estimated in 2013 to save the City of Portland \$250,000 each year in emergency response and social service costs. This estimate now predates a number of the Team's most high-impact efforts, and the actual saving to the City is almost certainly far greater now. A revised cost/savings analysis is planned for 2024-25.

Nevertheless, CDBG remains the largest single source of funds for this impactful work. If the program's CDBG request were unfunded, the HOME Team would attempt to keep services going in a significantly diminished form utilizing United Way and donated funds. This would likely mean reducing from 4 staff to 2 and significantly curtailing operating hours. Given that the United Way has cited the City's partnership and support as a key reason for its investment in the program, it seems unlikely that the HOME Team would be able to continue in this reduced form much longer than one year in the absence of any City funding.

C.11. Leveraged Funding Narrative

Describe all other sources of funding for this program or project. Identify which sources are secured and which are projected. Include in-kind donations that may be used to supplement expenses where applicable.

A key strategic goal for Milestone as an organization is the diversification of its funding sources. In the last year we have made great strides toward this goal. Our anticipated funding sources for the coming year are as follows:

City of Portland CDBG: \$120,000 (current funder; projected 24-25 funding level)

United Way of Southern Maine: \$80,000 (current funder; projected 24-25 funding level)

Spurwink Services: \$50,000 (new funder in 23-24; projected 24-25 funding level)
Town of Scarborough: \$27,000 (new funder in 23-24; projected 24-25 funding level)
Grants and Donations: \$14,880 (multiple funders; projected 24-25 funding level)
Portland Downtown: \$10,000 (current funder; projected 24-25 funding level)
City of Westbrook: \$10,000 (new funder in 23-24; projected 24-25 funding level)
Total Funding: \$311,880

C.12. Budget Narrative

Provide a narrative explaining the budget and expenses for the program. Describe exactly what and who CDBG will pay for in this program.

If this program was funded by CDBG in the previous year and if you are requesting an increase from last year's allocation, you must explain why the increase is necessary and what expansion of service is being provided.

Please ensure that budget amounts listed in the narrative match the Program Budget Detail.

Although labor costs and other program costs are rising dramatically, Milestone's \$120,000 request this year represents flat-funding with last year's CDBG allocation.

As with most outreach-based programs, the bulk of the expense (\$236,800 or 75.9% of the budget) is committed to staff wages, salaries, benefits, and training. These represent the program's 3 full-time and 2 half-time outreach workers, as well as the program manager. The professional services and consultant line (\$21,470 or 6.9%) is dedicated to the cost of legal, accounting, and payroll services. A relatively small administrative allowance (\$15,027 or 4.8%) covers supplies, insurance, and office space including utilities. Provider tax due to the State of Maine accounts for \$14,444 or 4.6%. The remaining \$24,139 (4.6% of budget) include outreach vehicle repair, expenses, and gasoline, as well as food for our meal distribution program.

CDBG's allocation will be used exclusively to fund payroll costs for direct outreach personnel.

City of Portland | Social Services Division
Aaron Geyer, *Director*

November, 13th, 2023



Members of the CDBG Allocation Committee,

As the City of Portland's Director of Social Services, I write with enthusiastic support of funding for Milestone Recovery's HOME Team. In the last decade the HOME Team has been a close partner with the City in meeting the needs of Portland residents experiencing homelessness, especially those also struggling with substance use disorders. Working closely together, the HOME Team and the City's Social Services Division seek to reduce barriers to shelter services and long-term housing options. As members of the City's Long-term Stayers Initiative, the HOME Team is a key player in the City's work to transition people from chronic homelessness to permanent housing.

This long-term partnership is critically important in the current ongoing focus on individuals experiencing unsheltered homeless. Since the opening of the City's Homeless Service Center at Riverside, the HOME Team has leveraged its relationships among those experiencing unsheltered homelessness to build trust and overcome barriers to housing and shelter.

The values and practices of Milestone's HOME Team are well-aligned with the City's efforts to shelter and house Portlanders, and we look forward to a continuation of that partnership in the coming years.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Geyer", written in a cursive style.

Aaron Geyer,
Social Services Director



BOARD OF DIRECTORS

Terry Sutton
President
Chip Leighton
Vice President
Yemaya St. Clair
Secretary
Jennifer Wilson
Treasurer
Rebecca Asen
Joann Bautista
Terry Davies
Lauren Gauthier
John Roberts
Elaine Rosen
Kini Schoop
Maurice A. Selinger III
Jay Tansey
Lannie Welch
Lori Whynot

Mark R. Swann
Executive Director

55 Portland Street
Portland, ME 04101
207.775.0026
info@preblestreet.org
www.preblestreet.org



Thomas Doherty, Executive Director
Milestone Recovery
65 India Street
Portland, Maine 04101

November 17, 2023

Dear Tom,

I am pleased to submit this letter of support for the Milestone HOME Team application for City of Portland Community Development Block Grant funding. Preble Street and Milestone have decades of partnership serving the most vulnerable members of our community and our daily collaboration to meet the emergency needs of individuals experiencing homelessness has an immediate impact on hundreds of Portland residents.

The mission of Preble Street is to provide accessible barrier-free services to empower people experiencing problems with homelessness, housing, hunger, and poverty, and to advocate for solutions to these problems. It is through our critical needs shelter, outreach, and food programs that we work most closely with Milestone's HOME Team.

Every day, the HOME Team picks up nutritious meals from the Preble Street Food Security Hub and distributes them to individuals experiencing unsheltered homelessness throughout Portland, totaling over 2,000 meals per month. These meals help meet the basic needs of these individuals, and also serve as a tool to facilitate outreach and further service engagement. At a time when unsheltered homelessness in Portland is at a record high, services like those provided by the Milestone HOME Team and Preble Street Street Outreach Collaborative are vital to helping people survive and lowering the barriers to access to needed services such as shelter and medical, mental health, and substance use disorder-related care.

The Milestone HOME Team has been a critical and unique resource for many years and an indispensable partner to Preble Street, and we warmly support their application.

Sincerely,

Mark Swann, MSPA
Executive Director
Preble Street



Memorandum of Agreement between

Spurwink Services (hereafter referred to as Spurwink)

and

Milestone Recovery (hereafter referred to as Milestone)

Whereas:

1. Spurwink is a 501(c)(3) nonprofit with the mission to provide behavioral health and education services for children, adults and families.
2. Milestone is a 501(c)(3) nonprofit with the mission to provide compassionate care and services to empower individuals experiencing substance use disorders, mental illnesses, and homelessness to attain an enhanced quality of life regardless of ability to pay;
3. Spurwink's programs and services include but are not limited to the Living Room Crisis Center, Assertive Community Treatment, Outpatient counseling, Psychiatric Evaluation and Medication Management and an Opioid Health Home
4. Milestone's programs include but are not limited to medically monitored withdrawal, street-based outreach and referral, emergency shelter, and extended residential treatment;
5. Milestone's HOME Team offers mobile outreach to support the health and recovery of vulnerable people experiencing homelessness and substance abuse. struggling with behavioral health disorders, specializing in mental health and Milestone specializing in substance use;
6. Both organizations recognize the rising rates of homelessness within our communities and the corresponding increased demand on services;
7. Both organizations
and
8. Both organizations recognize the significant intersection of their core constituencies and served populations, most particularly the high rates of co-occurrence between mental illness and substance use, and wish to increase the effectiveness and efficiency of their core programs.

1. Each party acknowledges that it has an independent duty to maintain the confidentiality of client information in accordance with applicable laws and rules, including the Rights of Recipients of Mental Health Services. Each party will make a good faith effort to secure any needed consents or authorizations in order to disclose information to the other party regarding services provided to clients. In carrying out their respective obligations under this MOA, both Health Home Practice and Behavioral Health Home Organization and their respective employees, agents, subcontractors or representatives may have access to individually identifiable health information on patients originating with the other, including patient names and other medical information, maintained in electronic, oral or written form ("Protected Health Information") for the purposes of treatment, payment and health care operations, as such terms are defined in the Federal Health Insurance Portability and Accountability Act ("HIPAA") and its implementing regulations set forth at 45 CFR Part 160 and Part 164.
2. The Parties agree to comply with any Federal or State law governing the privacy and confidentiality of Protected Health Information and each Party shall: (i) not use or disclose Protected Health Information other than as permitted or required by this MOA for the proper performance of its duties and responsibilities hereunder; (ii) use appropriate safeguards to prevent use or disclosure of Protected Health Information other than as provided for under this MOA; and (iii) notify the other immediately in the event the Party becomes aware of any use or disclosure of Protected Health Information which violates the terms and conditions of this MOA or applicable Federal and State laws.
3. The term of this agreement will begin on July 1, 2023 and will automatically renew on an annual basis unless terminated by either Party. Either party may terminate this agreement without cause with sixty (60) days' written notice to the other party.

Signed: Eric Meyer Date: 11/16/23

Eric Meyer, President and CEO
Spurwink Services

Signed: Thomas P. Doherty Date: 11/17/23

Thomas P. Doherty, Executive Director
Milestone Recovery



MILESTONE
RECOVERY

MILESTONE RECOVERY AND SUBSIDIARIES
Consolidated Financial Statements
June 30, 2022 and 2021

TABLE OF CONTENTS

	<u>Page</u>
REPORT OF INDEPENDENT AUDITOR'S	
FINANCIAL STATEMENTS:	
Consolidated Statements of Financial Position	1
Consolidated Statements of Activities	2
Consolidated Statements of Functional Expenses	3
Consolidated Statements of Cash Flows	5
Notes to Consolidated Financial Statements	6

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Milestone Recovery and Subsidiaries

Report on the Audit of the Consolidated Financial Statements

Opinion

We have audited the accompanying consolidated financial statements of Milestone Recovery (a nonprofit organization) and Subsidiaries, which comprise the consolidated statements of financial position as of June 30, 2022 and 2021, and the related consolidated statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of Milestone Recovery and Subsidiaries (the Organization) as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Consolidated Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

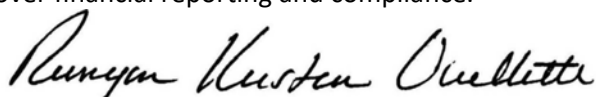
In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

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

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 30, 2023 on our consideration of Milestone Recovery and Subsidiaries internal control over financial reporting and on our tests of their compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Milestone Recovery and Subsidiaries internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Milestone Recovery and Subsidiaries internal control over financial reporting and compliance.



March 30, 2023

South Portland, Maine

MILESTONE RECOVERY AND SUBSIDIARIES
Consolidated Statements of Financial Position
June 30, 2022 and 2021

	2022	2021
ASSETS		
Current assets:		
Cash	\$ 1,011,646	1,130,310
MaineCare receivable	181,517	32,360
Accounts receivable	123,205	3,128
Grants receivable	535,669	309,696
Prepaid expenses	620	620
Total current assets	1,852,657	1,476,114
Property and equipment:		
Buildings and improvements	3,301,128	3,223,864
Land	191,600	191,600
Furniture and equipment	451,991	375,512
	3,944,719	3,790,976
Less accumulated depreciation	(1,782,508)	(1,670,998)
Net property and equipment	2,162,211	2,119,978
Total assets	\$ 4,014,868	3,596,092
LIABILITIES AND NET ASSETS		
Current liabilities:		
Accounts payable	\$ 87,794	26,565
Accrued payroll and benefits	145,335	152,401
Other accrued expenses	64,280	27,590
Deferred revenue	422,164	13,353
Current portion of long-term debt	48,100	46,000
Total current liabilities	767,673	265,909
Long-term liabilities:		
Long-term debt, net of current portion and unamortized loan issuance costs	1,005,329	1,051,993
PPP Loan Payable	-	454,206
Forgivable debt	279,825	279,825
Total long-term liabilities	1,285,154	1,786,024
Total liabilities	2,052,827	2,051,933
Net assets:		
Without donor restrictions:		
Undesignated	1,085,711	700,578
Net Investment in property and equipment	828,957	742,160
Total without donor restrictions	1,914,668	1,442,738
With donor restrictions	47,373	101,421
Total net assets	1,962,041	1,544,159
Total liabilities and net assets	\$ 4,014,868	3,596,092

See accompanying notes to financial statements.

MILESTONE RECOVERY AND SUBSIDIARIES
Consolidated Statements of Activities
Years Ended June 30, 2022 and 2021

	2022			2021		
	Without donor restrictions	With donor restrictions	Total	Without donor restrictions	With donor restrictions	Total
Revenue and support:						
MaineCare	\$ 1,196,583	-	1,196,583	548,311	-	548,311
Client rental fees	53,181	-	53,181	51,050	-	51,050
Private insurance	-	-	-	3,840	-	3,840
OSA Grant	1,607,854	-	1,607,854	1,606,161	-	1,606,161
PPP loan forgiveness	454,206	-	454,206	454,205	-	454,205
COVID-19 grants	-	-	-	86,394	-	86,394
City of Portland	341,144	-	341,144	203,359	-	203,359
Maine State Housing Authority	455,060	-	455,060	305,049	-	305,049
Food stamps	17,522	-	17,522	8,181	-	8,181
Contributions and grants	549,867	45,550	595,417	363,133	121,421	484,554
Special events, net of expenses of \$50 and \$0, in 2022 and 2021, respectively	26,443	-	26,443	5,326	-	5,326
Gain (Loss) on sale of asset	14,100	-	14,100	(1,797)	-	(1,797)
Other income	146,865	-	146,865	338	-	338
Net assets released from restrictions	99,598	(99,598)	-	142,937	(142,937)	-
Total revenue and support	4,962,423	(54,048)	4,908,375	3,776,487	(21,516)	3,754,971
Expenses:						
Program	3,681,262	-	3,681,262	3,077,015	-	3,077,015
Management and general	727,722	-	727,722	380,985	-	380,985
Fundraising	81,509	-	81,509	64,353	-	64,353
Total expenses	4,490,493	-	4,490,493	3,522,353	-	3,522,353
Change in net assets	471,930	(54,048)	417,882	254,134	(21,516)	232,618
Net assets, beginning of year	1,442,738	101,421	1,544,159	1,188,604	122,937	1,311,541
Net assets, end of year	\$ 1,914,668	47,373	1,962,041	1,442,738	101,421	1,544,159

See accompanying notes to financial statements.

MILESTONE RECOVERY AND SUBSIDIARIES
Consolidated Statement of Functional Expenses
Year Ended June 30, 2022

	Program expenses	Management and general	Fundraising	Total
Personnel expenses:				
Salaries and wages	\$ 2,153,742	422,001	65,570	2,641,313
Fringe Benefits	201,375	39,457	6,131	246,963
Payroll taxes	177,935	34,864	5,417	218,216
Total personnel expenses	2,533,052	496,322	77,118	3,106,492
Other expenses:				
Consulted and contracted services	387,191	17,235	-	404,426
Supplies	51,030	1,129	-	52,159
Service provider tax	61,085	-	-	61,085
Utilities	95,068	6,929	-	101,997
Food	93,216	-	-	93,216
Insurance	57,792	1,723	-	59,515
Maintenance	76,380	5,543	-	81,923
Travel	28,277	12,958	-	41,235
Miscellaneous	68,881	27,803	3,530	100,214
Training	8,203	1,940	87	10,230
Membership and dues	1,146	7,603	670	9,419
Telephone	29,210	4,671	104	33,985
Equipment rental and repair	5,443	3,599	-	9,042
Interest expense	49,945	-	-	49,945
Insurance loss	-	133,643	-	133,643
Bad debt expense	-	6,624	-	6,624
Total expenses prior to depreciation	3,545,919	727,722	81,509	4,355,150
Depreciation expense	135,343	-	-	135,343
Total expenses	\$ 3,681,262	727,722	81,509	4,490,493

See accompanying notes to financial statements.

MILESTONE RECOVERY AND SUBSIDIARIES
Consolidated Statement of Functional Expenses
Year Ended June 30, 2021

	Program expenses	Management and general	Fundraising	Total
Personnel expenses:				
Salaries and wages	\$ 1,971,160	258,599	51,503	2,281,262
Fringe Benefits	208,716	17,308	6,395	232,419
Payroll taxes	144,864	19,916	3,556	168,336
Total personnel expenses	2,324,740	295,823	61,454	2,682,017
Other expenses:				
Consulted and contracted services	132,954	16,590	-	149,544
Supplies	81,295	26,697	2,368	110,360
Service provider tax	35,970	-	-	35,970
Utilities	70,041	5,745	-	75,786
Food	68,179	-	-	68,179
Insurance	51,550	1,209	-	52,759
Maintenance	55,245	4,374	16	59,635
Travel	13,482	14,469	-	27,951
Miscellaneous	18,887	259	440	19,586
Training	6,749	1,140	-	7,889
Membership and dues	1,224	6,813	75	8,112
Telephone	23,635	3,773	-	27,408
Equipment rental and repair	4,843	4,018	-	8,861
Interest expense	51,950	75	-	52,025
Bad debt expense	3,211	-	-	3,211
Total expenses prior to depreciation	2,943,955	380,985	64,353	3,389,293
Depreciation expense	133,060	-	-	133,060
Total expenses	\$ 3,077,015	380,985	64,353	3,522,353

See accompanying notes to financial statements.

MILESTONE RECOVERY AND SUBSIDIARIES
Consolidated Statements of Cash Flows
Years Ended June 30, 2022 and 2021

	2022	2021
Cash flows from operating activities:		
Change in net assets	\$ 417,882	232,618
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation	135,343	133,060
Bad debt expense	6,624	3,211
Loss on disposal of assets	(14,100)	1,797
PPP loan forgiveness	(454,206)	(454,205)
Gifts received for long-term purposes	45,550	121,421
(Increase) decrease in:		
MaineCare receivable	(149,157)	(7,398)
Accounts receivable	(120,077)	(3,066)
Third party receivable	(6,624)	5,507
Grants receivable	(225,973)	(160,730)
Increase (decrease) in:		
Accounts payable	61,229	1,717
Accrued payroll and benefits	(7,066)	119,446
Other accrued expenses	36,690	(886)
Deferred revenue	408,811	5,821
Net cash provided by (used in) operating activities	134,926	(1,687)
Cash flows from investing activities:		
Purchase of property and equipment	(163,476)	(57,939)
Net cash used in investing activities	(163,476)	(57,939)
Cash flows from financing activities:		
Principal payments on long-term debt	(44,564)	(44,157)
Proceeds received from the issuance of PPP loan	-	454,206
Gifts received for long-term purposes	(45,550)	(121,421)
Net cash (used in) provided by financing activities	(90,114)	288,628
Net change in cash	(118,664)	229,002
Cash, beginning of year	1,130,310	901,308
Cash, end of year	\$ 1,011,646	1,130,310
Supplemental disclosure:		
Cash paid for interest	\$ 50,136	52,359

See accompanying notes to financial statements.

MILESTONE RECOVERY AND SUBSIDIARIES
Notes to Consolidated Financial Statements
June 30, 2022 and 2021

NATURE OF THE ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

Organization - Milestone Recovery and Subsidiaries (the Organization) (a not-for-profit organization), provides substance use disorder treatment on a resident basis at its facility in Old Orchard Beach, and through a detox and shelter program in Portland. The Organization is supported primarily through the Office of Substance Abuse and Medicaid.

The consolidated financial statements include the accounts of MAHC, Inc., which holds land and buildings that Milestone Recovery rents to perform their services. Milestone Recovery and MAHC, Inc. have a common Board of Directors and management. All significant inter-organization transactions were eliminated in consolidation.

In May 2018, the Organization formed a separate legal entity, pursuant to *31 MRSA 1611*, that is designated as a low-profit limited liability company. The legal name of the entity is MR Realty Holdings L3C, and Milestone Recovery is the sole member. MR Realty Holdings L3C was formed for the purpose of holding real estate on behalf of Milestone Recovery, while also limiting liability for Milestone Recovery.

Basis of Accounting - The consolidated financial statements are prepared on the accrual basis of accounting, which is in accordance with accounting principles generally accepted in the United States of America. Consequently, revenues and gains are recognized when earned, and expenses and losses are recognized when incurred.

Basis of Presentation - The Organization reports information regarding its financial position and activities according to two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by its donors: net assets with donor restrictions and net assets without donor restrictions.

Net assets without donor restrictions are resources available to support operations and are not subject to donor imposed restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the Organization, the environment in which it operates, the purposes specified in its corporate documents, and its application for tax-exempt status.

Net assets with donor restrictions are subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, such as where the donor stipulates that resources be maintained in perpetuity. The Organization's unspent contributions are reported in net assets with donor contributions if the donor limits their use. Contributions of property and equipment or cash restricted to acquisition of property and equipment are reported as net assets with donor restrictions if the donor has restricted the use of the property or equipment to a particular program. These restrictions expire when the assets are placed in service.

Cash and Cash Equivalents - For purposes of the consolidated statements of cash flows, the Organization considers all highly liquid investments with initial maturity of three months or less when purchased to be cash equivalents.

Receivables - The Organization primarily operates in the Portland, Maine area and receives various governmental grants and contracts to provide services in the area. All accounts receivable and MaineCare receivable balances are considered fully collectible, therefore an allowance for doubtful accounts is not considered necessary.

MILESTONE RECOVERY AND SUBSIDIARIES
Notes to Consolidated Financial Statements, Continued
June 30, 2022 and 2021

NATURE OF THE ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Property and Equipment - All acquisitions of property and equipment in excess of \$750 and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation.

Depreciation is provided using the straight-line method over the estimated useful lives of the assets as follows:

Building	39 years
Leasehold improvements	5-20 years
Computers	5 years
Vehicles and equipment	5 years
Office furniture	5 years

Revenue and Expense Recognition - Revenues are reported as increases in net assets without donor restrictions unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restrictions. Gains and losses on investments and other assets or liabilities are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulation or by law. Expirations of donor-imposed restrictions that are temporary in nature on net assets by fulfillment of the donor-stipulated purpose or by passage of the stipulated time period are reported as reclassifications between the applicable classes of net assets. Revenue from grants are recognized either periodically or as services are rendered, depending on the specifications of the individual grant.

Contributions - Contributions, including unconditional promises to give, are recognized as revenues in the period received. Conditional promises to give are not recognized until they become unconditional, that is, at the time when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value on the date the contribution is made. Contributions to be received after one year are discounted at an appropriate discount rate commensurate with the risks involved. Amortization of discount is recorded as additional contribution revenue in accordance with donor-imposed restrictions, if any, on the contributions. An allowance for uncollectible contributions receivable is provided based upon management's judgment of potential defaults. The determination includes such factors as prior collection history, type of contribution and nature of fundraising activity.

Contributions of property and equipment without donor stipulations concerning the use of such long-lived assets are reported as revenues of the net assets without donor restrictions class. Contributions of cash or other assets with donor restrictions, to be used to acquire or construct property and equipment, are reported as revenues of the net assets with donor restrictions class and are temporary in nature; the restrictions are considered to be released at the time such long-lived assets are placed in service.

Income Taxes - The Organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. However, income from certain activities not directly related to the Organization's tax-exempt purpose may be subject to taxation as unrelated business income. The Organization did not conduct any unrelated business activities during either of the years ended June 30, 2022 and 2021. Accounting principles generally accepted in the United States of America require management to evaluate tax positions taken by the Organization and recognize a liability if the Organization has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service and state taxing authorities. The Organization is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

MILESTONE RECOVERY AND SUBSIDIARIES
Notes to Consolidated Financial Statements, Continued
June 30, 2022 and 2021

NATURE OF THE ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Allocation of Expenses - The costs of providing program services and supporting services have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among the programs and supporting activities benefited.

Reclassifications - During 2022, certain prior year balances were reclassified to conform to the current year presentation. Such reclassifications had no effect on the results of operations as previously reported.

Use of Estimates - The preparation of consolidated financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Deferred Revenue - Deferred revenue results from proceeds from conditional grants to be used for future activities and performances. Deferred revenue is included in the net assets without donor restrictions class in the accompanying combined consolidated statements of financial position.

New Accounting Pronouncements - In February 2016, the FASB issued Accounting Standards Update (ASU) No. 2016-02 *Leases (Topic 842)*. Under this ASU, at the commencement of a long-term lease (greater than 12 months), the lessees will recognize a liability equivalent to the discounted payments due under the lease agreement, as well as an offsetting right-of-use asset. Application of this standard must be applied using a modified retrospective transition approach for leases existing at the earliest comparative period presented in the consolidated financial statements. Recently, the FASB issued ASU No. 2020-05, which delays the implementation date of ASU 2016-02, and revises the effective date for nonprofit organizations to be fiscal years beginning after December 15, 2021. The Organization is currently evaluating the impact of this ASU on the consolidated financial statements.

During the year ended June 30, 2022, the Organization adopted the provisions of Statements on Auditing Standards (SAS) 134 thru 140, as applicable, which addresses the auditor's responsibility over the opinion of the consolidated financial statements and the form and content of the auditor's report, the concept of materiality, related party discussions, among other topics.

During the year ended June 30, 2022, the Organization also adopted the provisions of ASU No. 2020-07 *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. Under this ASU, nonprofit organizations are required to present contributed nonfinancial assets (in-kind contributions) as separate line items in the statement of activities. They are also required to disaggregate by category and present qualitative information on each type of contributed nonfinancial asset in the footnotes.

CONCENTRATION OF CREDIT RISK

The Organization maintains accounts at various financial institutions. Accounts at each bank are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. The Organization had uninsured cash amounting to \$814,024 and \$894,029 at June 30, 2022 and 2021, respectively.

MILESTONE RECOVERY AND SUBSIDIARIES
Notes to Consolidated Financial Statements, Continued
June 30, 2022 and 2021

CONCENTRATION OF REVENUE

For the years ended June 30, 2022 and 2021, approximately 33% and 43% of the Organization's annual funding is provided through State of Maine Office of Substance Abuse and Department of Health and Human Services pass-through grant awards. Any significant reduction in this funding could affect the Organization's ability to fulfill its mission.

For the years ended June 30, 2022 and 2021, the Organization derived approximately 25% and 16% of its revenues from the State of Maine MaineCare program. MaineCare revenue and client fees are recorded at established billing rates.

CONTRIBUTED NONFINANCIAL ASSETS

The Organization receives donated services from a variety of unpaid volunteers assisting the Organization in providing support to the clients it serves. The value of these nonprofessional, donated services is not reflected in the accompanying consolidated financial statements as these services do not meet the criteria outlined in FASC 958-605 Revenue Recognition-Contributions, and cannot be estimated.

GRANTS RECEIVABLE

Following is a summary of grants receivable at June 30:

	<u>2022</u>	<u>2021</u>
Maine State Housing Authority	\$ 238,259	85,711
City of Portland	22,053	20,535
State of Maine DHHS	275,357	203,450
Total grants receivable	\$ 535,669	309,696

LONG-TERM DEBT

Following is a summary of long-term debt at June 30:

	<u>2022</u>	<u>2021</u>
Loan payable to bank, amortized over 10 years based on a 20-year amortization schedule, with monthly principal and interest payments of \$7,857, maturing in March 2028, with balloon payment due for all principal and accrued interest not yet paid. Interest is fixed at 4.39% until March 2023, at that time interest will be adjusted to the Federal Home Loan Bank of Boston Rate plus 2.25%. Loan is secured by real property and assignment of rents.	\$ 1,062,411	1,108,560
	1,062,411	1,108,560
Less: unamortized debt issuance costs	(8,982)	(10,567)
Less: current portion	(48,100)	(46,000)
Total long-term debt, net of current portion, and debt issuance costs	\$ 1,005,329	1,051,993

MILESTONE RECOVERY AND SUBSIDIARIES
Notes to Consolidated Financial Statements, Continued
June 30, 2022 and 2021

LONG-TERM DEBT, CONTINUED

The following summarizes the Organization's debt maturity for the years ending June 30:

2023	\$ 48,100
2024	50,200
2025	52,600
2026	55,000
2027	57,500
Thereafter	<u>799,011</u>
Total	<u>\$ 1,062,411</u>

As part of issuing the loan payable to bank, debt issuance costs were incurred and amounted to \$15,850. In accordance with *FASB ASC 830-30 Interest*, such costs are presented as a direct reduction to the carrying value of the notes payable, net of accumulated amortization of \$6,868 and \$5,283 at June 30, 2022 and 2021, respectively.

PAYCHECK PROTECTION PROGRAM (PPP)

On April 10, 2020, as a result of the negative financial impact of the global pandemic due to the coronavirus (COVID-19), the Organization obtained a loan pursuant to the Paycheck Protection Program (the PPP) in the amount of \$454,205. The PPP was established under division A, Title I of the Coronavirus Aid, Relief and Economy Security Act (CARES Act), which was enacted in March, 2020. The loan, which was in the form of a note dated April 10, 2020, was scheduled to mature on April 10, 2022 and bore interest at a rate of 1.00% per annum, payable monthly commencing ten months after the covered period had ended. On February 19, 2021 the Organization was granted a second PPP loan from Camden National Bank in the aggregate amount of \$454,206. The loan, which is in the form of a note dated February 19, 2021 was scheduled to mature on February 19, 2026 and bore interest at 1.00% per annum, payable in 50 monthly payments of \$9,359 commencing January 19, 2022.

Each loan could be prepaid by the Organization at any time prior to maturity with no prepayment penalties. Funds from these loans could only be used for payroll costs, costs used to continue group health care benefits, mortgage payments, rent, utilities, and interest on other debt obligations incurred before February 15, 2020. Under the terms of the PPP, amounts of the loans may be forgiven if they are used for qualifying expenses as described in the CARES Act. The Organization used the entire proceeds of each PPP loan for qualifying expenses.

While the Organization believed that its use of the loan proceeds would meet the conditions for forgiveness, it was uncertain whether events would take place that could cause the Organization to be ineligible for forgiveness of the loans, in whole or in part. As a result, the Organization presented the loans as "PPP Loan Payable" on the consolidated statements of financial position at June 30, 2021 and 2020, respectively.

On December 1, 2020 and February 19, 2021, respectively, the Organization received notification from the lending institution that both the first and second PPP loans had been forgiven in full by the SBA. Thus, the Organization had no further obligation to repay either of the loans. The forgiveness of these loans has been presented as PPP loan forgiveness on the accompanying consolidated statements of activities for the years ended June 30, 2022 and 2021, respectively.

MILESTONE RECOVERY AND SUBSIDIARIES
Notes to Consolidated Financial Statements, Continued
June 30, 2022 and 2021

FORGIVABLE DEBT

On August 6, 2002, the Organization executed a forgivable promissory note with the Maine State Housing Authority (MSHA) in the amount of \$279,825 for the building located at 28 Portland Avenue, Old Orchard Beach, Maine. The note shall be forgiven automatically and without further action by MSHA 30 years from the date of the note, provided the Organization remains in compliance with the terms provided in the note.

LINE OF CREDIT

During 2018, the Organization entered into a working capital line of credit with a financial institution for a maximum borrowing limit of \$150,000. Interest is payable monthly on all outstanding advances at a rate equal to Wall Street Journal Prime rate (4.75% and 3.25% at June 30, 2022 and 2021, respectively) with the entire principal balance due at maturity. The line of credit is subject to an annual 30-day clearance requirement, and is secured by real estate of the Organization. There was no outstanding balance due on the line of credit at both June 30, 2022 and 2021. The line of credit has been renewed through March 31, 2023.

OBLIGATION UNDER OPERATING LEASES

The Organization holds a number of non-cancelable operating leases for certain office equipment. The agreements call for monthly rental payments ranging from \$117 to \$384, with terms from 36 – 60 months. During the years ended June 30, 2022 and 2021, total lease and maintenance expense incurred relating to these agreements amounted to \$9,042 and \$8,861, respectively.

The future minimum lease payments are as follows for the years ending June 30:

2023	\$ 6,948
2024	6,948
2025	3,492
<u>2026</u>	<u>780</u>
Total	<u>\$ 18,168</u>

CONTINGENCIES

On December 30, 1999, the City of Portland sold land located at 65 India Street, Portland, Maine to the Organization for \$1.00. The purchase agreement states that in the event that the Organization sells, assigns, or otherwise transfers the property, except for if the buyer continues to operate the property as a detoxification and emergency shelter for alcoholics and drug abusers, or if the Organization seeks to reinvest the sales proceeds from the sale of the property into a facility providing such services in the City of Portland, the Organization is responsible for paying the City of Portland the sum of the book value of the property as of the date of transfer of the property by the City of Portland to the Organization, which is established as \$176,130, plus an increase of 3% for each year the property has been owned by the Organization. The estimated value of this contingent liability is \$337,483 and \$327,654 at June 30, 2022 and 2021, respectively.

On June 2, 2002, the Organization executed a grant agreement with the United States Department of Housing and Urban Development (HUD) in the amount of \$250,000 to support the Carriage House located at 24 Portland Avenue, Old Orchard Beach, Maine. The grant agreement states that if the Organization wishes to sell or otherwise dispose of the assisted real property, they must request and receive written approval from HUD.

MILESTONE RECOVERY AND SUBSIDIARIES
Notes to Consolidated Financial Statements, Continued
June 30, 2022 and 2021

CONTINGENCIES, CONTINUED

Additionally, the agreement states that if the project ceases to be used as supportive housing within ten years after the project is placed in service, the Organization shall be obligated to repay HUD 100% of the assistance received under the agreement. If the project is used as supportive housing for more than ten years, HUD shall reduce the percentage of the amount required to be repaid by 10% for each year in excess of the ten years that the project is used as supportive housing. The estimated value of this contingent liability is \$0 and \$25,000 at June 30, 2022 and 2021, respectively. Neither of these contingent liabilities has been recognized within the consolidated financial statements as the terms set in the agreement have not yet been satisfied.

RESTRICTIONS AND LIMITATIONS OF NET ASSET BALANCES

Net assets with donor restrictions consisted of the following at June 30:

Subject to appropriation or expenditure when a specified event or time occurs:

	<u>2022</u>	<u>2021</u>
Navigator	\$ 10,000	-
H.O.M.E. Team	37,373	101,421
Totals	\$ 47,373	101,421

RETIREMENT PLAN

The Organization has established a Savings Incentive Match Plan for employees. Employees can contribute to the plan via weekly payroll deductions. Milestone contributes 3% of the employee's salary to eligible employee's plans. Retirement plan expense for the years ended June 30, 2022 and 2021 amounted to \$21,690 and \$29,382, respectively.

LIQUIDITY AND AVAILABILITY OF RESOURCES

The Organization has the following financial assets available within one year of the balance sheet date to meet cash needs for general expenditure:

	<u>2022</u>	<u>2021</u>
Cash	\$ 1,011,646	1,130,310
MaineCare receivable	181,517	32,360
Grants receivable	535,669	309,696
Accounts receivable, net	123,205	3,128
Total	\$ 1,852,037	1,475,494

None of the other financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the balance sheet date. Receivables are subject to implied time restrictions, but are expected to be collected within one year.

MILESTONE RECOVERY AND SUBSIDIARIES
Notes to Consolidated Financial Statements, Continued
June 30, 2022 and 2021

LIQUIDITY AND AVAILABILITY OF RESOURCES, CONTINUED

The Organization has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. As more fully described in the “Line of Credit” note, the Organization has one committed line of credit in the amount of \$150,000 which it could draw upon in the event of an unanticipated liquidity need.

METHOD USED FOR ALLOCATION OF EXPENSES

The consolidated financial statements report certain categories of expenses that are attributable to one or more program or supporting functions of the Organization. Therefore, these expenses are allocated based on hours worked.

REVENUE RECOGNITION

During the years ended June 30, 2022 and 2021, the Organization had contract revenue consisting of the following:

	<u>2022</u>	<u>2021</u>
Rental income	\$ 53,181	51,050
Special events, net of related expenses	26,443	5,326
MaineCare	1,196,583	548,311
<u>Total contract revenue</u>	<u>\$ 1,276,207</u>	<u>604,687</u>

At June 30, 2022 and 2021, the Organization had contract assets in the amount of \$181,517 and \$32,360, respectively, pertaining to MaineCare fees receivable. For each of the years ended June 30, 2022 and 2021, goods and services provided to customers included access to shelters and programs, access to special events, and access to rental units.

To best match the timing of the transfer of goods or services, the Organization recognizes revenue from contracts with customers when performance obligations are satisfied, which is monthly for rentals, and on the date of occurrence for programs, MaineCare services, and special events. All prices are fixed and there are no financing terms. There are no significant warranties of return, refund, or discount obligations related to any contracts with customers. For each of the years ended June 30, 2022 and 2021, the greatest economic factor effecting contract revenue has been the COVID-19 pandemic.

Contract transaction prices, such as admissions and membership fees, include management’s judgment of variable consideration, which includes incentives, and rebates. Based on available information, management must include an estimate of any variable consideration, if applicable, when determining the contract transaction price. There were no such variable considerations in determining contract transaction prices.

MILESTONE RECOVERY AND SUBSIDIARIES
Notes to Consolidated Financial Statements, Continued
June 30, 2022 and 2021

CONDITIONAL PROMISES TO GIVE

During the years ended June 30, 2022 and 2021, the Organization was awarded several grants, subject to certain conditions, to provide funding in a non-exchange fashion in support of the Organization. Such conditionally promised funding amounted to \$5,357,831 and \$4,803,686 for the years ended June 30, 2022 and 2021, respectively. In accordance with FASB ASC 958-605-25 *Revenue Recognition-Contributions*, contributions subject to conditions are not recognized as revenue until the related conditions have been met. For the above noted grants, conditions are considered to have been fully satisfied when qualifying expenditures have been incurred. As of June 30, 2022 and 2021, total conditional contributions yet to be recognized as revenue amounted to \$1,805,216 and \$3,051,131, respectively.

COMMITMENTS

The Organization was named as a party in two legal complaints. As a result of these legal matters a settlement of \$35,000 has been accrued for and included in other accrued expenses on the accompanying consolidated statements of financial position.

SUBSEQUENT EVENTS

In accordance with FASC 855-10 *Subsequent Events*, management has evaluated subsequent events for possible recognition or disclosure through March 30, 2023, which is the date these consolidated financial statements were available to be issued.

CINCINNATI OH 45999-0038

In reply refer to: 0256439164
July 03, 2018 LTR 4168C 0
01-6024344 000000 0000018557
BODC: TEMILESTONE RECOVERY
65 INDIA ST
PORTLAND ME 04101Employer ID number: 01-6024344
Form 990 required: Y

Dear Taxpayer:

We're responding to your request dated June 26, 2018, about your tax-exempt status.

We issued you a determination letter in 196709, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(03).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific

0256439164

July 03, 2018 LTR 4168C 0

01-6024344 000000 00

00018558

MILESTONE RECOVERY
65 INDIA ST
PORTLAND ME 04101

time).

Thank you for your cooperation.

Sincerely yours,



Kim A. Billups, Operations Manager
Accounts Management Operations I

**AMENDED AND RESTATED BYLAWS OF
THE MILESTONE FOUNDATION, INC.
(A Maine Nonprofit Corporation)**

ARTICLE I: NAME

The name of the Corporation shall be The Milestone Foundation, Inc. (hereinafter the “Corporation”).

ARTICLE II: LOCATION OF OFFICE

The principal office of the Corporation shall be located at 65 India Street, Portland, Maine 04101 or such other location designated by the Board of Directors. The Corporation may have such other offices within the State of Maine as the Board may designate or as the affairs of the Corporation may require from time to time.

ARTICLE III: PURPOSES

1. Purposes. The Corporation is formed exclusively for charitable, educational and scientific purposes, which shall include, without limitation, the following: (a) to provide treatment, services and assistance to adult men and women suffering from substance use disorders and/or mental illness; (b) to provide housing assistance to adult men and women in recovery from substance use disorders and/or mental illness; (c) to promote greater awareness among the public about the needs of individuals struggling with substance use disorders and/or mental illness; and (d) any other purposes consistent with the Corporation’s mission that do not in any way disqualify the Corporation as an exempt Corporation under section 501(c)(3) of the Internal Revenue Code.

2. Prohibitions. In carrying out its purposes, the Corporation shall never be operated for the primary purpose of carrying on a trade or business for profit. In carrying out its purposes, the Corporation shall not engage directly or indirectly in any activity that would prevent it from qualifying as a Corporation described in section 501(c)(3) of the Internal Revenue Code. No part of the assets or earnings, current or accumulated, of the Corporation shall at any time inure to the benefit of any individual except that the Corporation shall be authorized and empowered to make payment as reasonable compensation for services rendered and/or as a reasonable allowance for authorized expenditures incurred on behalf of the Corporation and to make payments and distributions in furtherance of the purposes set forth above. The Corporation shall not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for elected public office. The Corporation shall not participate or engage in any lobbying activities to an extent that would disqualify it from tax exemption under section 501(c)(3) of the Internal Revenue Code.

3. Use of assets Upon Dissolution. Upon dissolution, the remaining assets of the Corporation shall be used exclusively for charitable, educational and/or social welfare purposes.

ARTICLE IV: **BOARD OF DIRECTORS**

1. The affairs of the Corporation shall be managed by the Board of Directors (“Board”). Directors need not be residents of the State of Maine.

2. Number and Tenure. The Board shall be composed of no fewer than five (5) Directors and no more than fifteen (15) Directors. A Director shall hold office for a term of three (3) years or until a successor is elected, whichever occurs later, or otherwise until he or she dies, resigns or is removed. A Director may be elected to successive terms without limitation.

3. Regular Meetings. By resolution, the Board may specify the time and place either within or without the State of Maine for holding regular meetings without other notice than such resolution.

4. Annual Meeting. The annual meeting of the Board shall be held on the second Wednesday in February every year unless a different date is chosen by the Board. At the annual meeting, the Board shall elect officers and, as applicable, Directors.

5. Special Meetings. Special Board meetings may be called by or at the request of the President, the Secretary or any two (2) Directors. The person or persons authorized to call special meetings may fix any place either within or without the State of Maine as the place for holding any special Board meeting called by them.

6. Notice of Special Meetings. Written notice stating the place, day, and hour of each special Board meeting shall be delivered personally or by regular mail or by electronic mail to each Director at least two days before the meeting. Neither the business to be transacted at, nor the purpose of any special meeting, need be specified in the notice of such meetings.

7. Waiver of Notice.

(a) Whenever any notice is required to be given to any Director under the provisions of these Bylaws, the Articles of Incorporation or the Maine Nonprofit Corporation Act, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the waiver of notice of such meeting.

(b) The attendance of a Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

8. Quorum. A majority of the total number of Directors shall constitute a quorum for the transaction of business at any Board meeting but, if less than a majority is present at a meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

9. Manner of Acting. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law or by these Bylaws.

10. Resignation. Any Director may resign from the Board by delivering thirty (30) days advance written notice to the President or the Secretary, or to the registered office of the Corporation.

11. Removal. A Director may be removed from office upon the vote of a majority of the remaining Directors.

12. Nomination and Election. Before an individual may be nominated to serve on the Board of Directors, the Governance Committee shall review and consider the suitability of the candidate, unless the individual is already serving on the Board, in which case no review and consideration by the Governance Committee is required. If the candidate is approved by the Governance Committee, the chair of said Committee shall inquire as to the willingness of the candidate to serve as a Director. If the candidate is willing to serve, the same shall be reported to the full Board and the Board shall vote on the election of the candidate at its next regular meeting, after having an opportunity to meet the candidate in person and ask questions of the candidate. A vote of two-thirds of the Directors present at said meeting shall be sufficient to elect the candidate to the Board of Directors. In the absence of a functioning Governance Committee, any individual may be elected to serve on the Board of Directors if nominated by any Director and approved by a vote of two-thirds of the Directors present.

13. Presumption of Assent. A Director of the Corporation present at a Board meeting at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his/her dissent is entered in the minutes of the meeting, or unless he/she files his/her written dissent to such action with the person acting as the Secretary of the meeting before the adjournment thereof, or unless he/she forwards such dissent by registered mail to the Secretary of the Corporation immediately after the adjournment of the meeting. A Director who voted in favor of such action may not dissent.

14. Compensation. Directors shall not receive any salaries or compensation for their services as Directors.

15. Loans. No loans shall be made by the Corporation to any of its Directors.

16. Meeting by Conference Telephone. Members of the Board may participate in a meeting by means of conference telephone or similar communications equipment provided all persons participating in the meeting can hear each other. Such participation shall constitute presence in person at the meeting.

17. Action by Board Without a Meeting. Any action which could be taken at a meeting of the Board may be taken without a meeting if notice of the proposed action is given in accordance with subsection 5 hereof and a majority of all of the Directors consent to such action in writing, which written consent may take the form of an e-mail or a signed resolution. Any

such written consent may be inserted in the minute book as if it were the minutes of a Board meeting.

18. Ex Officio Members of the Board. The following individuals shall serve as ex officio members of the Board of Directors: (a) the Executive Director; (b) the Director of Finance and Administration; and (c) the Director of Development. *Ex officio* members of the Board shall attend all meetings of the Board whenever possible and participate in discussions, but shall not be permitted to vote at such meetings.

19. Duties and Responsibilities of the Board of Directors. The duties and responsibilities of the Board of Directors shall include, without limitation, the following:

- (a) Overseeing the administration of the Corporation, and all activities that advance the Corporation's effectiveness and sustainability;
- (b) selection and hiring of the Executive Director;
- (c) setting the compensation level and benefits for the Executive Director;
- (d) electing members of the Board of Directors;
- (d) reviewing and approving the budget;
- (e) electing officers of the Corporation;
- (f) determining the fiscal year of the Corporation;
- (g) Ensuring that the Corporation engages in a prudent use of its assets, resources, and good will;
- (h) Ensuring that the Corporation act in accordance with ethical practices, that it adhere to its stated corporate purposes, and that its activities advance its mission; and
- (i) Ensuring that the Corporation comply with all federal, state and local laws and regulations governing any and all aspects of its operations, that it comply with the requirements and conditions of any and all licenses issued to the Corporation by any governmental agency, and that it establish and maintain all policies and procedures required by law or regulation; and
- (j) acting on all matters not covered by the Bylaws.

ARTICLE V: OFFICERS

1. Number. The officers of the Corporation shall be a President, Vice President, a Secretary and a Treasurer, each of whom shall be elected by the Board. A Chair of the Board, one or more Vice Chairs and such assistant officers as may be deemed necessary may be elected

or appointed by the Board; such officers and assistant officers to hold office for such period and to have such authority and perform such duties as may be provided by resolutions of the Board. The Board may delegate to any officer or agent the power to appoint any such subordinate officers, or agents, and to prescribe their respective terms of office, authority and duties. Any two or more offices may be held by the same person, except the offices of President and Secretary.

2. Election and Term of Office. The officers of the Corporation shall be elected by the Board for a term of one (1) year or until a successor is elected, whichever occurs later, or otherwise until he/she dies, resigns, or is removed. An officer may be elected to successive terms without limitation.

3. Qualification. Officers may, but need not be, directors of the corporation.

4. Resignation. Any officer may resign at any time by delivering written notice to the President, the Secretary, or the Board.

5. Removal. Any officer or agent elected or appointed by the Board may be removed by the Board whenever in its judgment the best interests of the Corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

6. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or any other cause may be filled by the Board for the unexpired portion of the term.

7. President. The President shall serve as the Chair of the Board of Directors and shall preside over all Board meetings. The President shall oversee the operations of the Board of Directors and assist the Board in the discharge of its duties and obligations. The President may sign deeds, mortgages, bonds, contracts, or other instruments, except when the signing and execution thereof have been expressly delegated by the Board or by these Bylaws to some other officer or agent of the Corporation or are required by law to be otherwise signed or executed by some other officer or in some other manner. In general, the President shall perform all duties incident to the office of President and such other duties prescribed by the Board from time to time. The President may also serve as a Director, provided that, in such capacity, said individual does not vote on any matter pertaining to his or her appointment and/or termination.

8. Vice President. The Vice President shall perform and discharge the duties of the President in the event of the President's absence, resignation, termination or inability to serve. The Vice President may also serve as a Director, provided that, in such capacity, said individual does not vote on any matter pertaining to his or her appointment and/or termination.

9. Secretary. The Secretary shall ensure that the Corporation: (a) keep the minutes of meetings of the Board in one or more books provided for that purpose; (b) provide such notice as required by the provisions of these Bylaws or as required by law; (c) designate a custodian of the corporate records; (d) keeps registers of the post office address of each Director; (e) prepare and files an annual report as required by the Maine Nonprofit Corporation Act. The Secretary shall oversee the performance of all duties incident to the office of Secretary and such other

duties as from time to time may be assigned to him/her by the President or by the Board. In the absence of the Secretary, an Assistant Secretary may perform his/her duties. The Secretary may also serve as a Director, provided that, in such capacity, said individual does not vote on any matter pertaining to his or her appointment and/or termination.

10. Treasurer. The Treasurer shall ensure that the Corporation designate an officer or employee who: (a) has custody of and responsibility for all funds and securities of the Corporation; (b) receives and gives receipts for moneys due and payable to the Corporation from any source whatsoever; (c) deposits all such moneys in the name of the Corporation in banks, trust companies or other depositories selected in accordance with these Bylaws and best practices. The Treasurer shall oversee the performance of all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the President or by the Board. In the absence of the Treasurer, an Assistant Treasurer may perform his/her duties. The Treasurer may also serve as a Director, provided that, in such capacity, said individual does not vote on any matter pertaining to his or her appointment and/or termination.

11. Chair of the Board. Unless otherwise decided by the Board, the Chair of the Board shall be the President of the Corporation and, subject to the direction of the Board, shall perform such executive, supervisory and management functions and duties as may be assigned to him/her from time to time by the Board. He/she shall, if present, preside at all meetings of the Board.

12. Salary/Compensation/Loans. The officers shall receive no salary or compensation for their services. No loans shall be made by the Corporation to its officers.

ARTICLE VI: EXECUTIVE DIRECTOR

The Executive Director shall be hired by the Board of Directors. The Executive Director shall oversee and assume primary responsibility for the day-to-day operations of the Corporation, including carrying out the Corporation's mission, goals and policies. The Executive Director shall attend all meetings of the Board, report on the progress of the Corporation, and answer questions of Board members. The Executive Director shall also carry out and otherwise fulfill the duties and responsibilities described in the job description for the Executive Director as may be established by the Board from time to time.

ARTICLE VII: STANDING ADVISORY COMMITTEES

The Board may designate and appoint one or more standing advisory committees to assist in preparing and implementing Corporation policies and programs and to advise and aid the Board, officers and employees of the Corporation in any and all matters designated by the Board. Each committee shall serve at the pleasure of the Board and consist of at least one Director appointed by the President then in office. The Board shall also have the authority to designate and appoint persons to serve on any committee created and authorized by the Board who are not currently members of the Board. Each committee shall have all powers conferred on it by the Board. If any such committee shall have and exercise the authority of the Board in the management of the Corporation, it shall consist of no fewer than three (3) Directors. Each such committee may, subject to the approval of the Board, prescribe rules and regulations for the call

and conduct of meetings of that body and all other matters relating to its procedures and responsibilities. Each such committee shall keep regular minutes of its meetings and deliver such minutes to the Board. The members of any committee shall not receive any stated salary for their services as such. The following standing advisory committees have been designated and appointed by the Board, and shall have the duties and responsibilities set forth below, among others:

Governance Committee. The Governance Committee shall, in an advisory capacity, assist in the implementation of policies, initiatives and programs approved by the Board, and develop and recommend for the Board's approval policies, initiatives and programs that serve the interests and mission of the Corporation.

Finance Committee. The Finance Committee shall, in an advisory capacity, assist the Board in monitoring and improving the financial health of the Corporation.

Development Committee. The Development Committee shall, in an advisory capacity, assist the Board and the Corporation in regard to fundraising, grant applications and procurement, special events, and public relations.

Personnel Committee. The Personnel Committee shall, in an advisory capacity, assist the Board in monitoring and improving relations between the Corporation and its employees, and in guiding the Corporation in regard to best labor practices.

Facilities Committee. The Facilities Committee shall, in an advisory capacity, assist the Board on matters relating to maintenance, repair and/or improvement of the Corporation's facilities.

ARTICLE VIII: PARLIAMENTARY LAW

Robert's Rules of Order shall be the controlling authority on all questions not covered by these Bylaws.

ARTICLE IX: EXECUTION OF INSTRUMENTS

All checks, drafts or orders for payment of money shall be signed in the name of the Corporation and shall be countersigned by such officers, employees and/or agents as the Board of Directors shall designate for that purpose. When the execution of any contract, conveyance or other instrument has been duly authorized, the Board of Directors shall have the power to designate the officers and/or employees who shall have authority to execute any instrument on behalf of the Corporation. The Executive Director shall at all times have authority to execute any instrument on behalf of the Corporation that has been duly authorized.

ARTICLE X: POWER TO BORROW MONEY

The Corporation shall have full power and authority to borrow money whenever, in the discretion of the Board, the exercise of said power is in the general interests of this Corporation. In such case, the Board of Directors may authorize the proper officers and/or employees of the Corporation to make, execute and deliver in the name of and on behalf of this Corporation such notes, bonds, mortgages and other evidence of indebtedness as said Board shall deem proper. Said Board shall have full power to mortgage the property of this Corporation or any part thereof as security for such indebtedness.

ARTICLE XI: CONFLICT OF INTEREST

The Board of Directors shall promulgate, maintain and enforce a conflict of interest policy that is consistent with sound governance and the requirements imposed upon 501(c)(3) tax exempt organizations by the Internal Revenue Service. The purpose of the conflict of interest policy shall be to protect the Corporation's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, employee or Director of the Corporation or that might result in a possible excess benefit transaction. The policy shall supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. On an annual basis, the Directors shall be provided with a copy of the Corporation's conflict of interest policy and sign an acknowledgment and assent with regard thereto.

For the purposes of this Bylaw provision, the word "employee" shall include the Executive Director, Director of Finance & Administration, and such other supervisory and administrative employees, as the Board shall, from time to time, designate.

ARTICLE XII: INDEMNIFICATION AND INSURANCE

1. Indemnification. The Corporation shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, or employee of the Corporation against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been found to have acted in bad faith or to have engaged in intentional or reckless misconduct; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of Directors who are not at that time parties to the proceeding. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified person under this Article shall apply to such person with respect to those acts or omissions which occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person. This Article constitutes a contract between the Corporation and the indemnified officers, directors, and employees. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified officer, director, or employee under this Article

shall apply to such officer, director, or employee with respect to those acts or omissions which occurred at any time prior to such amendment or repeal.

2. Insurance. The Corporation shall purchase and maintain insurance (including without limitation insurance for legal expenses and costs incurred in connection with defending any claim, proceeding, or lawsuit) on behalf of any person who is or was a director, officer or employee of the Corporation against any liability asserted against him or her or incurred by him or her in any such capacity or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify him or her against such liability under the provisions of this Article.

ARTICLE XIII: ENDOWMENTS AND INVESTMENTS

The Board as a whole and/or its designated agent(s) or committees established and authorized by vote of the Board shall be responsible for any endowment funds of the Corporation and shall make appropriate provisions for the deposit, investment and re-investment thereof, in connection therewith, and may place securities of the Corporation in a custodian account or accounts or partnership nominee accounts with a national or state bank and may engage investment counsel to advise it. The Board, in doing so, shall not be limited to investments normally considered as “legal” for trust purposes, but shall use their own best judgment controlled only by the “Prudent Investor Rule”, except that all restricted funds and gifts are to be invested and used in accordance with the terms of such restrictions. The Treasurer of the Corporation shall make available to the Board, upon request, the quarterly status of any endowment funds. The Board shall compile each year comparative figures showing the historical record of any endowment funds of the Corporation.

ARTICLE XIV: DISSOLUTION

Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future purpose. Any such assets not so disposed of shall be disposed of by the court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XV: AMENDMENTS

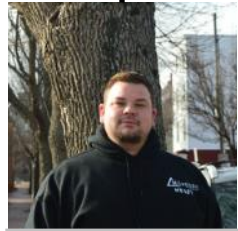
These Bylaws may be amended at any regular legal meeting of the Board of Directors by two-thirds vote of those present, providing the proposed amendment shall have been mailed to the members of the Board of Directors at least ten (10) days before the meeting at which the amendment is to be acted upon.

MILESTONE RECOVERY ORGANIZATIONAL CHART—NOVEMBER 2023

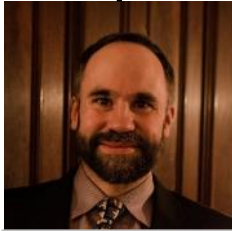


Thomas Doherty, Executive Director
Oversees all staff and operations of Milestone Recovery.

Contract employee



Joe McNally, Director of Homeless Services
Oversees HOME Team, Housing Navigator, and Emergency Shelter Programs



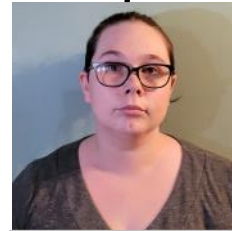
Sam Heck, Director of Development
Responsible for all communications and fundraising activities



Jeff Grossman, Director of Finance and Administration
Responsible for Financial Oversight and Human Resources



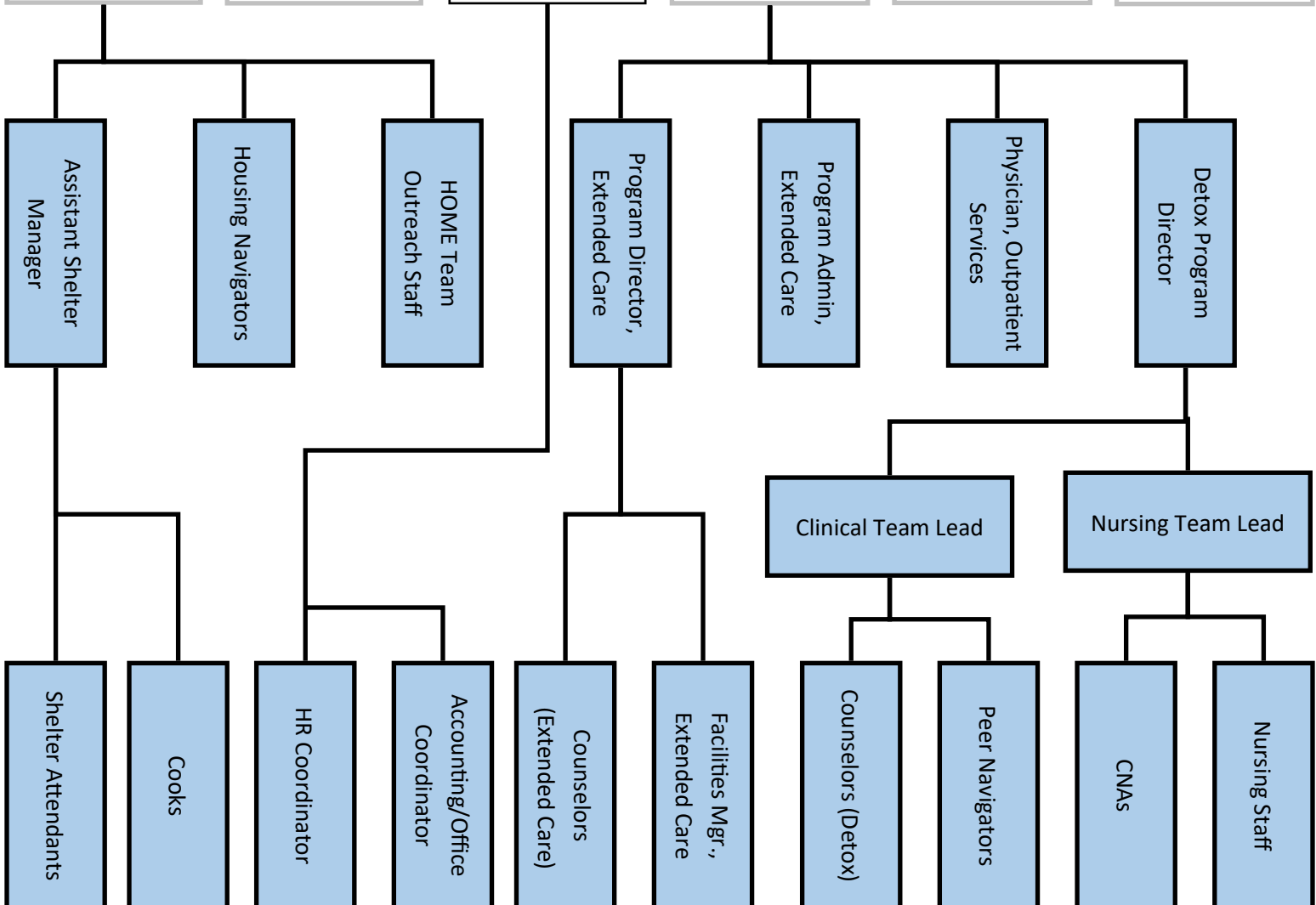
Jayme Villanueva, Clinical Director
Oversees clinical aspects of detox, outpatient, and residential programs



Corey Westleigh, Director of IT & Data Analytics
Oversees information technology as well as reporting and collection of program data



Mary Dowd, MD, Medical Director
Responsible for Medical oversight of the Detox Program



	TOTAL FY 2024 Budget	FY 2023 Actual
Income		
50100 OSA	1,374,229.95	1,419,180.26
50100.4 OSA Peer Navigator	124,462.03	59,661.00
Total 50100 OSA	\$ 1,498,691.98	\$ 1,478,841.26
50101 Private Insurance Income	\$ 1,026.38	1,920.00
50102 City of Portland	200,000.00	212,193.42
50105 Uncollected City of Portland		-7,311.40
50722 Grant Income Oxford St. Shelter	20,000.00	25,000.00
51200 CDBG	120,000.00	106,705.50
Total 50102 City of Portland	\$ 340,000.00	\$ 336,587.52
Spurwink	50,000.00	
City of Westbrook/South Portland	10,000.00	109,259.26
City of Scarborough	27,000.00	
Total 50200 Maine State Housing Authority	\$ 503,896.52	\$ 252,040.30
50300 Client Fees	15,000.00	16,941.34
50304 Carriage House Rents	50,680.00	31,949.21
50305 Rental-Recovery House	14,994.00	14,625.00
50600 Food Stamps Revenue	23,000.00	24,483.37
Total 50700 Unrestricted Donations	\$ 378,968.05	\$ 320,960.02
50720 Grant Income - CDBG	0.00	11,666.00
50751 SAMSHA	75,000.00	
50800 Restricted Donations	32,500.00	31,832.00
50811 United Way-HOME Team	80,000.00	75,000.00
Total 50800 Restricted Donations	\$ 112,500.00	\$ 106,832.00
50802 Supplies Donations	\$ 0.00	
50900 Interest Income	\$ 30,000.00	13,139.58
51000 Misc. Income	\$ 45.00	4,050.00
Total 51500 MaineCare	\$ 2,596,358.41	\$ 1,809,444.13
51900 Fundraising Event - 60 Miles	5,000.00	6,895.12
		1,352.74
Total Income	\$ 5,664,088.96	\$ 4,540,986.85
Gross Profit	\$ 5,664,088.96	\$ 4,540,986.85
Expenses		
Total 60100 Salaries & Wages	\$ 3,390,333.93	\$ 2,661,649.69
Total 60200 Taxes	\$ 252,385.74	\$ 216,996.86
60204 Maine Service Provider Tax	61,136.09	82,965.25
Total 60210 Employee Benefits	\$ 330,137.93	\$ 217,435.53
Total 60300 Consultants	\$ 299,991.18	\$ 464,631.47
Total 60500 Equipment Expense	\$ 76,548.42	\$ 11,943.16
60600 Building Repairs		34,068.00
60700 Occupancy	111,481.32	98,981.84
Total 61000 Utilities	\$ 168,626.62	\$ 142,881.27
Total 61100 Depreciation	\$ 89,785.15	\$ 54,698.58
Total 61200 Building Expenses	\$ 96,619.84	\$ 67,296.69
Total 61400 Food Expense	\$ 116,541.39	\$ 161,639.51

Total 61450 Recruitment	\$	8,222.56	\$	5,605.69
Total 61500 Supplies Expense	\$	152,364.78	\$	189,406.14
Total 61600 Travel Expense	\$	43,460.99	\$	46,485.84
61700 Training		28,301.00		13,443.37
61710 Client Enrichment		15,957.77		13,704.61
61730 60 Miles for Milestone		100.00		50.41
61750 Client Projects Expense		500.00		
Total 61800 Insurance	\$	109,006.17	\$	86,898.50
Total 61900 Miscellaneous Expense	\$	14,581.39	\$	10,824.83
64020 Bad Debt Expense Write Off		2,055.19		
Total 65000 Operations		4,198.39	\$	3,506.87
Total 65100 Other Types of Expenses	\$	36,776.52	\$	11,701.92
Total 68300 Travel and Meetings			\$	105.49
Total Expenses	\$	5,615,740.07	\$	4,601,391.92
Net Operating Income	\$	48,348.89	-\$	60,405.07
Net Income	\$	48,348.89		
51110 Insurance Reimb for Loss				-1,051.50
Total Other Income			-\$	1,051.50
Other Expenses				
64010 Fines & Penalties				2,830.89
70610 Insurance Loss				-45,545.00
Reconciliation Discrepancies-1				-0.42
Total Other Expenses			-\$	42,714.53
Net Other Income			\$	41,663.03
Net Income			-\$	18,742.04

Friday, Jun 23, 2023 11:50:36 AM GMT-7 - Accrual Basis



MILESTONE RECOVERY

HOME TEAM PROJECT TIMELINE 2024-2025 PROJECT YEAR

March 2024: United Way applications due for HOME Team support for 2024-25 project year

April 2024: Milestone's expanded Detox program opens to the public, giving the HOME Team a new treatment option to offer clients

May 2024: United Way funding allocations announced for 2024-25 program year

July 2024: HOME Team outreach within the community begins new program year. All outreach activities are already underway, and continue unabated.

August 2024: First year of data collected for substance use, substance use treatment utilization, and emergency department utilization. HOME Team staff and management design related success metrics.

September 30, 2024: Quarterly data reporting period for CDBG ends. HOME Team staff will evaluate client outcomes and trends in encounters, and make adjustments as necessary. Outreach activities continue.

December 31, 2024: Quarterly data reporting period for CDBG ends. HOME Team staff will evaluate client outcomes and trends in encounters, and make adjustments as necessary. Outreach activities continue.

March 31, 2025: Quarterly data reporting period for CDBG ends. HOME Team staff will evaluate client outcomes and trends in encounters, and make adjustments as necessary. Outreach activities continue.

June 30, 2025: CDBG program year ends.

MILESTONE RECOVERY BOARD OF DIRECTORS

NAME	CITY	EMPLOYMENT/AFFILIATION	MEMBER SINCE
Marc Foster <i>President</i>	Portland, ME 04102	Associate Broker, Vitalius Real Estate	December 2017
Barbara Merrill <i>Vice President</i>	Arlington, VA 22202	Chief Executive Officer, American Network of Community Options & Resources	September 2019
Asher Kramer <i>Treasurer</i>	Cape Elizabeth, ME 04107	Medical Practice Consultant, self-employed	May 2023
John Branson <i>Secretary</i>	Portland, ME 04101	President, Branson Law Offices	April 2015
Rosie DiBella	Scarborough, ME 04074	Project Manager, Preble Street	July 2021
Stuart Eisenberg	Nobleboro, ME 04555	Physician, Retired	February 2023
Kim Foglio	Gray, ME 04039	Director of HR Operations, Martin's Point Health Care	April 2022
John Kilbride	Portland, ME 04102	Chief of Police, Falmouth Police Department	March 2019
Sadie Knott	Scarborough, ME 04074	Nurse Practitioner, Northern Light Mercy Health Care	March 2021
Tom Ptacek	Portland, ME 04101	Advocacy Outreach Community Organizer, Preble Street	August 2015
Bridget Rauscher	South Portland, ME 04106	Substance Use Prevention Program Coordinator, City of Portland	March 2019
Tom Ranello	Scarborough, ME 04074	Realtor, RE/MAX Shoreline	January 1997
Jonathan Sahrbeck	Cape Elizabeth, ME 04107	Attorney, self-employed	January 2023
Kate Simson	Scarborough, ME 04074	Chief of Staff, Flywire	June 2023
Melissa Skahan	Falmouth, ME 04105	Vice President of Mission Integration, Northern Light Mercy Health Care	July 2021

SOCIAL SERVICE SUMMARY -

Application Type	☐ Standard Social Service	
Operating Agency	Our Place Portland Inc.	
Program Name	Youth Mentorship Groups and Community Summer Camps	
Funds Requested	\$53,075.00	
Program Summary		
Our Place Portland Inc. supports the healthy development of youth and families with a focus on vulnerable middle school youth. Our mentorship program began with our lead mentors as our Executive Director and Associate Director and has grown so that our middle school youth now lead our younger youth mentorship groups and summer camps through our Mentor In Training Program. We work to build systems of youth and family support in the Kennedy Park and Front Street public housing neighborhoods in order to improve a sense of safety for all. Our vision is that through personalized and accessible community services, families find paths to stability and fulfillment. We meet with 55 youth in mentorship groups of size 10-12 1x a week for 2 hrs/week and provide 200hr/year of Family Advocacy Services for caregivers in which we work together to solve barriers to their success (e.g. post-secondary education, citizenship, employment, navigating social services, English language learning, etc.).		
HUD National Objective	Low and Moderate Income Area Benefit (LMA)	
	Will this serve a population HUD presumes to be low income?	
	Service area (if applicable):	
HUD Program Objective	Creating a Suitable Living Environment	
Primary Goal	Neighborhood Investment and Infrastructure: Create strong, safe accessible and vibrant neighborhoods	
Beneficiaries/ Clients Served		
Client Description	We serve 55 youth ages 5-14 who live in public housing or subsidized housing in the Kennedy Park and Front Street neighborhoods.	
Number of Clients Served	55	
Number of LMI Portlanders	55	
LMI Portland Percentage	100.00%	
Units of Service		
Type of Unit of Service	The unit of service will be 1 staff hour for youth programming.	
Number of Units Provided	1,944	
Cost per Unit of Service	\$27.30	
Outcomes		
1. Youth will self-report higher resilience in at least two domains between July 2023 and July 2024 as measured by the Child and Youth Resilience Scale (CYRM-R). 2a. Youth in Year 1 (n=35) will demonstrate increased Attachment, Self-Regulation, and Stress-Management skills as measured by quarterly youth interviews and staff and parent observation in various settings (i.e. home, school, Our Place, public settings). 2b. Youth in Year 2 (n=20) will demonstrate increased Self-Awareness, Social-Awareness, and Executive Functions as measured by quarterly youth interviews and staff and parent observation in various settings (i.e. home, school, Our Place, public settings). 3. Community Policing Officer will report decreased instances of property damage, physical fighting, and youth distress amongst youth enrolled in programming.		
Budget		
\$53,075.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)	
\$152,000.00	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)	
35%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]	

A. Agency Information

Completed by ourplaceportland@gmail.com on 11/19/2023 7:32 PM

Case Id: 30455

Name: Our Place Portland Inc. - 2024

Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Our Place Portland Inc.

A.2. Mailing Address

8 Thurston Lane Scarborough, ME 04074

A.3. Federal ID Number

88-3309336

A.4. Unique Entity Identifier- [SAM.GOV](https://sam.gov)

88-3309336

APPLICATION POINT OF CONTACT

A.5. First Name

Libby

A.6. Last Name

Catania

A.7. Phone

(908) 892-4500

A.8. Email

ourplaceportland@gmail.com

EXECUTIVE DIRECTOR

A.9. First Name

Libby

A.10. Last Name

Catania

A.11. Phone

(908) 892-4500

A.12. Email

ourplaceportland@gmail.com

PROJECT DIRECTOR

A.13. First Name

Libby

A.14. Last Name

Catania

A.15. Phone

(908) 892-4500

A.16. Email

ourplaceportland@gmail.com

FINANCIAL DIRECTOR

A.17. First Name

Caitlin

A.18. Last Name

Kalloch

A.19. Phone

(207) 887-5942

A.20. Email

B. Project Information

Completed by ourplaceportland@gmail.com on 11/21/2023 11:57 AM

Case Id: 30455

Name: Our Place Portland Inc. - 2024

Address: *No Address Assigned

B. Project Information

Please provide the following information.

B.1. Program Name

Youth Mentorship Groups and Community Summer Camps

B.2. Primary Address Services Are Delivered

76 Congress Street Portland, ME 04101

Are there additional service address?

No

B.3. HUD National Objective

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

- **Low to Moderate Income Limited Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% of the beneficiaries of the activity qualify as LMI persons earning less than 80% of the area median income as defined in the table above. To qualify each individual must establish, by means of financial information on household size and income, that at least 51% of the clientele are persons whose household income does not exceed the LMI limit.
There are certain populations that HUD presumes to be low to moderate income. For programs serving these populations income data does not need to be collected, however race and ethnicity do. Populations include abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS, and migrant farm workers.
- **Low to Moderate Income Area Benefit (LMA):** an activity, which is available to benefit all the residents of an area qualifying under HUD guidelines. HUD has identified neighborhoods eligible to receive CDBG funding based on income data provided by the census and American Community Survey. The eligible areas are shown on the map below and also include Cliff Island, plus Portland Housing Authority. The map can also be found online at: [CDBG Eligible Areas](#)

Indicate which National Objective this program activity will address:

Low and Moderate Income Area Benefit (LMA)

B.3.A. Please provide a map and outline on the map the area that your program serves.



LMA Map and Outline of Service Area *Required

Area of Service.png

B.4. HUD Program Objectives

Indicate which HUD program objective this program will address:

B.5. Priority Impact Level

The City of Portland CDGB Goals and Priorities:

- **Neighborhood Investment and Infrastructure-** Create strong, safe, accessible and vibrant neighborhoods- Invest in infrastructure to improve neighborhood assets and build strong, safe, accessible and vibrant neighborhoods. Improve accessibility through ADA compliance. Build sidewalks and trails to improve connectivity, increase the use of bicycles as a mode of transportation, and redevelop streetscapes to create shared streets for cars, bikes, and pedestrians that integrate with the fabric of the neighborhood. Support programs that increase safety in neighborhoods for residents and visitors. Invest in programs and services that address the specific needs of members of the community. Encourage programs that build a sense of inclusiveness, safety, and security within individual neighborhoods.
- **Housing Availability-Increase housing availability and affordability-** Increase housing availability and affordability to all Portland residents regardless of income, race, ethnicity, and family size. Encourage housing development by removing barriers to traditional urban housing types while ensuring the inclusion of workforce housing in significant development projects.
- **Economic Opportunity-** Create economic opportunities to transition people out of poverty- Invest in Portland businesses to enable them to expand to create jobs. Invest in persons wanting to create microenterprises. Engage job seekers in a continuum of services to increase their professional capacity, financial stability, and ability to maintain employment. Focus on difficult to employ populations including homeless, new Americans and single parent head of households. Combine resources and build partnerships between public and private entities to provide opportunities to transition Portland residents out of poverty to sustainable employment and financial stability.
- **Address the Needs of the Growing Homeless Population-** Prevent and reduce homelessness - Prevent individuals and families from becoming homeless and entering into the shelter system. Rapidly rehouse those who enter the shelter system. Provide necessary resources to assist vulnerable population's transition out of homelessness, including housing opportunities for chronically homeless or long-term stayers at homeless shelters.
- For more detailed information, please review the [Needs-Goals-Priorities Table](#)

Indicate the primary goal your program or project addresses:

Neighborhood Investment and Infrastructure: Create strong, safe accessible and vibrant neighborhoods

B.6. Beneficiaries

B.6.A. Describe the beneficiaries or clients served by the program.

We serve 55 youth ages 5-14 who live in public housing or subsidized housing in the Kennedy Park and Front Street neighborhoods. 83% of youth speak a language other than English at home and 52% receive special education services at school. 3/42 are enrolled in the Behavioral BREATHE program at school, yet are successful at Our Place Mentorship Groups and Community Summer Camps. We use a whole-family approach, also called a "2 Gen approach," so although we serve 55 youth, they come from only 30 families. All families live in close vicinity to each other. Two families have moved to the newly renovated Front Street apartments, but the remaining 28 live in and around Kennedy Park.

B.6.B. How many will be served by the proposed program? (unduplicated -per year)

55

B.6.C. How many are low to moderate income residents of Portland?

[FY 2024 HUD Low to Moderate Income Guidelines for Portland, Maine](#)

B.6.D. What percentage of total clients are low to moderate income residents of Portland?

100.00%

B.7. Units of Service - The CDBG program will provide quarterly reimbursements for the lesser of either your quarterly expenditures or your total cost of units of service for the quarter. The instructions below identify how your cost per unit of service should be calculated. If you would like to propose an alternate cost per unit of service, please do so in the space below.

B.7.A. Describe the type of unit of service provided by the program.

The unit of service will be 1 staff hour for youth programming.

B.7.B. How many units of service will be provided by the program?

1,944

B.7.C. What is the cost per unit of service? (Please calculate this using requested CDBG funds divided by the number of units)

\$27.30

Do you have an alternate cost per unit of service to propose? If so, explain how it is calculated and why an alternate calculation is required for your organization. (A determination on final cost per unit of service will be made if funds are awarded.)

No

B.7.D. What percentage of the total budget is CDBG?

34.91%

B.8. Program Objectives and Outcomes**B.8.A. Program Objectives**

1. At-risk youth will build increased resilience in at least two domains of the Child and Youth Resilience Scale (CYRM-R).
2. At-risk youth will build skills along a cognitive trajectory called the Building Blocks for Learning (Stafford-Brizard, 2016) with a growth rate of 1 level of development per year of participation in programming in the following ways:
 - a. Youth in Year 1 of Our Place Mentorship Groups and Community Summer Camps by demonstrating increased Attachment, Self-Regulation, and Stress-Management skills as measured by quarterly youth interviews and staff observation.
 - b. Youth in Year 2 of Our Place Mentorship Groups and Community Summer Camps will build off of their base level skills by demonstrating increased Self-Awareness, Social-Awareness, and Executive Functions as measured by quarterly youth interviews and staff observation.

B.8.B. Program Outcomes

1. Youth will self-report higher resilience in at least two domains between July 2023 and July 2024 as measured by the Child and Youth Resilience Scale (CYRM-R).
- 2a. Youth in Year 1 (n=35) will demonstrate increased Attachment, Self-Regulation, and Stress-Management skills as measured by quarterly youth interviews and staff and parent observation in various settings (i.e. home, school, Our Place, public settings).
- 2b. Youth in Year 2 (n=20) will demonstrate increased Self-Awareness, Social-Awareness, and Executive Functions as measured by quarterly youth interviews and staff and parent observation in various settings (i.e. home, school, Our Place, public settings).

3. Community Policing Officer will report decreased instances of property damage, physical fighting, and youth distress amongst youth enrolled in programming.

B.9. Employees

Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	1
How many employees will be employed in this program if it receives CDBG funding?	3
How many employees will be employed in this program if it does not receive CDBG funding?	1

B.10. Documentation

B.10A. How will the beneficiaries' information be collected and documented?

The beneficiaries' information including their address, personal information, and household income, will be collected and stored in a password protected file stored on the Executive Director's password protected computer.

B.10B. How will the units of service be tracked and documented?

Staff hours will be tracked documented using our secure payroll tool called Gusto.

B.10C. How will the outcomes be measured, collected, and documented?

Outcomes will be measured with fidelity and without bias. All measures are youth self-report measures. The CYRM-R is administered to youth in a quiet space, one at a time, and with the questions read to each youth in a neutral tone. Data will be stored in a password protected file on the Executive Director's password protected computer. Interview data is collected on a quarterly basis (i.e. January, April, July, October). Observational data is recorded on a daily basis on a spreadsheet in a password protected file on a password protected computer.

C. Narrative

Completed by ourplaceportland@gmail.com on 11/21/2023 11:56 AM

Case Id: 30455

Name: Our Place Portland Inc. - 2024

Address: *No Address Assigned

C. Narrative

Please provide the following information.

C.1. Program Description

Describe the Program being proposed.

Our Place Portland Inc. supports the healthy development of youth and families with a focus on vulnerable middle school youth. Our mentorship program began with our lead mentors as our Executive Director and Associate Director and has grown so that our middle school youth now lead our younger youth mentorship groups and summer camps through our Mentor In Training Program. We work to build systems of youth and family support in the Kennedy Park and Front Street public housing neighborhoods in order to improve a sense of safety for all. Our vision is that through personalized and accessible community services, families find paths to stability and fulfillment. We meet with 55 youth in mentorship groups of size 10-12 1x a week for 2 hrs/week and provide 200hr/year of Family Advocacy Services for caregivers in which we work together to solve barriers to their success (e.g. post-secondary education, citizenship, employment, navigating social services, English language learning, etc.). We support 28 families in the public housing communities of Kennedy Park and 2 who recently moved to the renovated Front Street apartments in Portland, Maine. Our goal is to establish a replicable model of highly engaging, accessible and inclusive, research-based, community programming that can be utilized in broader Maine and other geographic regions.

Our core programs build ecosystems for youth thriving by existing in multiple settings - home, neighborhood, city, and broader Maine. These include our (1) Youth Mentorship Program, in which youth (25 middle school, 30 younger siblings) meet in structured groups for 2 hrs/week and participate in a Restorative Community Circle, shared meal, social problem solving, and field trips / novel experiences (2) Community Summer Camp, which engages 15 Middle School Mentors in Training working in a leadership role and 40 younger youth in a free STEAM camp, and (3) Family Advocacy Services, which includes resource navigation for families as well as community events and basic needs provision. As examples, we assisted our founding families with navigating: post-secondary education opportunities, special education services, governmental benefits, purchase of a vehicle, and school removal for a child. We provided home tutoring for this child at Our Place. We are requesting CDBG funds only to support our youth-facing programs.

Our staff expertise (includes a licensed school counselor and licensed K-8 Special Education Teacher), strong and lasting connections with families, trust in the community, and research-based design, allow us to support youth who have been removed from the Boys and Girls Club or other settings due to behavior. Our goal is that youth can be more successful in larger programmatic settings once they have learned the pertinent skills and developed resilience within our program. We have seen a pattern of disrupted attachments for youth in family and programmatic settings, but we stand consistent and plan to follow our founding youth and each new family through high school transition and beyond.

C.2. Community Need Description

Describe the scope of the community problem or need the program addresses. Reference plans, reports, data, or past experience as applicable.

All youth live in public housing and therefore face barriers to learning and development such as food insecurity. In Kennedy Park alone, 60% of households are of refugee status and 60% are single-female heads of household (Portland Housing Authority). In our programs, 83% of our youth speak a language other than English at home and 52% receive special education services at school. 3/42 are enrolled in the Behavioral BREATHE program at school, yet are successful at Our Place. Youth work to build their unique identity as BIPOC in the U.S., while holding strong cultural values at home.

The overarching concern that this program addresses is youth and community safety. This is created through establishing a safe place for youth to gather after school with staff who care deeply about them and have the skills to support their social-emotional development. The youth that we have recruited were chosen due to a recommendation from a school administrator or the Community Policing Officer and the Executive Director's direct observation of youth being unattended after school and in the summer. We have attached a letter of support from the Community Policing Coordinator for East Bayside, Bart Donovan, who has seen the direct benefit of our program on youth and neighborhood safety.

C.3. Measurable Community Impact

Describe program outcomes and the impact it will have on the community. Include how progress will be evaluated in reaching these goals

We measure youth progress towards building resilience by administering the Child and Youth Resilience Measure (CYRM-R) on an annual basis, as well as monitoring their growth towards milestones indicated by the Building Blocks for Learning trajectory (created by Turnaround for Children) through quarterly interviews and staff and parent observation. The CYRM-R was chosen because it was developed to reflect the influence of a community on one's resilience. This measure was tested in several different geographic regions and reflects a wide cultural lens of resilience. It takes into account that resilience is more than just "within" the individual, but rather, a reflection of the resources that one has access to and one's ability to navigate these effectively.

Our goal is that youth will show increased scores on the Child and Youth Resilience Measure (CYRM-R) from their baseline at Community Summer Camp in July 2023 to July 2024, especially for the following items:

"I am treated fairly in my community"

"I cooperate with people around me"

"I know how to behave in different social situations"

"My parent(s)/caregivers know a lot about me"

"If I am hungry, there is enough to eat"

C.4. 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**

Our Place Portland Inc. meets the goal of the Neighborhood Investment and Infrastructure category -- to create strong, safe, accessible, and vibrant neighborhoods. East Bayside is culturally rich with arts establishments, restaurants, coffee houses, breweries, and restaurants. It is interesting to see the divide between the businesses and the public housing community across the street in Kennedy Park and the ways that they interact. You will often see youth going in and out of these businesses for water and the bathroom use through the school year and summer time. While most interactions are positive, there are several in which youth impulsively enter businesses and behave in unsafe ways or in a small amount of cases, ways that are damaging to businesses. Our Place provides consult with

local businesses including Coffee by Design and Rising Tide Brewing Company during these instances and looks to rehabilitate youth and rebuild community trust to create a strong, safe, and vibrant neighborhood for all. There have also been several instances of gun violence, drug overdose, and caregiver death, that youth have dealt with over the past two years since we have been established. For our youth, these incidents are happening right on their doorstep and the psychological impact is observable and concerning. Our Place works to process these events with youth and create emotionally safe spaces for youth to ask questions related to their safety. Vibrancy is central to our values and mission. We want to ensure that our youth and their families are shining with pride, have access to resources, and can successfully navigate these to reach their goals. Our regular mentorship group meetings, summer camps, and field trips and special events feature youth being wholly themselves, embracing their identity, and feeling comfortable in their own skin. Another very important way that we reflect this goal is in accessibility. Although there are several programs that target youth in East Bayside, there are few that are successful and none we are aware of that have a 100% youth and family retention rate as we do. That is because we make our programs accessible to youth and families and adapt programming to meet their needs. Our Executive Director has a Master's in Education from Harvard Graduate School of Education where her focus was accessible educational design. This means that our guiding force has a strong understanding about how to design, build, and maintain inclusive youth programs. Youth who do not perform well in school perform well at Our Place, because they have a sense of safety, attachment to staff, access to food, and programming that matches their interests and talents. We follow a Universal Design for Learning approach to program design and philosophy such that we understand that disability is context-dependent. Although several of our students' qualified disabilities through IEP plans relate to learning and/or behavior, we have one youth who is hearing impaired and one with a significant speech impairment. We hope to continue to provide programming for all youth, regardless of ability.

C.5. Priority Impact Level

Choose and describe how this program best addresses one of the priority impacts level activities:

- 1. Neighborhood Investment and Infrastructure- Create strong, safe, accessible and vibrant neighborhoods. Eligible programs and activities include but are not limited to: Community policing, public infrastructure in target neighborhoods. Accessibility/ADA compliance, alternative modes of transportation; PRIORITY: Park and recreation facilities, historic preservation, tree planting, and non-profit rehab, inclusive and diverse community centers and engagement programs, senior services, disability services, public infrastructure outside of the targeted neighborhood.**
- 2. Housing Availability- Increase housing availability and affordability. Eligible programs and activities include but are not limited to; HIGH PRIORITY: Housing rehabilitation, adaptive reuse of housing, housing retention; PRIORITY: Rental assistance programs, environmental testing and remediation, energy efficiency/weatherization, fair housing activities, heating and fuel assistance, tenant landlord counseling services, and legal services.**
- 3. Economic Opportunity- Create economic opportunity to transition out of poverty. Eligible programs and activities include but are not limited to; HIGH PRIORITY: Job creation, microenterprise assistance, career advancement services (education, job training, GED attainment, ESL, etc.), Job retention support services (childcare vouchers, housing counseling, transportation assistance, etc.) PRIORITY: Façade improvements, and financial stability services (budgeting, financial planning, tax preparation, etc.).**
- 4. Address the Need of the Growing Homeless Population- Prevent and reduce homelessness. Eligible programs and activities include but are not limited to; HIGH PRIORITY: Food assistance, shelter services, mental health service, substance use disorder services, housing and housing services for long-term shelter consumers, emergency services to prevent homelessness; PRIORITY: Rental assistance, and at risk youth services.**

We align with the Neighborhood Investment and Infrastructure priority impact level of Community Policing as we have support from Bart Donovan who is the Community Policing Coordinator of East Bayside (see attached letter of support) and see ourselves as responsible for contributing to the safety of youth, families, and local businesses.

Furthermore, we directly align with "inclusive and diverse community centers and engagement programs" as well as "disability services" due to our engagement with youth who all identify as BIPOC and of which, over 80% have a disability as defined by an IEP plan at school.

C.6. Guiding Principles

Describe how the program meets each of the following Guiding Principles: Priority to Lower Incomes, Diversity and Inclusiveness, Consistent with City Goals and Initiatives:

- 1. Consistent.** All projects and programs will be reviewed with respect to the Consolidated Plan and other HUD requirements; City goals, priority impact levels, and other CDBG or HOME investments. Proposals should be coordinated with relevant City Departments where appropriate and align with City initiatives. City plans can be found online at Portland's Housing Community Development [Website](#)
Measurable Community Impact. Programs and projects will be evaluated based on how well they create a significant and measurable community impact.
- 2. Diversity and Inclusiveness.** Programs and projects shall address diversity and be inclusive in order to engage differences and create a culture of belonging.
- 3. Priority to Lower Incomes.** Priority will be given to projects and programs that serve the lowest income persons.
- 4. Leveraged Funding.** CDBG should not be the only source of funding for a program or project; leveraging other funds is essential.

1. We are consistent with city goals and initiatives as we are an inclusive and diverse community center and engagement program that provides disability services for youth.
2. We create a culture of belonging by using Restorative Practices in our Mentorship Groups that establish equity. For example, we have a Community Circle at the start of each group where we share a meal and take turns sharing a "high" and "low" of our week, which leads to mentor-led community problem solving. We encourage kindness and giving back to our community through five service projects per year.
3. All youth live in public housing.
4. We have \$47,400 towards our Youth Mentorship Groups and Community Summer Camps from United Way Brick and Beam Society and \$30,000 towards general operating expenses from the Peter Alfond Foundation. We have been supported by the Portside Real Estate Group (\$10,000 current fiscal year) Samuel L. Cohen Foundation (\$5,000 for past fiscal year) , Daveis Family Foundation (\$3,000 for past fiscal year), Widgeon Point Charitable Foundation (\$2,500 for past fiscal year) and Coffee by Design (\$5,000, split between last and current fiscal year) as well as several other donors. We work hard to make this a sustainable non-profit as we know it is necessary for the safety and well-being of youth and families.

C.7. Partnerships, Collaboration, and Outreach

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

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

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

We are not applying as a partnership. We do all outreach within house and have a waiting list of youth and families. We do, however, partner with several organizations including East End Community School (referrals, problem-solving with behavioral needs, youth social-emotional development consultation), Portland Ovarations (field trips to see 3 free performances), the Locker Project (summer community markets, youth service projects), Wayside Food Programs (free snacks program), XLP Basketball (4 youth scholarships for travel AAU league), The Hill Arts (provide current space for programming), Children's Museum and Theatre of Maine (\$1 entry fee) and Community Policing (regular meetings with Bart Donovan, East Bayside Community Policing Coordinator).

C.8. Readiness to Proceed

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

Youth Mentorship Groups:

Co-Design Youth Mentorship Groups with middle school youth (Sept. 2023 - June 2024)

Lead Youth Mentorship Groups for 55 youth (Sept. 2023 - June 2024)

Engage 12 Mentors in Training (middle schoolers) from Summer 2023 in 3-week rotations to lead Mentorship Groups for younger youth (Sept. 2023 - June 2024)

Engage youth in novel experiences through field trips in their mentorship groups through partnerships with Portland Ovarations, XLP Basketball, Children's Museum, and more (Sept. 2023 - Sept. 2024)

Community Summer Camp / Mentor-in-Training Program:

Design and Execute Year 2 of Mentor-in-Training program and associated Leadership Training (July 2024)

Design and Execute Community Summer Camp focusing on social-emotional and STEAM themes ("The Land, the Sea, Maine, and Me") with 15 middle school youth as Mentors in Training, working towards 100\$ stipends and 40 younger youth (July 2024)

Gather CYRM-R data for Year 2 (July 2024)

C.9. Experience Providing Service

Describe the applicant's experience in delivering and managing this or similar programs.

Please summarize current licensing and accreditations obtained.

Our Executive Director, Libby Catania, M.Ed., has her Elementary Special Education endorsement K-8 in the State of Maine as well as her Master's in Education from the Harvard Graduate School of Education (2019) in the Mind, Brain, and Education program. Libby has worked as a researcher for CAST, the home of Universal Design for Learning as well as for Populace, a personalized learning research non-profit, where she wrote research to support the Building Blocks for Learning framework for client, Turnaround for Children. She was a Special Education Teacher and Case Manager at East End Community School in Portland for three years. She was also the Educational Strategist for the LearningWorks agency from 2019-2021 where she worked with Heather Davis to design and implement in-person and remote learning experiences and led staff professional development on Deeper Learning program design and Universal Design for Learning. She also worked for one year as the Education Specialist in East Bayside at the Kennedy Park Study Center for Portland Housing Authority where she was first introduced to the families she serves now. It was there that she noticed the need for inclusive programming and Our Place was born. Other accolades include being honored as one of 20 Outstanding Women in Maine in March of 2023.

Our current youth programming staff has her Elementary School Counseling endorsement from the State of Maine and 8 years of experience supporting special education and immigrant populations at Amanda C. Rowe Elementary School and East End Community School.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

How will this program continue if CDBG funding is not awarded?

This program will continue through trying to leverage funds from banks and other foundations. We have two board members from KeyBank and Machias Savings Bank that we know plan to give to your next fiscal year budget. As we hope to expand, having the CDBG funds to support our youth programming staff so that we can search for a larger space and include even more youth in our programming, will be helpful and necessary. Staff salaries are a stumbling block for us in our growth and we have had interested potential staff for about a year who live in, or have deep connections to, this community.

C.11. Leveraged Funding Narrative

Describe all other sources of funding for this program or project. Identify which sources are secured and which are projected. Include in-kind donations that may be used to supplement expenses where applicable.

We have secured the majority of our funds from United Way Brick and Beam Society (\$47,400) and have been advised to also apply for the agency-wide giving which we expect to be about half of the Brick and Beam Society investment (\$27,600, projected). We have also secured \$30,000 from the Peter Alfond Foundation. In July, we received \$10,000 from The Portside Real Estate Group and were the featured non-profit at Central Provisions, acquiring an additional \$500. We also received a \$2,500 donation for the second year in a row from Coffee By Design. We expect to raise \$2,500 from businesses in East Bayside in June to support our 2024 Community Summer Camp. We are currently working to get to know several banks. Last year, we received a donation of \$2,500 from Androscoggin Bank, and we are projecting to attain \$5,000 in December. We have applied for \$15,000 from TD Bank and look forward to applying for \$5,000 from KeyBank of which one of our new Board Members is an employee, in January 2024. Last year, we raised \$2,000 on Giving Tuesday, and we hope to raise this amount this year on November 24th. We have received several private donations including \$300 from a Higgins Beach Women's Group, \$150 from the Catania Family, and \$2,500 from the Oehrlein Family.

C.12. Budget Narrative

Provide a narrative explaining the budget and expenses for the program. Describe exactly what and who CDBG will pay for in this program.

If this program was funded by CDBG in the previous year and if you are requesting an increase from last year's allocation, you must explain why the increase is necessary and what expansion of service is being provided.

Please ensure that budget amounts listed in the narrative match the Program Budget Detail.

With all of the income and projected income described in C.11, we project that we will raise \$185,000 this fiscal year (7/1/23 - 7/1/24).

We project that we will spend \$4,000 on transportation including passenger van upkeep and gas expenses. Last year, we purchased a 12 passenger van from 2018 that we use to transport youth from home to the Hill Arts, where we currently host our programs.

We expect to move to a larger space in February of 2024, which increases our Rent costs from our Rent cost at the Hill

Arts but will allow us to be more impactful and to grow our programs.

We project that we will spend \$11,600 on food, as our prior year served only 20 youth, and now we serve 55.

Our supplies budget of \$10,000 includes funds to buy technology to support our programming as well as supplies for our STEAM activities.

We aim to spend more money on field trips this year than last year, with a budget of \$5,000, including going to see travel basketball games, seeing performances at cost, and experiencing new parts of Maine, not within 30 miles of Portland.

We have increased our furniture budget to \$8,000 which is a projection for furniture we may need for a larger space.

Legal fees are included for legal counsel as we search for a new building.

Our technology budget listed separately includes several technological subscriptions such as Quickbooks and Gusto.

Our salaries include a salary of \$15,000 for the Executive Director, \$21,875 for Middle School Youth Staff (25 weeks, 25.00 an hour, 35 hrs/week), and \$16,200 for Elementary Youth Staff (648 hrs total, 25.00 an hour). The remainder of the Executive Director salary will come from other sources.

CDBG will pay Our Place Portland Inc. for staff hours for youth programming. CDBG will pay for the Executive Director who will engage with youth as the Lead Mentor, and two Youth Programming Staff, who will also function as Mentors. The Middle School Youth Staff will be full time, while the Elementary School Staff will be part-time. This is due to a projected partnership with King Middle School and Long Creek Youth Development Center. We call our staff "mentors" rather than teachers, to distinguish our program from a school-day program.

D. Program Budget Detail

Case Id: 30455

Name: Our Place Portland Inc. - 2024

Address: *No Address Assigned

Completed by ourplaceportland@gmail.com on 11/20/2023 10:27 PM

D. Program Budget Detail

Please provide the following information.

D.1. Grant Amount Requested - for social service programs the minimum amount requested is \$10,000 and Maximum is \$150,000.

\$53,075.00

D.2. Total Program Budget

\$152,000.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Salaries	\$71,915.00	\$53,075.00	\$18,840.00	United Way, Peter Alfond Foundation	Committed
Rent	\$42,119.00	\$0.00	\$42,119.00	United Way, Peter Alfond Foundation	Pending
Food	\$11,600.00	\$0.00	\$11,600.00	TD Bank, Androscoggin Bank, KeyBank	Pending
Supplies	\$10,000.00	\$0.00	\$10,000.00	Portside Real Estate Group	Committed
Field Trips	\$5,000.00	\$0.00	\$5,000.00	Coffee by Design, East Bayside Businesses	Pending
Furniture	\$5,000.00	\$0.00	\$8,000.00	Peter Alfond Foundation	Committed
Legal	\$500.00	\$0.00	\$500.00	Private Donations	Committed
Technology	\$1,000.00	\$0.00	\$1,000.00	Private Donations	Committed
Transportation	\$4,000.00	\$0.00	\$4,000.00	Private Donations	Committed
	\$151,134.00	\$53,075.00	\$101,059.00		

E. Required Documents

Completed by ourplaceportland@gmail.com on 11/19/2023 10:08 PM

Case Id: 30455

Name: Our Place Portland Inc. - 2024

Address: *No Address Assigned

E. Required Documents

Please provide the following information.

Documentation



Agency Organizational Chart

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

OurPlace_OrgChart.pdf



Articles of Incorporation/Bylaws

Articles of incorporation are the documents recognized by the State as formally establishing a private corporation, business or agency.

***No files uploaded*



Authorization to Request Funds and/or Designation of Authorized Official

Documentation must be submitted of the governing body's authorization to submit the funding request and/or Documentation must be submitted of the governing body's action authorizing the representative of the agency to submit the funding request, negotiate for, and contractually bind the agency.

***No files uploaded*



Complete List of Board Members

A list of the current board of directors or other governing body of the agency must be submitted. ***Required**

List of Board Members (1).pdf



Letter(s) of Support (Upload as one file) ***Required**

B.Donovan_LetterofSupport.pdf

☐ Memorandum of Agreement (Upload as one file)

***No files uploaded*

☒ Most Recent Agency Operating Budget ***Required**

FY23-24 - OP Operating Budget.pdf

☒ Most Recent Audit OR 990 as appropriate ***Required**

OURPLACE-990EZ.pdf

☒ Project Timeline ***Required**

CDBG Project Timeline.pdf

☒ Verification of 501(c)3 status

Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and the State. *Required****

IRS-Letter.pdf

☐ Conflict of Interest Policy (Will be required if selected for funding)

***No files uploaded*

☐ Non-Discrimination Policy (Will be required if selected for funding)

***No files uploaded*

☐ Whistleblower Policy (Will be required if selected for funding)

***No files uploaded*

Submit

Completed by ourplaceportland@gmail.com on 11/21/2023 11:57 AM

Case Id: 30455

Name: Our Place Portland Inc. - 2024

Address: *No Address Assigned

Submit

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

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

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

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

Signature

Libby Catania, M. Ed., Executive Director

Electronically signed by ourplaceportland@gmail.com on 11/21/2023 11:57 AM

Title

Executive Director



**Areas outlined are served by
Our Place Portland Inc.**

Maine Motor
Vehicle Registry

Edward
Payson Park

Lotfey Dennett
Insurance Brokers

BACK COVE

WOODFORDS

The Great Lost Bear

OAKDALE

Trader Joe's

BAYSIDE

EAST BAYSIDE

EAST END

MUNJOY HILL

Portland Observatory
Temporarily closed

Maine Narrow
Gauge Railroad
Temporarily closed

Duckfat

Google

Our Place Board of Directors

Amy Thompson - President

Teacher of Family English, Portland Adult Education

Haloum Suliman

Custodial Staff, Seaside Nursing Home

Resident of Kennedy Park

Mariana Angelo

Staff, Immigrant Welcome Center

Caitlin Kalloch

AVP, Branch Services, Infinity Credit Union

Fayla Sutton - Secretary

Property Manager, Affordable Housing

Mario Martinez - Treasurer

Manager, KeyBank

Member of Portland Rotary Club

OUR PLACE PORTLAND INC.	OPERATING BUDGET		7/1/23-7/1/24				
	Budget FY 22-23	Actual FY 22-23	Budget FY 23-24	YTD			
Income							
Grant Support	8,200	10,500	50,000	30,000	*Peter Alfond Foundation		
United Way	0	5,000	75,000	47,400	*Brick + Beam Society		
Local Business	3,000	2,500	15,000	12,500	*Portside Realty \$10,000; Coffee by Design \$2,500		
Events	7,070	3,069	2,000	500	*Sponsored Nonprofit for July at Central Provisions		
Private donors	17,715	31,267	18,000	3,000	*Oehrlein Family, Higgins Beach Women's Group		
Banks	0	2,500	25,000	0			
TOTAL	35,985	54,836	185,000	93,400			
Expenses							
Transportation	11,000	28,956	4,000	1,759			
Rent + Utilities	9,600	6,900	63,100	1,500			
Food	2,500	3,806	11,600	2,318			
Supplies	2,500	3,028	10,000	1,492			
Field Trips	500	982	5,000	636			
Furniture	2,000	475	8,000	0			
Legal	100	1,107	500	0			
Technology	500	175	1,000	0			
Salaries	0	870	71,915	2,684			
TOTAL	28,700	46,298	175,115	10,389			



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

OUR PLACE PORTLAND INC
8 THURSTON LANE
SCARBOROUGH, ME 04074

Date:
11/22/2022
Employer ID number:
88-3309336
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
June 13, 2022
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053720004682

Dear Applicant:

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

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

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

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

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

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

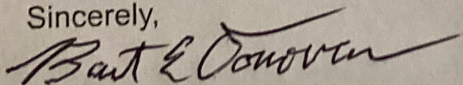
To Whom It May Concern:

I am writing this letter to express support for the Our Place Youth and Community Services Program, and to advocate that this vital program is able to provide ongoing services to the youth and families in Portland who benefit from it. As a Community Services Coordinator for the Community Policing Unit in the East Bayside neighborhood of Portland I have first hand experience appreciating the positive impact that Our Place program has on some of the most vulnerable and at risk youth and families in this community.

Our Place and the Community Policing Unit I work for consistently interact with many of the same youth and families in the highly diverse neighborhood that is East Bayside in Portland. Through Our Place services Ms Catania has done a wonderful job identifying and offering her program activities to many youth who, for perhaps a variety of reasons, may not be able to engage in some of the other services offered to youth in this area. Many children in this neighborhood live in public housing, may be low income, and lack a means of transportation. Libby meets children in their own neighborhood, provides transportation, and customs youth activities that are creative, fun, and meet the interests of a wide age range of children.

I believe Our Place is a vital program that helps the youth of Portland enhance their feelings of self worth, improves confidence and social skills, and has a positive impact on the community as a whole. I hope community members, businesses and organizations support Our Place so this program is able to continue serving the youth and families that depend on it.

Sincerely,

A handwritten signature in black ink that reads "Bart Donovan". The signature is fluid and cursive, with the first name "Bart" and last name "Donovan" clearly distinguishable.

Bart Donovan
Community Services Coordinator
Portland Police Department

OUR PLACE PORTLAND INC.

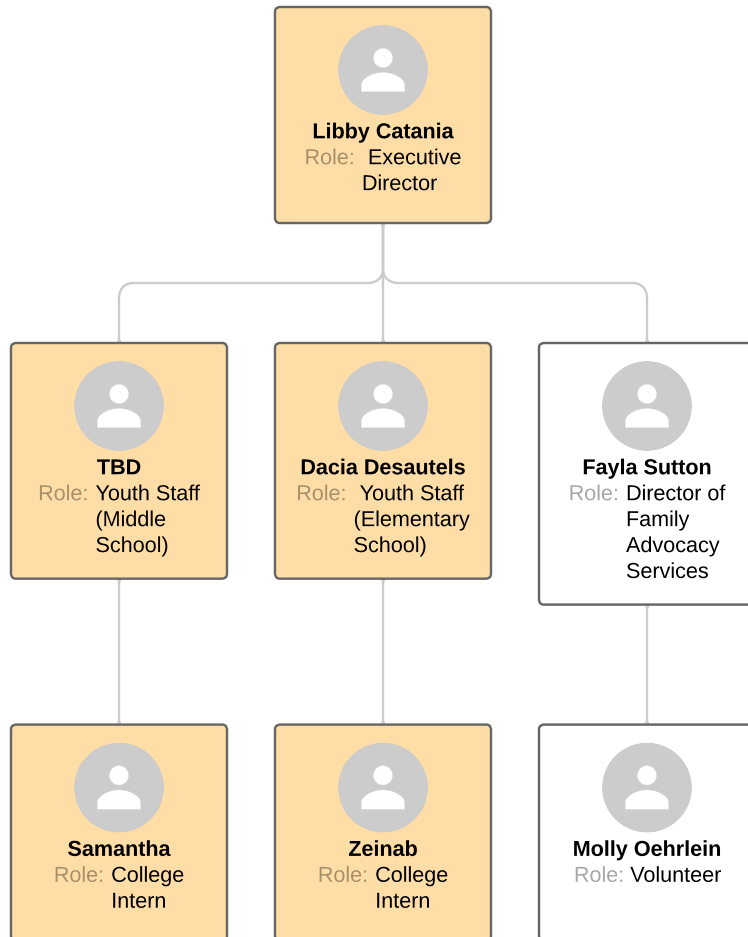


Diagram key



Involved in
CBDG project

Mentorship Groups:

- Co-Design Youth Mentorship Groups with middle school youth (Sept. 2023 - June 2024)
- Engage 3 High School age youth to attend middle school youth programs as Mentors (Sept. 2023 - June 2024)
- Lead Youth Mentorship Groups for 55 youth (Sept. 2023 - June 2024)
- Engage 12 Mentors in Training (middle schoolers) from Summer 2023 in 3-week rotations to lead Mentorship Groups for younger youth (Sept. 2023 - June 2024)
- Engage youth in novel experiences through field trips in their mentorship groups through partnerships with Portland Ovarations, XLP Basketball, Children's Museum, and more (Sept. 2023 - Sept. 2024)

Community Summer Camp / Mentor-in-Training Program:

- Design and Execute Mentor-in-Training program and associated Leadership Training (July 2024) [hoping to collaborate with Valo for Leadership Training, in conversation]
- Design and Execute Community Summer Camp focusing on social-emotional and STEAM themes ("The Land, the Sea, Maine, and Me") with 15 middle school youth as Mentors in Training, working towards 100\$ stipends and 40 younger youth (July 2024)

APPLICATION SUMMARY SHEET

Neighborhood Case Number: 30457

Project Name: Direct Service Program

Organization: Wayside Food Programs

CDBG Request: \$32,250.00

Total Budget: \$440,000.00

CDBG Budget Percentage: 7%

Application Type: Social Service Application

National Objective: Low and Moderate Income Clientele (LMC)

HUD Program Objective: Creating a Suitable Living Environment

Staff Comments on Application

- Goal and Priority Impact Level: High Priority (5 Points), under Addressing the Needs of the Growing Homeless Population
- Is there collaboration documented: Yes
- Financial Information provided: No separation of duties
- Past Compliance: Monitored without findings in 2019
- History of Funding Applicant (past 5 years):

A. Agency Information

Completed by lhamilton@waysidemaine.org on 10/30/2023 8:33 AM

Case Id: 30457

Name: Wayside Food Programs - 2024

Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Wayside Food Programs

A.2. Mailing Address

P.O Box #1278 Portland, ME 04104

A.3. Federal ID Number

222806424

A.4. Unique Entity Identifier- [SAM.GOV](https://sam.gov)

C116BWQRZJW5

APPLICATION POINT OF CONTACT

A.5. First Name

Laura

A.6. Last Name

Hamilton

A.7. Phone

(207) 712-6724

A.8. Email

lhamilton@waysidemaine.org

EXECUTIVE DIRECTOR

A.9. First Name

Mary

A.10. Last Name

Zwolinski

A.11. Phone

(207) 408-9122

A.12. Email

mzwolinski@waysidemaine.org

PROJECT DIRECTOR

A.13. First Name

Mary

A.14. Last Name

Zwolinski

A.15. Phone

(207) 408-9122

A.16. Email

mzwolinski@waysidemaine.org

FINANCIAL DIRECTOR

A.17. First Name

Mary

A.18. Last Name

Zwolinski

A.19. Phone

(207) 408-9122

A.20. Email

B. Project Information

Completed by lhamilton@waysidemaine.org on 11/20/2023 7:32 AM

Case Id: 30457

Name: Wayside Food Programs - 2024

Address: *No Address Assigned

B. Project Information

Please provide the following information.

B.1. Program Name

Direct Services Program

B.2. Primary Address Services Are Delivered

Multiple- Please see Timeline & Location Attachment Portland, ME 04103

Are there additional service address?

No

B.3. HUD National Objective

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

- **Low to Moderate Income Limited Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% of the beneficiaries of the activity qualify as LMI persons earning less than 80% of the area median income as defined in the table above. To qualify each individual must establish, by means of financial information on household size and income, that at least 51% of the clientele are persons whose household income does not exceed the LMI limit.
There are certain populations that HUD presumes to be low to moderate income. For programs serving these populations income data does not need to be collected, however race and ethnicity do. Populations include abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS, and migrant farm workers.
- **Low to Moderate Income Area Benefit (LMA):** an activity, which is available to benefit all the residents of an area qualifying under HUD guidelines. HUD has identified neighborhoods eligible to receive CDBG funding based on income data provided by the census and American Community Survey. The eligible areas are shown on the map below and also include Cliff Island, plus Portland Housing Authority. The map can also be found online at: [CDBG Eligible Areas](#)

Indicate which National Objective this program activity will address:

Low and Moderate Income Clientele (LMC)

B.3.A. 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?

Yes

B.3.B. Please check the appropriate populations



Abused Children

- ☒ Elderly Persons
- ☐ Battered Spouses
- ☐ Homeless Persons
- ☐ Illiterate Adults
- ☐ Severely Disabled Adults
- ☐ Persons Living with AIDS
- ☐ Migrant Farm Workers

B.4. HUD Program Objectives

Indicate which HUD program objective this program will address:

Creating a Suitable Living Environment

B.5. Priority Impact Level

The City of Portland CDGB Goals and Priorities:

- **Neighborhood Investment and Infrastructure-** Create strong, safe, accessible and vibrant neighborhoods- Invest in infrastructure to improve neighborhood assets and build strong, safe, accessible and vibrant neighborhoods. Improve accessibility through ADA compliance. Build sidewalks and trails to improve connectivity, increase the use of bicycles as a mode of transportation, and redevelop streetscapes to create shared streets for cars, bikes, and pedestrians that integrate with the fabric of the neighborhood. Support programs that increase safety in neighborhoods for residents and visitors. Invest in programs and services that address the specific needs of members of the community. Encourage programs that build a sense of inclusiveness, safety, and security within individual neighborhoods.
- **Housing Availability-**Increase housing availability and affordability- Increase housing availability and affordability to all Portland residents regardless of income, race, ethnicity, and family size. Encourage housing development by removing barriers to traditional urban housing types while ensuring the inclusion of workforce housing in significant development projects.
- **Economic Opportunity-** Create economic opportunities to transition people out of poverty- Invest in Portland businesses to enable them to expand to create jobs. Invest in persons wanting to create microenterprises. Engage job seekers in a continuum of services to increase their professional capacity, financial stability, and ability to maintain employment. Focus on difficult to employ populations including homeless, new Americans and single parent head of households. Combine resources and build partnerships between public and private entities to provide opportunities to transition Portland residents out of poverty to sustainable employment and financial stability.
- **Address the Needs of the Growing Homeless Population-** Prevent and reduce homelessness - Prevent individuals and families from becoming homeless and entering into the shelter system. Rapidly rehouse those who enter the shelter system. Provide necessary resources to assist vulnerable population's transition out of homelessness, including housing opportunities for chronically homeless or long-term stayers at homeless shelters.
- For more detailed information, please review the [Needs-Goals-Priorities Table](#)

Indicate the primary goal your program or project addresses:

Address the Needs of the Growing Homeless Population: Prevent and reduce homelessness

B.6. Beneficiaries

B.6.A. Describe the beneficiaries or clients served by the program.

Economically vulnerable & under-resourced community members.

B.6.B. How many will be served by the proposed program? (unduplicated -per year)

3,200

B.6.C. How many are low to moderate income residents of Portland?

[FY 2024 HUD Low to Moderate Income Guidelines for Portland, Maine](#)

2,500

B.6.D. What percentage of total clients are low to moderate income residents of Portland?

78.00%

B.7. Units of Service - The CDBG program will provide quarterly reimbursements for the lesser of either your quarterly expenditures or your total cost of units of service for the quarter. The instructions below identify how your cost per unit of service should be calculated. If you would like to propose an alternate cost per unit of service, please do so in the space below.

B.7.A. Describe the type of unit of service provided by the program.

Free meals

B.7.B. How many units of service will be provided by the program?

98,000

B.7.C. What is the cost per unit of service? (Please calculate this using requested CDBG funds divided by the number of units)

\$3.04

Do you have an alternate cost per unit of service to propose? If so, explain how it is calculated and why an alternate calculation is required for your organization. (A determination on final cost per unit of service will be made if funds are awarded.)

No

B.7.D. What percentage of the total budget is CDBG?

7.00%

B.8. Program Objectives and Outcomes

B.8.A. Program Objectives

Increase accessibility & consumption of nutritious foods.

Strengthen Supports & Safety Nets

B.8.B. Program Outcomes

- ≥80% eat more fruits & vegetables
- ≥80% eat more nutritious meals
- ≥75% make new friends
- ≥65% meet more of their neighbors
- ≥65% meet people with different cultural backgrounds
- ≥80% connect with their community
- ≥75% save money for other living expenses
- ≥60% are aware of opportunities to contribute

Printed By: Rowen McAllister on 12/21/2023

- ≥80% understand the impact of their service

B.9. Employees

Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	11
How many employees will be employed in this program if it receives CDBG funding?	11
How many employees will be employed in this program if it does not receive CDBG funding?	11

B.10. Documentation

B.10A. How will the beneficiaries' information be collected and documented?

Staff & trained volunteers will collect the information.

B.10B. How will the units of service be tracked and documented?

Staff will record at the time of distribution.

B.10C. How will the outcomes be measured, collected, and documented?

Participant surveys & units of service records.

C. Narrative

Completed by lhamilton@waysidemaine.org on 11/20/2023 8:33 AM

Case Id: 30457

Name: Wayside Food Programs - 2024

Address: *No Address Assigned

C. Narrative

Please provide the following information.

C.1. Program Description

Describe the Program being proposed.

Wayside's Direct Service Program increases consumption of nutritious foods by sharing groceries and prepared meals at sites across Greater Portland. Beyond meeting immediate nutritional needs, this program builds long-term benefits by establishing gathering places, fostering positive relationships between neighbors, providing service opportunities, and connecting with community resources.

The City of Portland has furthered its Community Development Block Grant (CDBG) Goals and Priorities by investing CDBG funds through Wayside's Direct Service Program since 2010. These investments supported the development of innovative partnerships and increased the accessibility of nutritious foods in ways that use sharing food as a means rather than an end. Each year, Wayside has used CDBG funds to adjust our program to adapt to our community members' evolving needs and expand the network of organizations and agencies we partner with. Wayside is seeking ongoing support to continue expanding the impact of these programs.

C.2. Community Need Description

Describe the scope of the community problem or need the program addresses. Reference plans, reports, data, or past experience as applicable.

As documented extensively throughout Portland's 2022-2026 Consolidated Plan, the lack of affordable housing is a significant challenge facing Portland and has extensive ramifications for residents. Insufficient income and lack of affordable housing are the leading causes of homelessness. The US Census Bureau reports that 14% of renting households with children across Maine are not caught up on their rent. Portland has a higher unaffordability rate than the state. The most recent numbers available from Maine State Housing Authority are from 2020, and even then, the average two-bedroom rental was unaffordable for more than 75% of Portland's renters. This situation is especially precarious for the 4,250 households in Portland with incomes below the poverty level. The most recent data from the Dept. of Education reports nearly half the students in the Portland Public Schools live in homes with incomes low enough to qualify for reduced lunch. High housing costs can force choices between consistently making housing payments and affording other needs. Households with limited economic resources often must make tradeoffs that can compromise consistent access to enough food for active, healthy living. Families with children, especially single-parent families, experience higher rates of food insecurity than households without children. Over 40% of families with children across Maine had difficulty paying household expenses in the last week, and 12% did not have enough to eat in the last week.

With resources stretched just to cover immediate expenses, accumulating savings is nearly impossible. Without financial or social safety nets, coping options are limited, and housing security is always vulnerable to an unexpected expense. The economic repercussions of the pandemic have exacerbated the challenges our vulnerable community members were already experiencing in securing their basic needs. It also expanded the number of community members experiencing economic and occupational instability. Enforced distancing measures have damaged social

support networks. The pandemic has broadened the impact of stressors like unemployment, domestic violence, housing costs, childcare, and healthcare access while leaving community members with fewer supports. The negative impacts of low socioeconomic status on health are well documented across demographics and household sizes. This can create a negative and reinforcing cycle because poor health negatively impacts capacity for learning and earning. Individuals with lower socioeconomic status also experience social disadvantages, with greater isolation and fewer sources of social support.

Therefore, our program provides free nutritious food while supporting positive relationship-building when families and neighbors share meals. Although critical for all community members, sharing meals is essential for children's future well-being. The American College of Pediatricians reinforces the importance of this work with the assertion, "Given the protective factors that are conveyed to children and adolescents, pediatricians should encourage parents to make every effort to regularly gather around the Family Table" because of the strong association between family dinner frequency and children's educational achievement and future healthy eating patterns. Columbia University (2012) reports an inverse correlation between the frequency of shared family dinners and youth engaging in risky behaviors like smoking, drinking, or abusing drugs. Based on 18 years of research, the report concludes, "parental engagement fostered around the dinner table is one of the most potent tools to help parents raise healthy, drug-free children." The Maine Children's Alliance cites the National Child Health Survey as identifying families eating meals together as one of the healthy habits for thriving Maine families.

C.3. Measurable Community Impact

Describe program outcomes and the impact it will have on the community. Include how progress will be evaluated in reaching these goals

Wayside and our partners record the number of meals shared and demographic information about participants for every meal and distribution of groceries. We use biennial surveys developed with the Data Innovation Project at USM to evaluate the impacts on individuals and our community using the following objectives and outcomes:

Goal 1: Increase accessibility and consumption of nutritious foods

- ≥80% eat more fruits and vegetables
- ≥80% eat more nutritious meals

Goal 2: Strengthen Supports and Safety Nets

- ≥75% make new friends
- ≥65% meet more of their neighbors
- ≥65% meet people with different cultural backgrounds
- ≥80% connect with their community
- ≥75% save money for other living expenses
- ≥60% are aware of opportunities to contribute
- ≥80% understand the impact of their service

C.4. 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**

By helping community members meet their immediate food needs, Wayside and our partners are part of a critical

support network preventing individuals and families from becoming homeless. Our work furthers the City's goal of reducing homelessness by helping residents to stretch limited resources. Eighty-nine percent of Community Meals guests report saving money for other living expenses. Wayside's work is distinct because it isn't just about hunger prevention. It is about using food to strengthen connections between neighbors, building social safety nets, and reinforcing that each person is a valued member of our community. Wayside designed our Community Meals to improve the well-being and stability of participants. Improved access to nutritious foods alone is not a sustainable solution for financial stability. Consequently, host sites collaborate to share resources about health, employment, and other participant-requested topics.

C.5. Priority Impact Level

Choose and describe how this program best addresses one of the priority impacts level activities:

- 1. Neighborhood Investment and Infrastructure- Create strong, safe, accessible and vibrant neighborhoods. Eligible programs and activities include but are not limited to: Community policing, public infrastructure in target neighborhoods. Accessibility/ADA compliance, alternative modes of transportation; PRIORITY: Park and recreation facilities, historic preservation, tree planting, and non-profit rehab, inclusive and diverse community centers and engagement programs, senior services, disability services, public infrastructure outside of the targeted neighborhood.**
- 2. Housing Availability- Increase housing availability and affordability. Eligible programs and activities include but are not limited to; HIGH PRIORITY: Housing rehabilitation, adaptive reuse of housing, housing retention; PRIORITY: Rental assistance programs, environmental testing and remediation, energy efficiency/weatherization, fair housing activities, heating and fuel assistance, tenant landlord counseling services, and legal services.**
- 3. Economic Opportunity- Create economic opportunity to transition out of poverty. Eligible programs and activities include but are not limited to; HIGH PRIORITY: Job creation, microenterprise assistance, career advancement services (education, job training, GED attainment, ESL, etc.), Job retention support services (childcare vouchers, housing counseling, transportation assistance, etc.) PRIORITY: Façade improvements, and financial stability services (budgeting, financial planning, tax preparation, etc.).**
- 4. Address the Need of the Growing Homeless Population- Prevent and reduce homelessness. Eligible programs and activities include but are not limited to; HIGH PRIORITY: Food assistance, shelter services, mental health service, substance use disorder services, housing and housing services for long-term shelter consumers, emergency services to prevent homelessness; PRIORITY: Rental assistance, and at risk youth services.**

Wayside and our partners help prevent homelessness by providing the high priority of food assistance. Our Mobile Food Pantries make monthly deliveries of groceries to three Avesta Housing properties, four Portland Housing Authority communities, and one South Portland neighborhood. These locations were chosen with the feedback from Community Policing and Housing Authority staff identifying residents of these neighborhoods as experiencing barriers to other supplemental food resources due to transportation or mobility limitations. There are enough groceries for each household to choose from to make at least five complete meals per person. The pantries offer valuable opportunities for neighbors to help each other. The program supplements the diets of 200-300 individuals each month. Mobile Food Pantries are collaborations between Wayside, Portland Housing Authority, Portland Community Policing, Avesta Housing, and South Portland West End Neighborhood Association. Wayside uses a packaging machine to process large donations into smaller portions in freezer-safe bags. Not only does this prevent food waste, but it also makes it easier for our community members to use the items if they are pre-cleaned and cut. Each item has recipes and preparation ideas on the label. We have shared more than 9,000 prepped portions of fish, chicken, vegetables, and fruits.

Our Community Meals are partnerships with community centers, schools, places of worship, and agencies working to alleviate the effects of economic vulnerability on food security, health, and social connection. Although Wayside's primary objective is to increase access to nutritious food, we designed Community Meals to use sharing meals as

opportunities for improving social support networks. The effectiveness of this model is demonstrated in part by 94% of guests reporting that attending Community Meals helps them eat more nutritious meals. Further, 92% of guests have made new friends, 69% have met more of their neighbors, and 76% have met people with different cultural backgrounds. In addition to building social ties, Community Meals bring community members and resource providers together to improve awareness and utilization of existing resources.

C.6. Guiding Principles

Describe how the program meets each of the following Guiding Principles: Priority to Lower Incomes, Diversity and Inclusiveness, Consistent with City Goals and Initiatives:

- 1. Consistent.** All projects and programs will be reviewed with respect to the Consolidated Plan and other HUD requirements; City goals, priority impact levels, and other CDBG or HOME investments. Proposals should be coordinated with relevant City Departments where appropriate and align with City initiatives. City plans can be found online at Portland's Housing Community Development [Website](#) **Measurable Community Impact.** Programs and projects will be evaluated based on how well they create a significant and measurable community impact.
- 2. Diversity and Inclusiveness.** Programs and projects shall address diversity and be inclusive in order to engage differences and create a culture of belonging.
- 3. Priority to Lower Incomes.** Priority will be given to projects and programs that serve the lowest income persons.
- 4. Leveraged Funding.** CDBG should not be the only source of funding for a program or project; leveraging other funds is essential.

Keeping in line with the Needs, Goals, and Priorities outlined in Portland's 2022-2026 Consolidated Plan, Wayside helps prevent homelessness by providing the high-priority service of food assistance. Wayside is dedicated to empowering community members to support each other. We prioritize offering meaningful opportunities to contribute for those experiencing barriers to traditional employment and social capital with a special emphasis on individuals in recovery from substance use disorders, recently arrived immigrants, and those living with intellectual or physical disabilities. These are populations identified as high risk for homelessness in Portland's 2022-2026 Consolidated Plan's Needs Assessment. Creating volunteer opportunities for those participating is central. Wayside's volunteer program is vital in maintaining the quality of life, social connections, and personal agency for many under-resourced community members. Through these opportunities, community members are part of furthering efforts to fight hunger and reduce food waste while also becoming engaged and invested in our community. While our program supports economically vulnerable community members, there are no eligibility requirements for participation.

Given the unique and extensive challenges many immigrant families face in establishing housing and financial security, Wayside used unanticipated funding, including CDBG Corona Virus Response funds from The City, to work with groups supporting immigrant communities. Wayside partnered with Catholic Charities Elder Refugee Program, the Angolan Community of Maine, the Congolese Community Association of Maine (CoCo Maine), Unified Asian Communities, and In Her Presence to address challenges some members of our immigrant community were experiencing to safely accessing culturally familiar foods. In addition to milk, eggs, produce, and seafood, Wayside purchased foods central to many traditional dishes (e.g., salted fish, fufu powder, cassava leaves, fish sauce, and cabbage). Wayside worked with KDK Consulting Group to research food security and traditions amongst immigrant communities in Southern Maine. The goal was to identify if there were ways to invest in developing a strategic and long-term approach to creating greater food justice and equity in our charitable food system.

Wayside hosted focus groups of leaders and representatives from immigrant communities and generated a summary of findings and potential opportunities to share with other agencies to inform their programs.

Wayside developed a pilot program to increase Food Access For All (FAFA) in response to the feedback. This

pilot explores partnerships for the sustainable distribution of universally desired ingredients and specific ingredients identified by each culture. Individuals from the focus groups are serving on a Food Access for All Advisory Board to provide ongoing feedback and insights from their communities to help maximize support for immigrant communities and reduce food waste.

The catering model of our Community Meals enables Wayside to support educational, social, and cultural events celebrating Portland's abundance of traditions and strengthening our community. One of our frequent partners for this program is Portland Public Schools. We have a weekly partnership with Portland Adult Education to provide refreshments that accommodate cultural preferences for students between classes as they gain vital skills. Wayside also supports a monthly Homework Dinner for students, their families, and staff at the East End Community School and Gerald E. Talbot Community School. Our capacity to support community groups in this important way would be limited without CDBG funds.

C.7. Partnerships, Collaboration, and Outreach

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

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

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

Wayside is committed to maximizing the impact of our resources through strong cross-industry partnerships that draw on multiple perspectives and resources. Of equal importance are ongoing efforts to ensure our services reflect and respond to our community members' self-identified needs and provide volunteer opportunities for participants. These partnerships maintain individuals and families in their homes and support those newly rehoused in their transition. Wayside gives special attention to understanding and overcoming the physical and psychological barriers experienced by elders, families with young children, people living with disabilities, and cultural minorities to existing assistance programs. It is part of our agreement with each partner and host site to do ongoing outreach with their constituents. The attached Letters of Support and Memorandums of Agreement convey the details and impacts of many of our most significant partnerships. These include the City of Portland Health and Human Services Division, Portland Police Department, Portland Housing Authority, Portland Public Schools, Avesta Housing, Catholic Charities Office of Maine Refugee Services, Farms for Food Equity, Maine Farm and Sea Cooperative, and In Her Presence. In addition to those partnerships and those previously described, examples of partnerships and collaborations include:

Good Shepherd Food Bank (GSFB) Network Advisory Council: This group provides support and feedback on outreach activities, best practices, training and Education opportunities, and innovative strategies.

Wayside is part of the Cumberland County Food Security Council to engage cross-sector groups to enable greater coordination, rather than duplication, to implement positive changes in the food systems and increase access to healthy food.

Wayside works with the UMaine Cooperative Extension and the Cumberland County Food Security Council's Gleaning Initiative to harvest surplus produce from farms and share it with community members.

Wayside works with the Inpatient Pediatric department at Barbara Bush Children's Hospital at Maine Medical Center (BBCH) to provide nutritious halal and vegan meals for patients' families while in the care of BBCH. Wayside supports

care coordinators to connect families in their unit at risk of food insecurity with food access resources when the patient is discharged.

Wayside created a pilot Food Access For All (FAFA) in 2020, exploring partnerships to share culturally familiar food. Focus group participants serve as an Advisory Board to provide feedback and insights from their communities. Wayside works with our partners to share familiar and culturally important groceries with 300 families four times a year. As part of the FAFA pilot, Wayside expanded our partnership with Farms for Food Equity to support local farms and leverage our existing infrastructure to share more local produce with community members. Together, we further maximize the use of Maine-raised products during peak season, process and store them for later use, and address the preparation limitations of people living with physical limitations or living in motels and other locations with limited kitchen facilities. We are leveraging the existing facilities at Wayside and partnering with Maine Farm and Sea Cooperative for value-added processing. We are experimenting with processing Maine-grown greens into packages for individual families and bulk packs for sites that prepare meals. The findings of three focus groups of community members representing immigrant communities are guiding the determination of whether greens grown in Maine can be viable substitutes for items like casava that have to be frozen and imported.

This initial partnership has developed into the Maine Immigrant Greens Collaborative involving Westbrook School District, South Portland Public School Department, Farms for Food Equity, Lewiston Public School District, Isuken Co-Op, Maine Farm and Sea Cooperative, and Atlantic Sea Farms. This project will increase the use of locally grown, hearty greens (collard greens, kale, and up-cycled brassica leaves) in K-12 schools. By developing a unique partnership between agriculture's production capacity and aquaculture's processing facilities, this work will help to meet the community-determined needs of immigrant and asylum-seeking families in Maine.

C.8. Readiness to Proceed

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

Our Direct Service Program is established. Please see the attached Project Timeline and Location of Services for more details. The project is ongoing, and the staffing, location, and distribution networks are in place. The program integrates the collection of CDBG-required documentation into operations. Staff and trained volunteers will record information during distributions.

C.9. Experience Providing Service

Describe the applicant's experience in delivering and managing this or similar programs.

Please summarize current licensing and accreditations obtained.

Wayside's Food Rescue sources and redistributes salvaged and donated food to 60 programs and agencies across Cumberland County. Wayside is the USDA's distributing agency for Cumberland County's The Emergency Food Assistance Program (TEFAP) for 28 agencies and manages the Commodity Supplemental Food Program (CSFP) for Cumberland, Oxford, and York Counties. CSFP improves the health of seniors with supplemental groceries. Wayside works with almost 60 partner sites to reach 2,000 individuals with low incomes each month. Food Rescue is the source of all the food for Mobile Food Pantries and nearly all the food for Wayside's Community Meals.

Wayside is a reliable partner for the City of Portland as part of the response during past emergencies. During the federal government shutdown in 2018-2019, Wayside partnered with The City to host Mobile Food Pantries at City Hall and the Jetport for 60 furloughed workers and their families. Over summer 2019, Wayside coordinated with The City, our partner agencies, food donors, and volunteers to prepare and deliver hot lunches (incorporating as many traditional foods as possible) to share with asylum seekers staying at the Expo Center. Also, Wayside coordinated snacks and food to support our partner agencies that needed extra food and supplies to meet the heightened demand.

Within a week of Portland Public Schools moving to remote learning because of the pandemic, Wayside worked with their staff and volunteers delivering groceries to students and their families through August 2021. Wayside continues to share groceries with the families and individuals staying in the City's shelter overflow at the hotels in South Portland.

Most recently, Wayside has worked with the City to share more than 60,500 lbs of kids' snacks and groceries with asylum seekers staying at the Expo Center. Since moving to Freeport, Wayside has worked with The City each week to share more than 9,000 lbs. of groceries.

Wayside holds a City of Portland Food Service Establishment w/ Preparation License. All relevant staff are Certified Food Protection Managers.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

How will this program continue if CDBG funding is not awarded?

Our request to the City of Portland for \$32,250 of CDBG funds would complete our \$440,000 program budget. Wayside will use these funds towards program staff compensation. Receiving CDBG funding diversifies our funding, contributing to greater financial stability and functions to demonstrate our credibility to potential funders, indirectly leveraging additional funding. Without CDBG funding, the program will continue, although limited, to support educational and cultural groups through our Catering Collective, as described in Question 6. Eating and sharing food is a powerful community-building tool, supporting others, passing on traditions, and creating friendships. Through the Catering Collective, Wayside prepares and delivers meals intending to bring people around the table to strengthen and share our community's abundance of cultural traditions. However, with the funding secured for staffing, Wayside can use funding from other sources to continue and expand the Catering Collective's impact. These funds will also ensure our staff can dedicate the additional time to work intensively with volunteers from the recovery community, recently arrived immigrants, and adults living with intellectual disabilities. This ensures volunteering at Wayside is not just about fulfilling hours. Instead, it is an opportunity to connect and contribute to our community while working as a team. They can share their gifts and stories while developing job skills and cultural capital needed for employment and financial self-sufficiency. Funds provided to Wayside for these programs also ensure that the Wayside staff are paid equitable wages which are reviewed and adjusted regularly to reflect the impact the cost of living in southern Maine has on everyone's lives.

C.11. Leveraged Funding Narrative

Describe all other sources of funding for this program or project. Identify which sources are secured and which are projected. Include in-kind donations that may be used to supplement expenses where applicable.

The requested \$32,250 in CDBG funds represents 7% of the program budget. The other 93% of the funding is from projected private donations, projected grant awards, and projected earned income from secured contracts.

Projected Federal Support: \$7,250

FEMA's Emergency Food & Shelter Program (EFSP)

Projected Contributions & Events: \$ 289,700

Contributions from events, faith-based & civic groups, businesses, foundations & individuals
Projected Grant Awards: \$103,00
Grant awards from private foundations
Projected Program Income Nutrition Services Incentives Program (NSIP): \$7,800
Contract secured for reimbursement for meals shared with qualifying seniors

C.12. Budget Narrative

Provide a narrative explaining the budget and expenses for the program. Describe exactly what and who CDBG will pay for in this program.

If this program was funded by CDBG in the previous year and if you are requesting an increase from last year's allocation, you must explain why the increase is necessary and what expansion of service is being provided.

Please ensure that budget amounts listed in the narrative match the Program Budget Detail.

If awarded, Wayside will use CDBG funds to cover 10% of the costs for employee compensation. Wayside is committed to paying our employees a living wage and providing quality health insurance. Wayside will use CDBG funding to supplement private contributions for these costs.

Employee Wages, Benefits, Payroll Taxes & Fees: \$323,050

The requested funds will cover part of the compensation of our Community Meals Manager, Kitchen Manager, and Community Meals Assistant.

Board, Staff & Volunteer Development: \$300

Certifications, staff & board attendance at conferences, workshops, or trainings

Outreach & Events: \$6,650

Printed & digital outreach materials, costs associated with events & fundraising materials

Contract Services: \$12,000

Legal & accounting fees, tech support & bookkeeping

Equipment, Vehicles & Facilities: \$69,900

Rent, utilities, waste, vehicle fuel & maintenance, equipment maintenance & repairs

Food: \$13,500

Food purchased to supplement donations

Insurances: \$7,500

Workers' Compensation, Liability & Directors & Officers Liability Insurances

Operations & Supplies: \$7,100

Supplies for the safe preparation, packing & distribution of meals & groceries

D. Program Budget Detail

Completed by lhamilton@waysidemaine.org on 11/14/2023 12:53 PM

Case Id: 30457

Name: Wayside Food Programs - 2024

Address: *No Address Assigned

D. Program Budget Detail

Please provide the following information.

D.1. Grant Amount Requested - for social service programs the minimum amount requested is \$10,000 and Maximum is \$150,000.

\$32,250.00

D.2. Total Program Budget

\$440,000.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Employee Wages, Benefits, Payroll Taxes & Fees	\$323,050.00	\$32,250.00	\$290,800.00	various	Pending
Board, Staff & Volunteer Development	\$300.00	\$0.00	\$300.00	various	Pending
Outreach & Events	\$6,650.00	\$0.00	\$6,650.00	various	Pending
Contract Services	\$12,000.00	\$0.00	\$12,000.00	various	Pending
Equipment, Vehicles & Facilities	\$69,900.00	\$0.00	\$69,900.00	various	Pending
Food	\$13,500.00	\$0.00	\$13,500.00	various	Pending
Insurances	\$7,500.00	\$0.00	\$7,500.00	various	Pending
Operations & Supplies	\$7,100.00	\$0.00	\$7,100.00	various	Pending
	\$440,000.00	\$32,250.00	\$407,750.00		

E. Required Documents

Completed by lhamilton@waysidemaine.org on 11/20/2023 6:59 AM

Case Id: 30457

Name: Wayside Food Programs - 2024

Address: *No Address Assigned

E. Required Documents

Please provide the following information.

Documentation



Agency Organizational Chart

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

Wayside Food Programs Organizational Chart 12.22.pdf



Articles of Incorporation/Bylaws

Articles of incorporation are the documents recognized by the State as formally establishing a private corporation, business or agency.

Wayside Food Programs Bylaws.pdf



Authorization to Request Funds and/or Designation of Authorized Official

Documentation must be submitted of the governing body's authorization to submit the funding request and/or Documentation must be submitted of the governing body's action authorizing the representative of the agency to submit the funding request, negotiate for, and contractually bind the agency.

Wayside CDBG FY24.25 Authorization to Request Funds.pdf



Complete List of Board Members

A list of the current board of directors or other governing body of the agency must be submitted. ***Required**

Wayside Board of Directors 11.2023.pdf



Letter(s) of Support (Upload as one file) ***Required**

Wayside CDBG FY24.25 App LOS Attachment.pdf

☒ **Memorandum of Agreement (Upload as one file)**

Wayside CDBG FY24.25 App MOA Attachment.pdf

☒ **Most Recent Agency Operating Budget **Required***

Wayside 2023 Budget Overview 11.23.pdf

☒ **Most Recent Audit OR 990 as appropriate **Required***

Wayside Audited 2022 Financial Statements.pdf

☒ **Project Timeline **Required***

Wayside CDBG FY24.25 Direct Services Timeline & Locations.pdf

☒ **Verification of 501(c)3 status**

Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and the State. **Required*

Wayside Food Programs 501(c)(3) Tax Exemption Letter.pdf

☒ **Conflict of Interest Policy (Will be required if selected for funding)**

WAYSIDE FOOD PROGRAMS CONFLICT OF INTEREST POLICY.pdf

☒ **Non-Discrimination Policy (Will be required if selected for funding)**

WAYSIDE FOOD PROGRAMS ANTI DISCRIMINATION POLICY.pdf

☐ **Whistleblower Policy (Will be required if selected for funding)**

***No files uploaded*

Submit

Completed by lhamilton@waysidemaine.org on 11/21/2023 7:14 AM

Case Id: 30457

Name: Wayside Food Programs - 2024

Address: *No Address Assigned

Submit

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

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

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

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

Signature

Laura Christine Hamilton

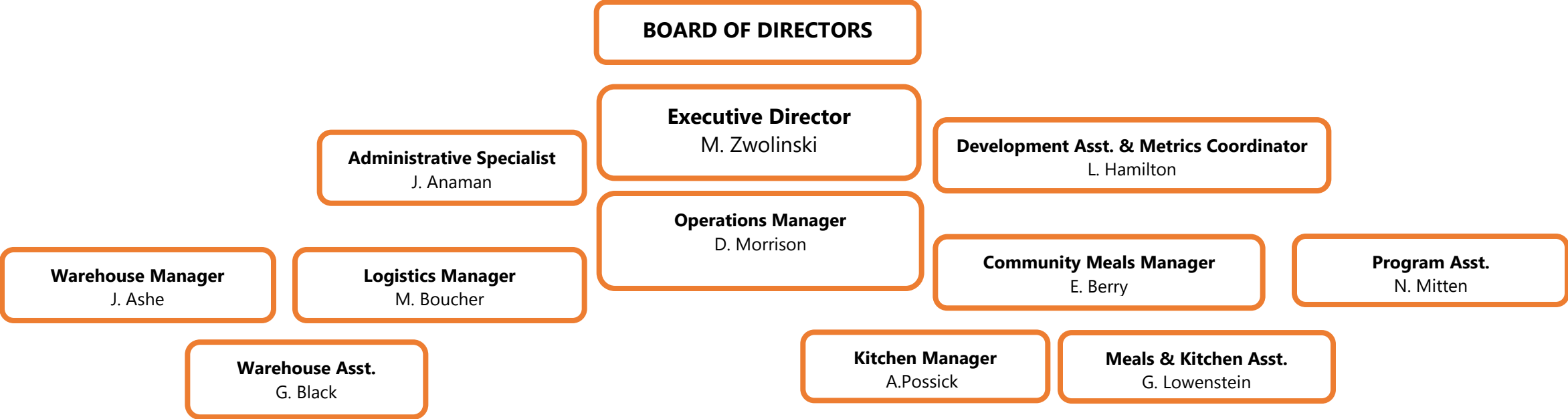
Electronically signed by lhamilton@waysidemaine.org on 11/21/2023 7:14 AM

Title

Development Assistant & Metrics Coordinator

Wayside Food Programs Organizational Chart

November 2023



Wayside Food Programs Board of Directors November 2023

Officers

John S. Leeming, President
111 Blanchard Road
Cumberland, ME 04021

Length of Service

2004

Employment/Affiliation

Retired, Director of Projects, UNUM
(c) 653-8193 (h) 829-5879
exalano@aol.com

Robert J. Ayotte, Treasurer
505 Delano Park
Cape Elizabeth, ME 04107

2013

Retired, VP Textron Inc.
(h) 799-3649 (c) 956-1122
rayotte00@gmail.com

David Hamilton, Secretary
493 St. John Street
Portland, ME 04102

2015

Manager, Sales Strategic Initiatives
Guardian Life Insurance Company
(c) 272-0716
dahamilton1975@gmail.com

Mary Zwolinski, Executive Director
116 Clark Street
Portland, ME 04102

2008

(c) 408-9122
mzwolinski@waysidemaine.org

Board Members

Mark Ayers
30 Long Creek Drive
South Portland, ME 04106

2004

CPA & Partner, Wipfli/MacPage
(w) 774-5701 (h) 767-5500 (c) 831-8728
mark.ayers@wipfli.com

Marina Chakmakchi
249 Oakwood Drive
Yarmouth, ME 04096

2022

Global Talent Navigator, USM
207-808-3373
marina.cakmakci@gmail.com

Emily I.W. Kain
10 Grandview Drive
Scarborough, ME 04074

2020

Program Manager, MaineHealth
(617) 935-6491
ekain@mainehealth.org

Michelle LaFond
240 Foreside Road
Falmouth, ME 04105

2008

VP, Chief Regulatory Counsel, Unum
(w) 575-3202 (h) 781-2897
mlafond@unum.com

Dena Libner
39 Newton Street
Portland, ME 04103

2022

Chief of Staff, City of Portland
(347) 452-1131
denalibner@gmail.com

Laurie Mitchell
25 Orland Street
Portland, ME 04103

2006

AVP Global Wellbeing & Health Mgt, Unum
(c) 233-9737
lmitchell@unum.com

John Romano
40 Morning Street
Portland ME 04101

2012

Retired, Maine Medical Center
(h) 773-7832 (c) 239-1960
johnrtwin@myfairpoint.net

Karen Schilling
55 Brookside Road
Portland, ME 04103

2017

Retired, Maine Medical Center
(c) 712-2309
kschill@maine.rr.com

WAYSIDE FOOD PROGRAMS CDBG FY24-25 APPLICATION ATTACHMENT CONFLICT OF INTEREST POLICY

Conflicts of Interest Policy: Purpose: The purpose of this policy is to establish guidelines for conflicts of interest or commitment that might arise in the course of employees' duties and external activities. This policy does not seek to unreasonably limit external activities, but instead seeks to emphasize the need to disclose conflicts and potential conflicts of interest and commitment, to manage such conflicts and to ensure that Wayside's interests are not compromised.

Wayside understands that its employees may have or be involved in outside financial, business, professional, academic, public service, or other activities. However, outside activities or commitments, familial or other relationships, private financial or other interests, and benefits or gifts received from third parties may create an actual or perceived conflict of interest between the employee and Wayside. A conflict of interest is a situation, arrangement, or circumstance where the employee's outside or private interests or relationships interfere or appear to interfere with those of the Wayside or cast doubt on the fairness or integrity of the Wayside's business dealings. Every employee is responsible for disclosing to his or her supervisor any financial or personal interests, activities, or personal or family relationships that create an actual or perceived conflict of interest.

As a basic condition of employment, all Wayside employees have a duty to act in Wayside's best interest in connection with matters arising from or related to their employment and other Wayside activities. In essence, this duty means that employees must not engage in external activities that interfere with their obligations to Wayside, damage Wayside's reputation, compete with the Wayside's interests, or compromise the independence of Wayside's research and business activities, or can reasonably be seen as doing so. Employees likewise must not profit or otherwise gain advantage from any external activity at Wayside's expense or engage in external activities under circumstances that appear to be at Wayside's expense.

Employees must disclose and avoid actual and perceived conflicts of interest or commitment between their Wayside responsibilities and their external activities. Depending on the circumstances, employee participation in activities in which a conflict or perceived conflict of interest exists may be prohibited or may be permitted but affirmatively managed.

WAYSIDE FOOD PROGRAMS CDBG FY24-25 APPLICATION ATTACHMENT ANTI-DISCRIMINATION POLICY

Anti-Discrimination Policy: Wayside Food Programs provides equal employment opportunities to all employees, applicants, and job seekers, and is committed to making decisions using reasonable standards based on each individual's qualifications as they relate to a particular employment action (e.g., hiring, training, promotions). No person shall be discriminated against in employment or harassed because of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a physical or mental disability unrelated to ability, protected veteran status, military status, unfavorable discharge from military service, citizenship status, genetic information, marital status, parental status, ancestry, source of income, credit history, housing status, order of protection status, actual or perceived association with such a person or other classes protected by law. This policy includes the commitment to maintaining a work environment free from unlawful harassment.

Under this policy, no employee or applicant shall be subject to retaliation (including harassment sexual or other), intimidation, threats, coercion or discrimination) because he/she has engaged, in good faith, in the following activities: (i) filing a complaint under this Policy with the Company, or with federal, state or local equal employment opportunity agencies; (ii) assisting or participating in an investigation or other activity related to the administration of any federal, state or local equal employment opportunity or affirmative action law; (iii) opposing any act or practice prohibited by this Policy or federal, state or local equal employment opportunity or affirmative action law; or (iv) exercising any other right protected by federal, state or local equal employment opportunity or affirmative action law. Staff employees and applicants for staff jobs should immediately bring any complaint or retaliation under this Policy to the Executive Director, President or a Vice-President of the Board.

Wayside Food Programs complies with all federal and state laws concerning the employment of persons with disabilities and acts in accordance with such regulations and guidance including the Americans with Disabilities Act (ADA) as amended. Employees with any questions or requests related to these laws and guidelines, including the ADA as amended, should contact Wayside's Executive Director.



Department of the Treasury
Internal Revenue Service

P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077550279
Feb. 15, 2013 LTR 4168C 0
22-2806424 000000 00

00030201

BODC: TE

WAYSIDE FOOD PROGRAMS
PO BOX 1278
PORTLAND ME 04104-1278



027221

Employer Identification Number: 22-2806424
Person to Contact: Sophia Brown
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Nov. 29, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in September 1992.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

4077591934
Feb. 04, 2015 LTR 4168C 0
22-2806424 000000 00
00030665

WAYSIDE FOOD PROGRAMS
PO BOX 1278
PORTLAND ME 04104-1278

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

Sincerely yours,

Tamera Ripperda
Director, Exempt Organizations

Financial Statements



December 31, 2022

Contents

Wayside Food Programs

December 31, 2022

Financial Statements:

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

Independent Auditors' Report

**To the Board of Directors
Wayside Food Programs
Portland, Maine**

Qualified Opinion

We have audited the accompanying financial statements of Wayside Food Programs (a nonprofit Organization), which comprise the statement of financial position as of December 31, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, except for the effects of donated food and grocery products not recorded in the financial statements described in the Basis for Qualified Opinion section of our report, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of Wayside Food Programs as of December 31, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Qualified Opinion

As more fully described in Note E to the financial statements, the Organization has not recorded donated food and grocery products in the financial statements. In our opinion, accounting principles generally accepted in the United States of America require that such donated items be recorded at fair value at the date of receipt. The effects on the accompanying financial statements of the failure to record donated food and grocery products have not been determined.

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

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Report on Summarized Comparative Information

We have previously audited Wayside Food Programs' 2021 financial statements, and we expressed a qualified audit opinion on those audited financial statements in our report dated August 30, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2021, is consistent, in all material respects, with the audited financial statements from which it has been derived.

A handwritten signature in black ink that reads "Peadar Power & Company". The script is cursive and fluid.

Professional Association

Statement of Financial Position

Wayside Food Programs

As of December 31, 2022

(with comparative totals for December 31, 2021)

	<u>2022</u>	<u>2021</u>
Current Assets		
Cash	\$ 292,569	\$ 359,483
Investments	1,354,297	1,227,824
Accounts receivable	19,690	20,590
Receivable-Employee Retention Tax Credit	220,835	-
Promises to give	25,519	53,910
Prepaid expenses	-	18,881
Total Current Assets	<u>1,912,910</u>	<u>1,680,688</u>
Property and Equipment, net	98,562	74,244
Other Assets		
Right of use asset	262,359	-
Total Other Assets	<u>262,359</u>	<u>-</u>
Total Assets	<u>\$ 2,273,831</u>	<u>\$ 1,754,932</u>
Current Liabilities		
Accounts payable	\$ 4,921	\$ 2,308
Accrued expenses	41,914	7,787
Current portion of lease obligation	62,295	-
Total Current Liabilities	<u>109,130</u>	<u>10,095</u>
Long-Term Liabilities		
Non-current portion of lease obligation	203,995	-
Total Long-Term liabilities	<u>203,995</u>	<u>-</u>
Total Liabilities	<u>313,125</u>	<u>10,095</u>
Net Assets		
Without donor restrictions	<u>1,960,706</u>	<u>1,744,837</u>
Total Liabilities and Net Assets	<u>\$ 2,273,831</u>	<u>\$ 1,754,932</u>

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

Statement of Activities

Wayside Food Programs

For the Year Ended December 31, 2022
(with comparative totals for December 31, 2021)

	<u>2022</u>	<u>2021</u>
Revenues and Other Support		
Grants and contracts	\$ 172,177	\$ 108,125
Contributions	412,454	611,697
Fundraising revenues	203,248	185,343
Program income - food and supplies	171,149	259,017
Employee Retention Tax Credit	220,835	-
Interest and dividends	16,154	249
Rental income	7,503	6,684
Miscellaneous	<u>2,498</u>	<u>1,530</u>
Total Revenues and Other Support	1,206,018	1,172,645
Expenses		
Program services	789,577	761,470
Management and general	121,949	119,646
Fundraising	<u>48,701</u>	<u>46,123</u>
Total Expenses	<u>960,227</u>	<u>927,239</u>
Revenues Over Expenses	245,791	245,406
Realized and unrealized investment gains (losses)	(28,306)	990
Loss on disposal of equipment	<u>(1,616)</u>	<u>(8)</u>
Increase in Net Assets	215,869	246,388
Net assets at beginning of year	<u>1,744,837</u>	<u>1,498,449</u>
Net Assets at End of Year	<u>\$ 1,960,706</u>	<u>\$ 1,744,837</u>

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

Statement of Functional Expenses

Wayside Food Programs

For the Year Ended December 31, 2022
(with comparative totals for December 31, 2021)

	2022				2021
	Program Services	Supporting Services			
	Food Programs	Management & General	Fundraising	Total	Total
Salaries and wages	\$ 367,117	\$ 40,278	\$ 25,135	\$ 432,530	\$ 430,094
Employee benefits	57,620	15,365	3,842	76,827	71,762
Payroll taxes and processing	27,011	7,304	1,700	36,015	34,491
Professional services	40,487	9,740	13,919	64,146	37,365
Office	-	17,596	-	17,596	21,051
Occupancy	61,585	16,423	4,105	82,113	64,972
Depreciation	22,525	-	-	22,525	26,632
Insurance	19,928	2,625	-	22,553	19,435
Food supplies	100,696	-	-	100,696	134,427
Warehouse	48,162	-	-	48,162	28,134
Auto	26,768	-	-	26,768	27,851
Telephone and internet	6,584	2,195	-	8,779	7,547
Equipment rental and maint.	11,094	-	-	11,094	11,392
Miscellaneous	-	10,423	-	10,423	12,086
	<u>\$ 789,577</u>	<u>\$ 121,949</u>	<u>\$ 48,701</u>	<u>\$ 960,227</u>	<u>\$ 927,239</u>

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

Statement of Cash Flows

Wayside Food Programs

For the Year Ended December 31, 2022
(with comparative totals for December 31, 2021)

	<u>2022</u>	<u>2021</u>
Operating Activities		
Increase in net assets	\$ 215,869	\$ 246,388
Adjustments to reconcile changes in net assets to net cash provided (used) by operating activities:		
Depreciation	22,525	26,632
Right of use amortization	63,815	-
Realized and unrealized (gains) losses on investments	28,306	(990)
Loss on disposal of equipment	1,616	8
Donated investments	(9,162)	(53,141)
(Increase) decrease in operating assets:		
Accounts receivable	900	40,467
Receivable - Employee Retention Tax Credit	(220,835)	-
Promises to give	28,391	21,428
Prepaid expenses	18,881	(18,881)
Increase (decrease) in operating liabilities:		
Accounts payable	2,613	(2,057)
Accrued expenses	34,127	1,475
Lease obligation	(59,884)	-
Net Cash Provided by Operating Activities	127,162	261,329
Investing Activities		
Proceeds from sale of investments	5,664	62,000
Purchase of investments	(151,281)	(390,492)
Purchase of property and equipment	(48,459)	(13,756)
Net Cash Used by Investing Activities	(194,076)	(342,248)
Decrease in Cash	(66,914)	(80,919)
Cash at beginning of year	<u>359,483</u>	<u>440,402</u>
Cash at End of Year	<u>\$ 292,569</u>	<u>\$ 359,483</u>

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

Notes to Financial Statements

Wayside Food Programs

Note A - Summary of Significant Accounting Policies

Nature of Activities

Wayside Food Programs (the Organization) is a nonprofit Organization established in Maine, exempt from income tax under section 501(c)(3) of the Internal Revenue Code. The Organization helps people access food they need, working with hundreds of volunteers to rescue, cook, serve and distribute supplemental food throughout Cumberland County. The Organization's programs include Food Rescue, Community Meals, Mobile Food Pantries, Healthy Snacks for Kids and the distribution of food for the USDA's Maine Emergency Food Program and the Commodity Supplemental Food Program. The Community Meals are free, weekly meals within neighborhoods in Portland/Westbrook. Through the Food Rescue Program, staff and volunteers collect and distribute food to over 50 agencies including food pantries, soup kitchens and social service organizations. There is no charge for any of the food that the Organization serves or distributes. The Organization is especially concerned with food insecure seniors and families. The Organization's mission is the collection and equitable distribution of food to those in Cumberland County who need food.

Basis of Presentation

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

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

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

Contributions

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

Contributed Services

During the year ended December 31, 2022, the value of contributed services meeting the requirements for recognition in the financial statements was not material and has not been recorded. In addition, many individuals volunteer their time and perform a variety of tasks that assist the Organization, but these services do not meet the criteria for recognition as contributed services. The Organization received approximately 7,500 and 5,000 volunteer hours during the years 2022 and 2021, respectively.

Notes to Financial Statements - Continued

Wayside Food Programs

Note A - Summary of Significant Accounting Policies - Continued

Revenue and Expense Recognition

The financial statements of the Organization have been prepared on the accrual basis of accounting. Revenues received are recorded as revenue without donor restrictions or with donor restrictions, depending on the existence and/or nature of any donor restrictions. Support that is restricted by the donor is reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the support is recognized. All other donor restricted support is reported as an increase in net assets with donor restrictions.

When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

In accordance with ASC 606, the Organization recognizes revenue when it satisfies a performance obligation by transferring control of a promised good or service, in an amount that reflects the consideration it expects to be entitled to in exchange for those goods or services.

Expenses are recognized as incurred. Expense amounts are allocated among the various programs on both a direct basis and according to a cost allocation basis.

Estimates

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

Cash and Cash Equivalents

The Organization considers cash in banks and all other highly liquid investments with a maturity of less than three months to be cash and cash equivalents for the purpose of cash flows. The Organization maintains its cash in bank deposit accounts, and at times balances may exceed federally insured limits. The Organization reports all cash held within investment funds as investments on the Statement of Financial Position. The Organization has not experienced any losses. The Organization reports all cash held within investment funds as investments on the Statement of Financial Position.

Investments

The Organization reports its investments in marketable securities with readily determinable fair values and all investments in debt securities at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets.

Notes to Financial Statements - Continued

Wayside Food Programs

Note A - Summary of Significant Accounting Policies - Continued

Accounts Receivable

Accounts receivable represents amounts due to the Organization for dairy products sold at cost to local organizations. The allowance for doubtful accounts is provided based on an analysis by management of the collectability of outstanding balances. Management considers the age of outstanding balances and the credit worthiness of customers in determining the allowance for doubtful accounts. At December 31, 2022, management estimated allowance for doubtful accounts to be \$0.

Promises to give

Unconditional promises to give are recognized as revenues or gains in the period received. Conditional promises to give are recognized only when the conditions on which they depend are substantially met and the promises become unconditional. Promises to give at year end are measured at net realizable value, as management has deemed all amounts to be collectible and an adjustment for the present value of pledges to be received beyond one year is judged to be insignificant as of December 31, 2022.

Property and Equipment

Property and equipment are recorded at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using the straight-line method over appropriate estimated useful lives as follows:

	<u>Years</u>
Machinery and equipment	7
Furniture and fixtures	7
Vehicles	3-5
Leasehold improvements	7

Expenditures for repairs and maintenance are expensed when incurred and betterments are capitalized. Assets sold or otherwise disposed of are removed from the accounts, along with the related depreciation allowances, and any gain or loss is recognized. Depreciation expense for the years ended December 31, 2022 and 2021 was \$22,525 and \$26,632, respectively.

Functional Expenses

The financial statements report certain categories of expenses that are attributable to more than one program or supporting functions of the Organization. Those expenses include salaries, employee benefits, occupancy, professional services, and insurance. Salaries and employee benefits are allocated based on estimates of time and effort. Certain costs of occupancy, professional fees, and other office and utility expenses are based on management's estimate of the appropriate allocations for each expense.

Notes to Financial Statements - Continued

Wayside Food Programs

Note A - Summary of Significant Accounting Policies - Continued

Leases

In accordance with ASC 842 (see below “New Accounting Pronouncement”), the Organization generally records lease assets and corresponding lease liabilities on the balance sheet and discloses key quantitative and qualitative information about its lease contracts.

For each of its lease contracts that at inception are identified to be within the scope of ASC 842, the Organization initially measured at the present value of the unpaid lease payments, and a right of use (“ROU”) asset is initially measured at the amount of the lease liability, plus any initial direct costs and less incentives received. Subsequently, the lease liability is increased to reflect interest using the effective interest method and decreased for lease payments made. Finance lease ROU assets are amortized on a straight-line basis over the earlier of the useful life or lease term; operating lease ROU assets are amortized based on the difference between periodic straight-line lease cost and periodic interest accretion.

Operating lease expense is recognized on a straight-line basis over the lease term; any variable lease payments not included in the lease liability are recognized when incurred. Amortization on the ROU asset and interest on the outstanding lease liability are recorded annually for any finance leases.

In determining the lease term, the Organization follows ASC 842-10-55-23 in assessing the length of the noncancellable period of a lease. At the commencement date, the Company assesses whether it is reasonably certain to exercise or not exercise any renewal option by considering all economic factors relevant to that assessment.

Comparative Data

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization’s financial statements for the year ended December 31, 2021, from which summarized information was derived.

New Accounting Pronouncement

Leases:

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

Notes to Financial Statements - Continued

Wayside Food Programs

Note A - Summary of Significant Accounting Policies - Continued

New Accounting Pronouncement - Continued

Leases - Continued:

The Organization elected the package of practical expedients permitted under the new standard that allowed the Organization to carry forward historical lease classification for existing leases on the adoption date, and allowed it not to assess whether an existing contract contains a lease or initial direct costs.

Contributed Nonfinancial Assets:

In September 2020, the Financial Accounting Standards Board (“FASB”) issued Accounting Standards Update (“ASU”) No. 2020-07, *Presentation and Disclosures of Not-for-Profit Entities for Contributed Nonfinancial Assets*, which is intended to increase transparency of contributed nonfinancial assets for not-for profit entities. The Update requires enhancement to presentation and disclosure of these contributed assets.

Management has evaluated and determined that the Organization has no contributed nonfinancial assets other than food, which is discussed further in Note E.

Note B - Investments

Fair values of investments at December 31, 2022 are summarized as follows:

	<u>Fair Value</u>
Cash	\$ 75,458
Money market funds	12,101
Fixed income	<u>1,266,738</u>
Total investments	<u>\$ 1,354,297</u>

The following schedule summarizes the investment return and its classification in the statement of activities for the year ended December 31, 2022:

	<u>Without Donor Restrictions</u>
Interest and dividend income	\$ 16,154
Net realized and unrealized loss	<u>(28,306)</u>
Total investment loss	<u>\$ (12,152)</u>

Notes to Financial Statements - Continued

Wayside Food Programs

Note C - Fair Value Measurements

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

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

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

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

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

The following summarizes fair values of investment assets by levels within the fair value hierarchy at December 31, 2022:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Investments:				
Cash	\$ 75,458	\$ -	\$ -	\$ 54,038
Money market funds	12,101	-	-	1,173,786
Fixed income	<u>1,266,738</u>	<u>-</u>	<u>-</u>	<u>1,266,738</u>
Total investments	<u>\$ 1,354,297</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,354,297</u>

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

Notes to Financial Statements - Continued

Wayside Food Programs

Note D - Property and Equipment

Property and equipment consisted of the following as of December 31:

	<u>2022</u>	<u>2021</u>
Machinery and equipment	\$ 215,459	\$ 170,938
Furniture and fixtures	-	532
Vehicles	58,195	58,195
Leasehold improvements	<u>67,399</u>	<u>67,399</u>
	341,053	297,064
Less accumulated depreciation	<u>242,491</u>	<u>222,820</u>
	<u>\$ 98,562</u>	<u>\$ 74,244</u>

Note E - Donated Food and Grocery Products

The Organization receives donated food and grocery products from various sources. Due to the nature and variety of the donated food and grocery products, these amounts are not recorded in the financial statements. The Organization estimates it received approximately 2,160,000 and 2,200,000 pounds of food and grocery products during the years ended December 31, 2022 and 2021, respectively.

Note F - Leases

The organization has one operating lease for a building through December 31, 2026.

The Organization has elected the following practical expedients for all relevant leases:

- Not to recognize short-term leases (twelve months or less) on its balance sheet; lease expense for any such agreements is recorded on a straight-line basis;
- Not to separate lease components from non-lease components; and
- To use the risk-free discount rate of return.

In implementing ASC 842, the Company has determined that none of its contracts include finance leases.

In implementing ASC 842, the Company has determined that none of its contracts include short-term (including month to month) operating lease obligations.

In implementing ASC 842, the Company has determined that none of its leases include variable rental payments.

Management has determined that none of its contracts contain renewal options.

Notes to Financial Statements - Continued

Wayside Food Programs

Note F - Leases - Continued

Operating lease right of use assets and lease liabilities as of December 31, 2022 were as follows:

Right of use assets:	
Operating lease assets	<u>\$ 262,359</u>
Lease liabilities:	
Current operating lease liabilities	\$ 62,295
Non-current operating lease liabilities	<u>203,995</u>
Total lease liabilities	<u>\$ 266,290</u>

Operating lease cost for the leasing activity of the organization for the year ended December 31, 2022 was \$67,509 and has been reported in the Statement of Functional Expenses.

The aggregate future lease payments below summarize the remaining future undiscounted cash flows for operating leases as of December 31, 2022, and a reconciliation of operating lease liabilities reported on the balance sheet:

2023	\$ 65,486
2024	67,451
2025	69,474
2026	<u>71,276</u>
Total lease payments	273,687
Less interest	<u>7,397</u>
Present value of lease liability	<u>\$ 266,290</u>

At December 31, 2022 the remaining lease term is 4 years and the risk free discount rate is 1.37%.

As of December 31, 2021, lease disclosures under ASC 840 were as follows:

The Organization has entered into a lease for office and warehouse space ending in December 2026. Under this agreement, the Organization is charged a base rent plus miscellaneous charges. Rent expense related to the warehouse space was \$64,972 and \$63,991 for the years ended December 31, 2021 and 2020, respectively.

Future minimum lease payments for the next five years are as follows:

2022	\$ 63,579
2023	65,486
2024	67,451
2025	69,474
2026	71,558

Notes to Financial Statements - Continued

Wayside Food Programs

Note G - Employee Retention Tax Credit

During the year ended December 31, 2022, Wayside Food Programs engaged an outside third party to assist in evaluating its eligibility for the Employee Retention Tax Credit. In December of 2022 the Organization, with the assistance of a third party, applied for refunds related to quarters one through four of 2020 and the first three quarters of 2021 totaling \$220,835. As of December 31, 2022, these credits are still outstanding and pending approval and payment. The credits have been reported on the accompanying Statement of Financial Position as a "Receivable - Employee Retention Tax Credit" and on the Statement of Activities for the year ended December 31, 2022 as "Employee Retention Tax Credit."

Note H - Revenue Recognition

Disaggregation of Revenue

The following table shows the Organization's contract revenue disaggregated according to service type/revenue stream and the timing of transfer of goods or services for the year ended December 31:

	<u>2022</u>	<u>2021</u>
<i>Revenue Recognized Over Time</i>		
Program income - food and supplies:		
CSFP	\$ 128,023	\$ 166,126
TEFAP	38,310	89,000
NSIP	<u>4,816</u>	<u>3,891</u>
Total Revenue from Contracts with Customers	<u>\$ 171,149</u>	<u>\$ 259,017</u>

Contract Assets and Contract Liabilities

In accordance with FASB ASC 606-10-50, the Organization has considered the need to record contract assets and contract liabilities from contracts with its customers. The Organization has no contract assets and no contract liabilities as of December 31, 2022 and 2021.

Receivables

The Organization has accounts receivable of \$19,690 and \$20,590 from contracts with customers at December 31, 2022 and 2021, respectively.

Performance Obligations

The Organization receives revenue from providing services relating to the distribution of food. The Organization recognizes revenue as the promised activity is provided to and utilized by the customer.

The Organization recognizes revenue over time from grants and contracts with governmental agencies. These agreements are considered by management to be exchange-type transactions and are thus subject to ASC 606. The Organization recognizes revenue as it provides services to specified individuals who are receiving a benefit of commensurate value to the funding received by the Organization.

Notes to Financial Statements - Continued

Wayside Food Programs

Note H - Revenue Recognition - Continued

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

Transaction Price Allocated to Remaining Performance Obligations

Revenue expected to be recognized in the future related to performance obligations that are unsatisfied (or partially satisfied) is estimated to be approximately \$0 as of December 31, 2022.

Significant Judgments

Contract transaction price includes the Organization's judgment of variable consideration. Variable consideration is broadly defined and includes incentives, price concessions, rebates and refunds, as well as if the amount to be received is contingent on the occurrence of a future event. Based on available information, management must include an estimate of any variable consideration when determining the contract transaction price, using either the "expected value" or the "most likely amount" approach.

Financing Components

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

Note I - Benefit Plans

The Organization has established a SIMPLE retirement plan, covering its eligible employees. Under this arrangement, the Organization matches elective deferrals made by the participants' up to a maximum match of 3% of the participants' compensation. Employer matching contributions during the years ended December 31, 2022 and 2021 amounted to \$7,891 and \$12,553, respectively.

Note J - Contingencies

The Organization has grants that require the fulfillment of certain conditions as set forth in the instrument of grant. Failure to fulfill the conditions could result in the return of the funds to grantors. Although that is a possibility, management deems the possibility of immediate needs for contingency funds remote.

Note K - Income Taxes

The Organization qualifies as an organization exempt from federal income tax under Internal Revenue Code Section 501(c)(3) and files a Form 990 tax return. With few exceptions, the Organization is no longer subject to examinations by tax authorities for years before 2019 due to statute of limitations. The Organization has adopted the provisions of FASB ASC, Income Taxes. Management of the Organization believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

Notes to Financial Statements - Continued

Wayside Food Programs

Note L - Board Designated Net Assets

Board designated net assets consist of the following at December 31:

	<u>2022</u>	<u>2021</u>
Operating Fund	\$ 27,910	\$ 77,850
Operating Reserve Fund	<u>403,853</u>	<u>456,891</u>
	<u>\$ 431,763</u>	<u>\$ 534,741</u>

Note M - Liquidity and Availability

Financial assets consist of the Organization's cash, investments, accounts receivable, and promises to give. The following reflects the Organization's financial assets as of December 31, 2022, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the date of the Statement of Financial Position.

Financial assets available to meet cash needs for general expenditures within one year consists of the following at December 31:

	<u>2022</u>	<u>2021</u>
Financial assets, at year-end	\$ 1,912,910	\$ 1,661,807
Less those unavailable for general expenditures within one year, due to:		
<i>Contractual or donor-imposed restrictions:</i>		
Restricted by donor with purpose restrictions	-	-
<i>Board designations:</i>		
Operating Fund	(27,910)	(77,850)
Operating Reserve Fund	<u>(403,853)</u>	<u>(456,891)</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 1,481,147</u>	<u>\$ 1,127,066</u>

The Organization's financial assets available to meet cash needs for general expenditures within one year represents funding for ongoing operational requirements and planned increases in program expenditures in 2023.

The Organization is substantially supported by contributions from donations solicited and contributions received. The Organization actively manages its cash flow to ensure funds are available for general expenditures, liabilities, and other obligations as they come due. Although the Organization does not intend to spend from its board designated funds listed in Note L, amounts from these funds can be appropriated if necessary.

Notes to Financial Statements - Continued

Wayside Food Programs

Note N - Subsequent Events

Management has made an evaluation of subsequent events to and including June 26, 2023, which was the date the financial statements were available to be issued, and determined that any subsequent events that would require recognition or disclosure have been considered in the preparation of the financial statements.

The Wayside Soup Kitchen

Bylaws as adopted December 2004

Article I

General Provisions

Section 1 – Name. The name of the Corporation shall be The Wayside Soup Kitchen.

Section 2 – Location of Corporation. The Corporation and its principal office shall be located at Portland, Maine.

Section 3 – Other Offices. The Corporation may have offices at such other places within the state of Maine as the Board of Directors may from time to time determine or the purposes of the Corporation may require.

Section 4 – Purpose. The Corporation is established for the purpose of providing to those who desire and need it, adequate and free meals. The Corporation will also collect and warehouse food, with the intent of redistributing it to other charitable hunger organizations. The Corporation may also carry out any other additional activities which the Board of Directors may determine will reduce hunger, for the exempt purposes of an organization described in Section 501 (c) (3) of the Internal Revenue code as amended.

Section 5 – Powers. The Corporation shall have all the powers necessary to carry out the foregoing purposes and all the powers of non-profit corporations organized under the laws of the state of Maine.

Section 6 – Limitations.

6.1 No substantial part of the activities of the Corporation shall be the carrying on of propaganda or other attempt to influence legislation, and the Corporation shall not participate or intervene in (including the publishing or distribution of statements) any political campaign for any candidate for public office.

6.2 The Corporation shall be an equal opportunity and affirmative action employer, and it shall not discriminate on the basis of age, race, color, creed, sex, financial status, or national origin:

- a. in persons served, or in the manner of service; or
- b. in the hiring, assignment, promotion, salary determination, or other conditions of staff employment; or
- c. in the membership of the Board of Directors.

6.3 The Corporation shall neither have nor exercise any power, nor shall it engage directly or indirectly in any activity that would invalidate its status (1) as a Corporation which is exempt from federal income taxation as an organization described in Section 501(c) (3) of the Internal Revenue Code, as amended.

6.4 The Corporation is not organized for pecuniary profit and shall not have any capital stock. No part of its net earnings or of its principal shall inure to the benefit of any Officer or Director of the Corporation, or any other individual, partnership or corporation, but reimbursement for expenditures or the payment of reasonable compensation for services rendered shall not be deemed to be a distribution of earnings or principal.

6.5 On dissolution, after provision is made for payment of debts, all property of the Corporation, from whatever source arising, shall be distributed to such organizations as are the exempt from tax by virtue of Section 501(c)(3), as the Board of Directors of the Corporation shall determine.

6.6 No Director or employee of the Corporation shall participate in any activity that involves a conflict of interest with the programs, policies, founding sources or other interest of the Corporation.

Article II

Directors

Section 1 – Management by Board. The affairs of the Corporation shall be managed by its Board of Directors, which may exercise all powers of the Corporation and do all lawful acts and things allowed by law, by the Articles of Incorporation and by these Bylaws.

Section 2 – Number of Directors. The number of Directors shall be not less than eight (8) or more than twenty-four (24) and shall be fixed at the annual meeting of the Directors or at any meeting held in lieu thereof.

Section 3 – Election. Board members shall be elected from recommendations presented to the Board by the Nominating Committee. Directors shall be elected by the majority vote of the Board of Directors, and the Board of Directors shall elect officers who shall be members of the Board of Directors. Elections of Board members and officers shall be held at the last regularly scheduled Board meeting of the calendar year.

Section 4 – Term. The members of the Board of Directors are divided into three (3) classes, with the only difference among the classes being the date of expiration of their respective terms of office. Generally, the term of office of each Director shall be three (3) calendar years. However, a Director

↑
elected to fill a vacancy shall be elected for the un-expired term of the Director's predecessor in office. All elected Board members shall serve for a term of three (3) years and shall be eligible for re-election for one additional consecutive term of three (3) years. After serving two consecutive three (3) year terms a former member may be re-elected to the Board after the lapse of one calendar year. The Board may choose to vote to extend for one renewable year the term of a Director who has served for two consecutive terms. Any Board member who is entering the office of President or retiring from the office or President may be re-elected to the Board for a term of one (1) year and then become immediately eligible to be re-elected for a regular term or three (3) years.

Section 5 – Vacancies. A recommendation to fill a vacancy on the Board may be presented by the Nominating Committee for election at any Board meeting. In such a case, a partial term served by a Board member shall be considered a full term when that term ends, assuring a consistent and regular cycle of rotating Board members. Directors elected to fill vacancies occurring in Board of Directors by reason of an increase in the number of Directors shall be divided into three (3) classes of Directors so the three (3) classes of Directors remain as nearly equal in numbers as possible.

Section 6 – Removal of Directors. A Director may be removed with or without cause by the majority vote of the Directors then in office.

Section 7 – Attendance. Board members who do not demonstrate continuing interest and involvement shall be given the opportunity to resign.

Section 8 – Compensation and Expenses. All members shall serve voluntarily and without remuneration of any kind. Expenses incurred in connection with performance of their official duties may be reimbursed to Directors upon approval of the Board of Directors.

Article III

Meetings of the Board of Directors

and Unanimous Action

Section 1 – Place of Meetings. Regular or special meetings of the Board of Directors will be held within the state of Maine.

Section 2 – Annual Meeting: The Board of Directors shall meet annually for the purpose of electing the Directors and officers of the Corporation. The Annual Meeting shall be held in lieu of a regular meeting.

Section 3 – Regular Meetings. The Board of Directors shall meet on a regular monthly basis, with a minimum of seven meetings annually.

Meetings may be held upon such notice, or without notice, and at such time and at such place as shall from time to time be determined by the Board.

Section 4 – Special Meetings. Special meetings of the Board of Directors may be called by the President or upon written request of twenty percent (20%) of the Directors on three (3) days notice to each Director, either personally, by mail, by telephone, or electronic notice.

Section 5 – Notice of Meetings. Attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Directors need be specified in the notice of such meeting, unless required by law, the Articles of Incorporation or these Bylaws.

Section 6 – Telephonic Meetings. The Directors may hold a meeting by conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Notice of such meetings shall give each Director the telephone number at which, or other manner in which, he/she will be called.

Section 7 – Record of Meetings. The Secretary, or if he/she does not participate in the meeting, one of the Directors designated by the Board and participating in the meeting, shall keep a record of the meeting.

Section 8 – Quorum. Fifty percent (50%) of the Board of Directors shall constitute a quorum for the transaction of business. A quorum of the Executive Committee shall be a simple majority. The act of the majority of the Board of Directors present at any meeting at which a quorum is present shall be the act of the Board of Directors. If a quorum, determined pursuant to this section, shall not be present at a meeting of the Board of Directors, the Directors present thereat may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present. At such adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally notified.

Section 9 – Action by Unanimous Consent. Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting if consents in writing, setting forth the action so taken, shall be signed by all of the Directors and filed with the minutes of the meeting of the Board of Directors.

Article IV

Officers, Agents, and Committees

Section 1 – Officers. The Officers of the Corporation shall be a President, a Vice President, a Treasurer, an Assistant Treasurer, a Secretary, and such other officers as the Board of Directors may from time to time deem necessary.

Section 2 – Election and Qualifications of Officers. The Board of Directors, at its Annual Meeting and after the election of the Board of Directors, shall choose: a President, a Vice President, a Treasurer, an Assistant Treasurer, a Secretary, and such other officers as the Board of Directors may from time to time as deemed to be necessary. Following three (3) one year consecutive terms, one year must elapse before the President may be re-elected to that office; during that year, however, the individual formerly serving as President may hold any other office in the Corporation.

Section 3 – Committee Membership and Agents. The Board of Directors may elect such other committee members and agents as it shall deem necessary. Such committee members and agents need not be Directors and shall hold their position for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board of Directors.

Section 4 - Compensation. The compensation, if any, for all officers and agents of the Corporation shall be fixed by the Board of Directors.

Section 5 – Removal. The Board of Directors may remove any officer elected or appointed by the Board of Directors whenever in its judgment the best interests of the Corporation would be served thereby.

Section 6 - The President. The President shall be the chief executive officer of the Corporation, shall preside at all meetings of the Board of Directors, shall have general and active management of the activities of the Corporation, shall see that all orders and resolutions of the Board of Directors are carried into effect, and shall perform whatever duties the Board of Directors may from time to time prescribe. The President shall execute bonds, mortgages, deeds and other contracts requiring a seal under the seal of the Corporation, except where the signing and execution thereof shall be expressly delegated by the Board of Directors to some other officer or agent of the Corporation.

Section 7 – The Vice President. The Vice President shall, in the absence of or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties and have such other powers as the Board of Directors may from time to time prescribe.

Section 8 – The Treasurer. The Treasurer shall have the custody of the corporate funds and securities, shall keep full and accurate accounts of receipts and disbursements in books belonging to the Corporation, and shall deposit all monies and other valuable effects in the name and to the credit of the Corporation in such depositories as may be designated by the Board of Directors. The Treasurer shall disburse the funds of the Corporation as may be ordered by the Board of Directors, taking proper vouchers for such disbursements, and shall render to the President and the Board of Directors at its regular meetings, or when the Directors so require, an account of all his/her transactions as Treasurer and of the Financial condition of the Corporation.

Section 9 – The Assistant Treasurer. The Assistant Treasurer shall, in the absence of or disability of the Treasurer, perform the duties and exercise the powers of the Treasurer and shall perform such other duties and have such other powers as the Board of Directors may from time to time prescribe.

Section 10 – The Secretary. The Secretary shall attend all meetings of the Board of Directors and shall record all their proceedings kept for such a purpose and in his/her absence; a temporary Secretary shall be appointed and shall record such meetings. The Secretary may give, or cause to be given, notice of all Board or Directors meetings and shall perform such other duties as may be prescribed by the Board of Directors or by the President. The Secretary may certify all votes, resolutions, and actions of the Board of Directors. The Secretary shall have custody of the corporate seal and he/she shall have authority to affix the same to any instrument requiring it and when so affixed, it may be attested by his signature. The Directors may give general authority to any other officer to affix the Seal of the Corporation and to attest affixing by signature.

Section 11 – The Executive Director. The Executive Director is an employee of the Corporation who is empowered by the Board to make day-to-day decisions concerning the operations of the Wayside Soup Kitchen. Included in, but not limited to, these decisions are:

- (a) the employment and termination of paid staff;
- (b) the setting of pay rates for the staff, other than his or her self;
- (c) the acquisition and allocation of food resources;

- (d) the negotiation and payment of obligations on behalf of the Corporation
- (e) Other decisions needed to ensure the smooth operation of the Corporation.

The Executive Director will attend Board meetings and actively participate in Board discussions and deliberations, except those meetings in which the role of the Executive Director is discussed. The Executive Director's employment can be terminated by a majority vote of the Board.

Section 12 – Standing Committees.

The Board of Directors may create one or more standing committees, including, but not limited to the standing committees described below, and appoint individuals to serve on them.

Executive Committee: The Officers of the Corporation, as defined in Article IV of these Bylaws, shall constitute the Executive Committee. The Executive Committee will meet monthly to discuss ongoing operations with the Executive Director, and to develop agendas for the regularly scheduled monthly meeting of the Board.

Nominating and Board Development Committee: The Board of Directors shall annually (at least 60 days prior to the annual meeting) appoint a standing Nominating Committee Board Development Committee, which shall recommend a slate of candidates for the Board of Directors to present at the Annual Meeting. It shall also be the responsibility of the standing committee to recommend prospective candidates for membership at any time during the year, making every effort to assure a diverse representation; to conduct meetings with prospective candidates to familiarize them with the Wayside Soup Kitchen, Board member's duties and responsibilities, and fully ascertain their suitability and interest in serving on the Board; and to review and evaluate the performance of Board members on an annual basis to determine the level of commitment, interest, and performance of Board members. This committee shall also be responsible for conducting or delegating the responsibility to other Board members for the orientation of new Board members.

Finance Committee: The Finance committee shall be responsible for regular oversight of the financial condition of the Corporation; and other duties related to financial matters assigned to it by the Board. The Finance Committee will report to the Board at every regular meeting on the overall

financial condition of the Corporation. Such a report shall include, but not be limited to,

- (a) current cash assets and outstanding liabilities (accounts payable),
- (b) unplanned and/or exceptional expenses or income arising since the prior report, and
- (c) variance from the agreed-to budget for the month and year-to-date.

In the final quarter of each fiscal year, the Finance committee will work with the Executive Director to develop a recommended budget for the following year. The Finance committee will present the recommended budget to the new Board for approval in the first meeting of the fiscal year.

Fund Raising & Public Relations Committee: The responsibilities of this committee shall include the development, implementation, and maintenance of fund raising opportunities for the Corporation. This committee shall also oversee the relationship of the Corporation to the community at large, including the Corporation's relationship to the media and the determination of the public policy positions of the organization. These activities would include:

- (a) the setting of annual fund raising targets, in partnership with the Finance Committee, for each fiscal year;
- (b) the development of a plan by which the fund raising targets will be met;
- (c) the ongoing monitoring and changing of said plan;
- (d) the planning and initiation of special events and any other activities to raise funds for the Wayside Soup Kitchen;
- (e) the research for and approval of grant opportunities applied for by the organization;
- (f) the creation and review of all public relations disseminated to the community and media;
- (g) the review and approval of any advocacy efforts that the organization participates in; and
- (h) the oversight of any activities on behalf of the organization that would impact the reputation of the organization.

The Fund Raising and Public Relations Committee will present an annual fund raising plan to the entire Board in the first meeting of the fiscal year.

The Fund Raising Committee will report to the Board on progress against the plan as appropriate.

Human Resources Committee: The HR committee will be responsible for ensuring that the Corporation has a continual plan for the retention and development of the people who work and volunteer for the organization. The HR Committee will work with the Executive Director to develop and implement a strategic plan for the recruitment and retention of employees and volunteers necessary to support the Wayside Soup Kitchen.

Section 13 - Ad Hoc Committees. The Board, at its discretion, shall, from time-to-time, establish Board committees to address specific, short-term needs of the Corporation.

Article V

Finances

Section 1 – Checks. All checks, demands for money, and notes for the Corporation shall be signed by the Treasurer, Assistant Treasurer or such officers or other persons, if any, as the Board of Directors may from time to time designate.

Section 2 – Fiscal Year. The Fiscal Year shall be from January 1 through December 31, unless otherwise fixed by resolution by the Board of Directors.

Section 3 – Audit. The books of the Corporation shall be audited annually by an independent Certified Public Accountant. The audit will be submitted to the Finance Committee for review and approval and then submitted by it to the Board of Directors for its review.

Section 4 – Annual Report. The Board of Directors shall at least annually make such distribution of a written report of the financial condition, activities and distributions to reasonably inform the interested public of the operations of the Corporation.

Article VI

Liability

Section 1 – Members and Agents. The Individual property of the Director Officers, employees or agents of the Corporation shall not be held liable for the debts of the Corporation.

Section 2 – Indemnification. The Corporation may indemnify any person who is or was a Director, Officer, employee or agent of the Corporation, or who is or was serving in another capacity or the request of the Corporation, to the extent authorized by law, and may purchase and maintain insurance to protect itself against liability for such indemnification.

Section 3 – Insurance

The Corporation shall at all times carry Directors and Officers Insurance, unless the Board of Directors deems it unnecessary.

Article VII

Amendments to Bylaws

These Bylaws may be amended by a two-thirds (2/3) vote of those Directors present at any Board meeting, provided notice has been given in writing at least fifteen days prior to the meeting at which the vote shall be taken. No amendment shall be in violation of the Articles of Incorporation or terminate the Corporation's status as a Code Section 501(c)(3) organization.



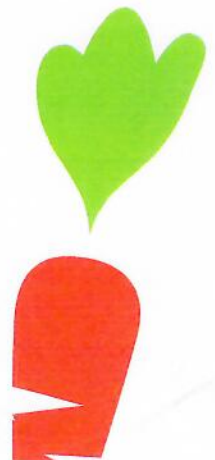
November 15, 2023

As the Treasurer of Wayside Food Programs' Board of Directors, I confirm my approval of Wayside Food Programs' application submission to The City of Portland for Community Development Block Grant funds for Fiscal Year 2024-2025.

I further confirm that Wayside Food Programs' Executive Director, Mary Zwolinski, is authorized to apply for funds on behalf of the organization.

Robert Ayotte, Treasurer

Wayside Food Programs Board of Directors





TIMELINE & LOCATIONS OF SERVICES

KITCHEN, WAREHOUSE & OFFICE [135 Walton Street, Portland](#)

MONDAY-THURSDAY: 7 AM - 4 PM

FRIDAY: 7 AM - 12 PM

COMMUNITY MEALS

WEEKLY MEALS

MONDAYS

Woodfords Congregational Church / [202 Woodford Street](#) / LUNCHES 12 PM

Avesta Housing / [409 Cumberland Avenue](#) / LUNCHES 12 PM

Washington Gardens Community Center / [66 Pembroke Street](#) / DINNERS 5:30 PM

TUESDAYS

South Portland Neighborhood Resource Hub / [586 Westbrook Street, South Portland](#) /
DINNERS 5:30 PM

WEDNESDAYS

Westbrook Community Center / [426 Bridge Street, Westbrook](#) / DINNERS 5 PM

THURSDAYS

10 Congress Square Apartments / [28 Forest Ave](#) / *TAKE-AWAY MEALS* 1:30 PM

Deering Center Community Church / [4 Brentwood Street](#) / DINNERS 5:30 PM

St. Ann's Episcopal Church / [40 Windham Center Road, Windham](#) / DINNERS 5:30 PM

Windham Hill United Church of Christ / [140 Windham Center Road, Windham](#) / DINNERS 5:30 PM

MONTHLY HOMEWORK DINNERS FOR STUDENTS, FAMILIES & STAFF

East End Community School [192 North Street](#)

Gerald E. Talbot Community School [Gerald E. Talbot Community School](#)

ANNUAL EVENTS

Reiche WinterFest, Reiche Community School / [166 Brackett Street](#)

King Middle School / [92 Deering Avenue](#)

PICNICS AT CITY OF PORTLAND COMMUNITY GARDENS

Payson Park Community Garden [Front Street, Portland](#)

Riverton Community Garden [Forest Ave \(behind Talbot Community School\), Portland](#)

Libbytown Community Garden [Douglass & St. James Streets, Portland](#)

Boyd Street Urban Farm / [Boyd Street, Portland](#)

MONTHLY MOBILE FOOD PANTRIES

Bayside Anchor & Kennedy Park / [81 Oxford Street, Portland](#) (across the street)

1st Thursday of each month, 11 AM

Redbank Village & Brick Hill / [2 Townhouse Road, South Portland](#)

4th Wednesday of each month, 2 PM

Washington Gardens / [577 Washington Ave, Portland](#) (end of Pembroke Street)

2nd Thursday of each month, 10:30 AM

Carleton Street Apartments / [17 Carleton Street, Portland](#) (parking lot behind)

3rd Wednesday of each month, 11 AM

Harbor Terrace / [284 Danforth Street, Portland](#)

3rd Wednesday of each month, 12:30 PM

WAYSIDE FOOD PROGRAMS 2023 BUDGET

REVENUE	Agency
Interest	\$45,000
Events	\$65,000
Program Income	\$186,500
Contributions	\$421,950
Private Foundation Grant Awards	\$87,500
Government Grant Awards	\$46,500
COVID Relief Fund* & Operational Reserve	\$60,000
Total Revenue	\$ 912,450

EXPENSES	Agency
Board, Staff & Volunteer Development	\$600
Communications & Events	\$14,000
Contract Services	\$30,000
Employee Expenses (Wages, Taxes, Benefits, Payroll Fees)	\$571,700
Equipment	\$21,500
Facilities	\$151,550
Food	\$15,000
Food Access For All (FAFA) Pilot	\$25,000
Fundraising Materials	\$7,500
Insurances	\$20,100
Operations	\$4,500
Supplies	\$13,000
Vehicles	\$38,000
Total Expenses	\$ 912,450
	\$ -

*During 2020 & 2021, Wayside applied for and received federal funding from the CARES Act and other government programs. Wayside spent these funds judiciously in 2020 to increase its ability to meet the increase in food security brought about by COVID-19. Wayside carries some of these funds into 2023 as a COVID Relief Fund and continues responsibly utilizing these funds to meet the ongoing food insecurity and access challenges exacerbated by the pandemic.

WAYSIDE FOOD PROGRAMS CDBG FY24-25 APPLICATION ATTACHMENTS

MEMORANDUMS OF AGREEMENT

ATTACHED:

1. Barbara Bush Children's Hospital Maine Medical Center
2. Cultivating Community Culinary Crew Youth Program
3. East End Community School

AVAILABLE UPON REQUEST:

Avesta Housing- 409 Cumberland Avenue

The Caleb Group- Congress Square Apartments

C & C Realty Management- The Motherhouse at Baxter Woods

Deering Center Community Church

LearningWorks YouthBuild

Portland Housing Authority-Washington Gardens

South Portland West End Neighborhood Association(SPWENA) & Avesta Housing West End Apts

Woodford's Congregational Church

Westbrook Community Center and Trinity Lutheran Church

Windham Hill United Church of Christ & St. Ann's Episcopal Church

MEMORANDUM OF UNDERSTANDING BETWEEN
WAYSIDE FOOD PROGRAMS, 135 WALTON STREET, PORTLAND
AND MAINE MEDICAL CENTER (BBCH), 22 BRAMHALL STREET, PORTLAND

PURPOSE: The purpose of this MOA, reviewed on September 1, 2023, between Wayside Food Programs and Maine Medical Center, is to clearly identify the roles, goals and responsibilities of each party as they pertain to the distribution of frozen meals for families of patients in the care of Barbara Bush Children's Hospital (BBCH).

RELEVANT PROJECT INFORMATION: Wayside Food Programs will prepare and package meals to be frozen and then shared with the families at BBCH to supplement meal costs for families. BBCH staff will identify the families that need the support. This will help those who are struggling to access food while their child is in the hospital.

RESPONSIBILITIES OF PARTIES:

Wayside Food Programs shall:

- Prepare and package meals to be frozen
- Label meals with date frozen and use by date
- List allergens that the meal contains

Maine Medical Center shall:

- Arrange a courier service to pick up the meals and deliver them to the hospital
- Keep them safely stored in a freezer
- Offer meals to families that could use them
- Utilize the meals by the "use by" date
- Provide Wayside with any feedback to improve the program

Wayside Food Programs and Maine Medical Center shall jointly:

- Be in communication about the number of meals needed
- Include both agencies in any marketing or social media relevant to the program

PERIOD OF AGREEMENT & MODIFICATION/TERMINATION: This agreement will become effective when signed by all parties. The parties will review this agreement annually to determine whether it should be revised, renewed, or terminated. This agreement may be amended at any time by mutual consent of the parties. Any party may terminate this agreement by providing 90 days written notice to the other party. In the event this agreement is terminated, each party shall be solely responsible for the payment of any expenses it has incurred. This agreement is subject to the availability of funds.

By: Wayside Food Programs

Maine Medical Center

 8/29/23
Mary Zwolinski, Executive Director Date

 8/29/2023
Date

MOU Between Wayside Food Programs and Cultivating Community/Culinary Crew Youth Program 2023

Purpose:

The purpose of this MOA is to clearly identify the roles and responsibilities of each party as they relate to use of Wayside Food Programs' commercial kitchen by Cultivating Community's Culinary Crew youth program. The Culinary Crew is an educational program for high school students wherein participants will learn culinary skills and prepare food to deliver to community members facing food insecurity. Kitchen usage will take place Tuesdays or Wednesdays from 3:30-6:30 pm, October through November 2023.

Responsibilities of Parties:

Wayside Food Programs shall provide the following:

- A licensed and serviceable commercial kitchen that meets city and state food code requirements.
- Use of kitchen equipment, dishes and utensils needed for food preparation (pots, pans, knives, stove, steamer, ovens, soup kettle, sinks, tables, etc.).
- Access to the following food and kitchen supplies: spices, plastic wrap, aluminum foil, paper towels.
- Designated dry storage area.
- Waste removal services (trash, recycling and compost).
- Use of electricity, water, and heat as required.
- Cleaning supplies and materials.
- Clean and serviceable bathroom facilities.
- Meeting space for Cultivating Community group.

Cultivating Community shall:

- Provide appropriate supervision for students, including at least one supervisor with ServSafe food safety certification, as required by city health code.
- Provide a Certificate of Liability Insurance naming Wayside Food Programs as the certificate holder for the time period below.
- Supply food and any other products needed for food preparation not outlined above.
- Maintain the cleanliness of the kitchen as outlined in attached Kitchen Cleaning Checklist.
- Pay for any damage to premises caused by an act of a member or supervisor of the Culinary Crew.
- Convey the need for calm and orderly conduct while in the building.
- Be responsible for liability, theft, and accident pertaining to the kitchen usage, unless caused by Wayside Food Programs negligence.
- Abide by governmental laws and regulations regarding care and occupancy of the premises.

Period of Agreement & Modification/Termination:

This agreement will become effective when signed by all parties and is effective for the following time period: October 1, 2023 through November 30, 2023. This agreement may be amended at any time by mutual consent of the parties.

By:

Wayside Food Programs

Mary Zwolinski Date
Executive Director

Cultivating Community

Billie Watson Date
Youth Programs Manager

10/15/23



**MEMORANDUM OF AGREEMENT (MOA) BETWEEN
WAYSIDE FOOD PROGRAMS, 135 Walton St., Portland, Maine
&
EAST END COMMUNITY SCHOOL
195 North St., Portland, Maine**

PURPOSE: The purpose of this MOA, reviewed on September 12, 2023, between Wayside Food Programs, the East End Community School, is to clearly identify the roles and responsibilities of each party as they relate to the co-sponsorship of a monthly community meal.

RELEVANT PROJECT INFORMATION: The monthly meals, offered free of charge, will supplement the immediate nutritional needs of community members and provide a safe and welcoming environment to facilitate relationship building between students, family, and faculty. The emphasis is on healthy, nutritious meals eaten family-style.

RESPONSIBILITIES OF PARTIES:

Wayside Food Programs shall:

- Plan menu and provide food & listed supplies for the serving of one monthly dinner. The dates have been determined and agreed upon by both parties.
- Ensure that food is delivered at the proper temperature in a Cambro that will keep the food at that temperature until the designated serving time.
- Coordinate volunteers for meal preparation
- Assist with on-going operations and food safety training to ensure meals are prepared and served safely.
- Provide a record keeping system and performance reports to assess progress toward desired outcomes.
- Provide Certificate of Liability, Workers Compensation, and Food Service Establishment License.

East End Community School shall:

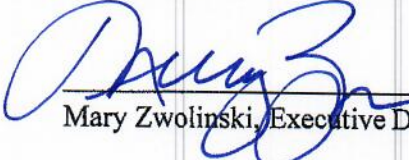
- Record and report accurate documentation at all meals, as required by Wayside. Documentation must be returned to Wayside at the end of every month.
- Provide cafeteria service area with tables, chairs, and adjacent bathrooms.
- Coordinate staff for meal service.
- Comply with food safety standards and procedures.
- Remove leftovers, clean supplies provided by Wayside.
- Provide waste removal services and use of electricity, water & heat, as required.
- Ensure the kitchen and dining area are kept clean and ready for meal prep.
- Maintain walkways and parking lots utilized for accessing the building.
- Maintain compliance with all city and state kitchen licenses/codes.
- Notify Wayside of school closures that will affect the meal.
- Notify Wayside two weeks prior of events/closing of the center that will affect meal operations.
- Contact The Meals Manager (Emma Berry) with any and all questions, comments, or concerns.

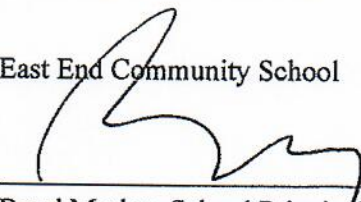


PERIOD OF AGREEMENT & MODIFICATION/TERMINATION: This agreement will become effective when signed by all parties. The parties will review this agreement annually to determine whether it should be revised, renewed, or terminated. This agreement may be amended at any time by mutual consent of the parties. Any party may terminate this agreement by providing 90 days written notice to the other party. In the event this agreement is terminated, each party shall be solely responsible for the payment of any expenses it has incurred. This agreement is subject to the availability of funds.

By: Wayside Food Programs

East End Community School

 9/14/23
Mary Zwolinski, Executive Director Date

 9/14/23
Boyd Marley, School Principal Date



WAYSIDE FOOD PROGRAMS CDBG FY24-25 APPLICATION ATTACHMENTS

LETTERS OF SUPPORT

1. C&C Realty Management:
Amy Bisson, Residents Services Coordinator
2. Avesta Housing:
Nicholas Kjeldgaard, Resident Services Manager
3. City of Portland Health & Services Department:
Aaron Geyer, Director of Social Services
4. Portland Police Department:
Lt. Dan Hondo, Community Policing Unit
5. Maine Farm and Sea Cooperative:
Ronald Adams, Chief Operations Officer
6. Portland Housing Authority:
Teyonda Hall, Resident Services Director
7. Portland Public Schools:
Naila Wissa, Make It Happen Middle School Director
8. Farms for Food Equity:
Penny Jordan, President
9. Catholic Charities:
Michele Olivia Kouanzoua, GEAR Project coordination Team Leader, Office of Maine Refugee Services
10. Cultivating Community:
Silvan Shawe, Executive Director
11. In Her Presence:
Claudette Ndayinahaze, Executive Director



November 8, 2023

To Whom It May Concern;

My name is Amy Bisson and I am a Resident Services Coordinator (RSC). My agency, C&C Realty Management, LLC manages Motherhouse which is just a few blocks from Wayside Food in Portland, Maine.

Motherhouse is an award-winning Historic Preservation located in Steven's Square at Baxter Woods. This 55 and older building, with 88 apartments has over a century of history as it was the St. Joseph's Convent. Home of the Sisters of Mercy from 1909 until 2005, the order founded in 1856 was dedicated to volunteer work. Part of the original campus included; St. Joseph's Church, a home for aged woman, St. Joseph's Academy and St. Joseph's College. The Sisters of Mercy ran schools, Mercy Hospital and orphanages. Three nuns from the convent still live at Motherhouse today.

In October of 2022, when my agency took over management of the Motherhouse; the property owner was supplementing the building's food boxes and pantry shelves every month. The owner recognized the tenants are on fixed incomes and food insecurity is real!

In today's world of ever-increasing prices; rent, groceries, gas, etc., our residents are making life threatening decisions... pay a bill or purchase medication!? C&C Realty knew Motherhouse needed a food program!

I am so happy to have met Emma at Wayside! It was life changing for my residents! Emma worked with me to set up a weekly breakfast at Motherhouse. Not only did the breakfast meet a food need; it also provided a social connection that our community was lacking, due to the pandemic.

Emma introduced me to other members of the Wayside team, which led to Motherhouse receiving additional help with our food pantry. (The monthly donation from the owner was extremely generous however, it is highly unusual for an owner to supplement tenants' groceries.) Since working with the amazing people at Wayside, the Motherhouse pantry selves have had substantially more food than before the partnership.

Our residents have commented; they see savings in their budgets. Choosing between food and medication happens less, due to the support of Wayside. Increasing the amount of food available to our residents has been extremely positive. There is a decrease of anxiety. Less worries regarding the next meal or I can't afford to pick up my medication this month.

In accordance with Federal civil rights law and U.S. Departments of Agriculture(USDA) and Housing & Urban Development (HUD) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a complaint of discrimination with HUD, contact (800) 669-9777 (voice) or (800)925-9275 (TTY). Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the [USDA Program Discrimination Complaint Form](#), AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: U.S. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410 Fax: (202) 690-7442 Email:program.intake@usda.gov.

Our residents look forward to seeing Chef Alex, Geer & Emma. They are so appreciative of their time and talent!

My job as the RSC is to connect residents with services & resources. Having a strong food program at Wayside has helped me in so many ways. Loneliness is a big concern in the elderly population but the Wayside food program has pulled residents out of their apartments. They look forward to a meal and visiting with their neighbors. On food pantry days, I have to team of seniors, ready to unpack boxes. I see a group that feels they are accomplishing something important; they are keeping busy and have a sense of purpose! Residents feel more comfortable asking me for resources, they recognize me from the Wayside breakfast and I am the "food lady". When I receive referrals from property management for tenants having difficulties, I'm seen as someone who can help rather than someone putting additional pressure on them.

Residents come together to "shop" the pantry selves but they are also meeting their neighbors, interacting and the connections have helped to create a stronger community in the building. Everyone understands the need and importance of food; Wayside gave our community the opportunity to recognize, they have more in common than differences.

Wayside has made a huge impact on Motherhouse! If they are awarded funds, I know, Emma, Don, Mary, Laura, Alex, Geer, Jeremy, Marcus, Nick (and I'm sure I forgot someone), will touch so many more people experiencing food insecurity! I have no doubt they will accomplish in other buildings, what they did at Motherhouse!

Thank you for considering Wayside and helping them to continue their mission. The Sisters of Mercy at Motherhouse, definitely approve!

Respectfully,

Amy Bisson

Amy Bisson
Resident Service Coordinator
C&C Realty Management, LLC
P.O. Box 2506
Augusta, ME 04338
207-621-7700 (ext. 1314)
abisson@ccrealtymangement.com

In accordance with Federal civil rights law and U.S. Departments of Agriculture(USDA) and Housing & Urban Development (HUD) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a complaint of discrimination with HUD, contact (800) 669-9777 (voice) or (800)925-9275 (TTY). Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the [USDA Program Discrimination Complaint Form](#), AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: U.S. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410 Fax: (202) 690-7442 Email:program.intake@usda.gov.



11/16/2023

CDBG Annual Allocation Committee,

My name is Nick Kjeldgaard and I have been working in Avesta's Resident Services Department for nearly 10 years. During my tenure at Avesta, Wayside Food Programs has been one of our most trusted partners, providing critical support to Avesta residents and to the people living in the neighborhoods where Avesta has properties.

The Wayside Direct Services program offers free, nutritious food to our most needy residents. The convience of bringing food and meals to areas where food insecurity is prevalent cannot be understated. Simply put, the barriers that many of our residents and neighbors face prohibit them from traveling for food. Free, nutritious food is one of many huge benefits of Wayside's long-term commitment to helping our neighborhoods. We view Wayside as an anchor organization, and its success and consistency has enabled Avesta to roll out other important programs to help drive positive change in our neighborhoods. Piggybacking along-side the mobile food pantries and community meals we have successfully implemented cooking classes, vaccine clinics, English learning classes, public health demonstrations, city planning discussions and many other important initiatives. Lastly, Wayside's programs have helped create a sense of community, giving residents and neighbors a place to volunteer, create social networks and gain confidence.

In addition to providing amazing programs to our residents, Wayside is willing to work with us as needs and priorities change. When Avesta changed the landscape of South Portland's West End Neighborhood, Wayside didn't flinch at relocating a successful community dinner, trusting that Avesta and other neighborhood stakeholders had made a decision that would still enable with residents to benefit from Wayside's programs.

On top of fighting food insecurity, Wayside Food Programs provides a catalyst for positive change in our communities. Avesta's properties and neighborhoods are happier and healthier when Wayside is part of them.

Sincerely,

Nick Kjeldgaard
Resident Services Manager
Avesta Housing

City of Portland | Health & Human Services Department

Kristen Dow, *Director*

Shaza Stevenson, *Deputy Director*



November 16, 2023

Dear City of Portland CDBG Committee,

It is an honor of ours to write this letter of support for Wayside Food Programs in their pursuit of funding. Wayside has been an exemplary partner to the City and our community at large year after year increasing their outreach and efforts.

Wayside has remained a critical partner for serving the community, particularly for the Resettlement Program, which serves the asylum seeking population in overflow shelters. Our program has relied on Wayside tremendously for food donations this past year. From the beginning of 2023, Wayside continued providing food to these shelters and were very flexible to the program's evolving needs within the shelters.

With a continued steady flow of new arrivals to the city of Portland, an emergency shelter at the Expo was opened in April, 2023 to support 113 families and 284 individuals. Wayside was able to graciously step in during this crisis situation to help with food donations and deliveries 3 times a week and worked with our team to attempt to provide for culturally appropriate food. After the Expo closed to recommission for public events, Wayside again stepped in to assist families who were relocated to overflow shelters across Maine. Wayside worked closely with the Resettlement Program to create solutions for providing food to multiple sites and to over 150 families in an efficient and productive manner.

Over the course of 2023, we have also called on Wayside to obtain baby formula for newly delivered moms to our overflow hotel sites as well as some other non-food items for emergency situations. Wayside, year after year shows us what it means to give back to their community, and we are proud to work alongside them!

Sincerely,

Aaron Geyer

Director of Social Services

City of Portland

39 Forest Avenue, Portland, ME 04101



Portland Police Department

November 6, 2023

To The CDBG Annual Allocation Committee:

Again, it is our pleasure to provide a letter of support for Wayside Food Programs. The Portland Police Department prides itself on working with our community to keep Portland safe and livable. Our Community Policing serves an essential role in preventing crimes through cultivating relationships and trust between residents and law enforcement. Wayside and Community Policing have been working together to support our community members in ways that make them feel valued and seen for more than ten years.

Wayside's Mobile Food Pantries and Community Meals offer Community Policing Coordinators opportunities to get to know neighborhood residents in friendly and relaxed environments. Through developing rapport and trust with residents, our coordinators gain insight into their perspectives and concerns. This helps us act proactively to prevent crimes, rather than only being part of their lives after crimes have occurred. Wayside also relies on feedback from our Coordinators to identify neighborhoods that would benefit from Mobile Food Pantries or Community Meals.

As part of their Kids' Healthy Snacks program, Wayside supplies our five Community Policing Centers with healthy snacks for kids. Many of the children we work with live in under-resourced families, where food is not always guaranteed. We recognize that children are fed at school, but with this program, we can give the kids additional snacks in case there is not much food at home—especially important in the summertime. From our standpoint, the snack program also helps us with our goal of neighborhood outreach. The program gives us additional opportunities to meet new kids and tell them who we are and what we do. This also gives us a chance to meet their families, which is valuable if we need to go into the home in the future. By working with Wayside consistently, we also help get information out to families about Wayside's meals, pantries, and picnics. Wayside is also our source for emergency food—sometimes, due to other circumstances, a family finds itself without any food in the house. When we are made aware of this, we can get them groceries from Wayside.

The neighborhoods we serve benefit from our partnership with Wayside. We look forward to collaborating for years to come.

Thank you,
Lt. Dan Hondo
Portland Maine Police Department
Community Policing Unit
109 Middle Street
Portland, ME 04101
207-874-8927



Maine Farm and Sea Cooperative
PO Box 8714
Portland, ME 04101

November 15, 2023

Re: Letter of Support for Wayside Food Programs

CDBG Annual Allocation Committee;

I am Ronald Adams, Chief Operating Officer of the Maine Farm and Sea Cooperative (MFSC). I support the Wayside Food Program in its application for CDBG funding for the coming year.

MFSC was founded in 2016 through the support of the Portland Economic Development Plan Improvement Project. Our goal is to maximize the purchases of local foods across Maine institutions through collaborations, modeling of programs, and consulting to make lasting change. Our work has involved the Cumberland County Food Security Council, Portland Public Schools, Wayside, and others across the state.

Previous to MFSC, I was the Portland Public Schools Food Service Director from 2008-2015 and welcomed Wayside into a partnership at the Homestead Avenue central kitchen when they lost their space at the Preble Street Resource Center. Over the next several years, Wayside became a dedicated partner to provide meals to the City through its food rescue program. Together, we served the first USDA Summer Food Service Program Suppers in the state at Lincoln Middle and Presumpscot Elementary Schools. By combining our resources, we were able to feed children and parents in a cost effective and compassionate model. Wayside went on to develop Healthy Snack Programs for afterschool programs that complimented the school meals rather than competing with the program. This enabled afterschool programs to engage with students and parents to provide safe spaces and increased food access for the community.

In 2022 through 2024, Wayside, MFSC, and Farmers for Food Equity were awarded several grants to harvest, distribute fresh to pantries, process to freeze for season extension, educate populations using ethnic organizations and develop online videos to support immigrant consumers hearty



greens, secondary crops, and upcycled crops to be served in culturally appropriate recipes. Wayside is a full partner providing kitchen space and for their network with Portland's immigrant community. Wayside was critical to engage consumers for focus groups to sample and discuss ingredients that Maine farmers could provide through the food pantries or commercially from local businesses. Wayside is committed to working in partnerships across sectors from farming to cooking, from pantries to grocery stores.

Wayside provides a return on investments to the City of Portland and its communities:

- By providing space in the Portland central kitchen, Wayside reinvented itself as an organization providing food to programs through food rescue which reduces food waste, through mobile food pantries to increase access, and by preparing ready-to-eat meals that are culturally appropriate and include locally raised crops.
- Wayside actively engages Portland residents to take care of their neighbors, to reduce food waste, and to increase people's empathy by educating them about the barriers to food access that others face daily.
- Wayside's focus on vulnerable and under-resourced community members makes a difference every day in Portland by securing food and increasing access for our community through its direct work and its partnerships throughout the City.

MFSC and I support the investment of CDBG funds in the Wayside Food Program.

Sincerely,

Ron Adams

Ronald Adams, SNS, MPPM

Chief Operating Officer

Commissioners

Monique Mutumwinka, Chair
Robert Dunfey, Vice Chair
Kristin Blum, Commissioner
Christian MilNeil, Commissioner
Shirley Peterson, Commissioner
Thomas Valleau, Commissioner
Joan White, Commissioner



Brian Frost

Executive Director
14 Baxter Blvd.
Portland, Maine 04101
Office: 207-773-4753
Fax: 207-761-5886
www.porthouse.org

To The CDBG Annual Allocation Committee:

I am writing in support of Wayside Food Program's application for Community Development Block Grant funding and confirm they will use awarded funds to support the residents living across Portland Housing Authority(PHA) communities in various ways. At PHA, we value Wayside as a deeply integral partner in our mission to provision affordable housing and the supportive services that sustain housing. Food and shelter are, without argument, the keystones of stability, making Wayside's collaboration with housing agencies crucial to the visible and invisible safety net that supports so many households across Cumberland County.

Wayside and Portland Housing Authority (PHA) have worked together for over 15 years. In our partnership, Wayside continuously demonstrates a commitment to nourishing our communities by providing nutritious supplemental food, and by fostering networks of partners to distribute it with dignity. Wayside works with PHA to host Mobile Food Pantries, makes its food distribution warehouse available to us, offers hot community meals to our residents, and has assisted us with the use of their kitchen in which to prepare lunches for school aged children during holiday breaks; a period in which household food bills can soar. The Mobile Food Pantries delivers fresh produce, meat, dairy, bread, and nonperishable items to our neighborhoods in East Bayside and the West End and to elders and individuals with disabilities in Washington Gardens, Franklin Towers and Harbor Terrace. Additionally, PHA staff help identify neighborhoods where residents are at risk of food insecurity but experience barriers to other supplemental food resources due to transportation or mobility challenges. Through our relationship with Wayside, PHA staff can offer a host of avenues through which to remediate food insecurity.

Our shared goal is to help vulnerable families thrive by providing food and housing assistance, respectively. Additionally, high-quality groceries enable individuals and families to prepare meals and support families working together to improve eating habits. The pantries offer valuable opportunities for neighbors to help each other if someone cannot attend or has challenges carrying the food. Every month, Wayside also delivers groceries to nearly 80 elderly residents living at Harbor Terrace and Franklin Towers through the Commodity Supplemental Food Program. Our residents help manage the participant lists, coordinate the distributions, and do outreach to sign up new residents. Wayside also helps neighborhood residents host a weekly dinner in our new Community Room at Washington Gardens. The neighborhood has 100 new apartments, and 60 residents have been part of the weekly dinner so far.

Wayside also supports our youth residents in important ways. Staff at our study centers and Community Policing Coordinators receive thousands of pounds of snacks from Wayside each year. These snacks power the children's creative and academic energies in the late afternoon. They are often the "excuse" kids use to visit but stay for the help they receive and the relationships they cultivate. Wayside's tempting snacks are what get them in the door where relationships are built that offer pathways to insight and support when needed.

Wayside's programming in PHA Communities doesn't just provide our residents with supplemental food. Wayside encourages active participation, so food becomes a tool for building relationships amongst neighbors.

Wayside helps further PHA's goal to expand services to residents that improve their quality of life and empower them to succeed. For this reason, we offer our support to Wayside Food Programs.

Thank you for your consideration of Wayside's application,

A handwritten signature in black ink, reading "Teyonda Hall". The signature is fluid and cursive, with the first name "Teyonda" and last name "Hall" clearly distinguishable.

Teyonda Hall, Resident Services Director
Portland Housing Authority
(207) 221-8003 | thall@porthouse.org



PORTLAND PUBLIC SCHOOLS

prepared & empowered

November 14, 2023

To The CDBG Annual Allocation Committee:

We are writing with our support for Wayside Food Program's application for Community Development Block Grant funding and confirm they used past grants and will use future funds in ways that support youth and their families. Wayside is a dedicated partner to Portland Public Schools (PPS).

We rely on Wayside each week to stock our pantry at the PPS Multilingual and Multicultural Center. This resource is district-wide because social workers in all the different Portland schools refer vulnerable students' families or come themselves. We are serving an average of 500 individuals every month. Without our partnership with Wayside, we could not adequately meet the additional food needs of our PPS multilingual families. We have also partnered with Wayside in their Food Access For All (FAFA) pilot to share culturally familiar and important foods with our families.

Wayside regularly supports PPS events to use food to help bring families and teachers together, including Reiche Elementary School's WinterFest, Food Fuels Learning in Action: Community Celebration, and the Talbot Community School's Math and Science Nights.

Wayside helped two of our schools host weekly dinners for students and their families and has resumed the East End Community School's Monthly Dinners to create a connection between the parents, students, and staff. As a result of our partnership, we already had the foundation to respond quickly when the pandemic hit. Within a week of going to remote learning, Wayside created a new program with us to ensure students and their families had the food they needed.

While our multilingual students and their families experience many challenges, Wayside's assistance greatly contributes to meeting the food needs of PPS' food-insecure families.

Thank you for considering supporting Wayside's work for our students and their families.

Sincerely,

Naila Wissa, Make It Happen Middle School Director

Portland Public Schools



**Working with Maine Farms
To End Hunger**

**21 Wells Road
Cape Elizabeth, ME 04107**

Farms for Food Equity
21 Wells Road
Cape Elizabeth, ME 04107

November 14, 2023

Re: Letter of Support for Wayside Food Programs

CDBG Annual Allocation Committee;

I am Penny Jordan one of the owners of Jordan's Farm in Cape Elizabeth and the President of Farms for Food Equity. Farms for Food Equity was formed in early 2020 because of my many years working with food programs in Southern Maine that address hunger and food insecurity. I had the honor of leading an initiative in 2019/2020 to address ending hunger in Maine by 2030. This work reinforced for me the need to remain active on my farm and leverage my many relationships with mid-sized farms, food pantries, and food programs, and work together to end hunger in our communities.

Farms for Food Equity buys products from farms and then donates the food to programs in Portland and other communities. We partnered with Wayside out of the chute to leverage their distribution capabilities and network. Together, in 2023 we have moved close to 80,000 lbs of Maine produce to pantries and food sites. The produce is distributed fresh or as part of meals and frozen options, Wayside creates. Our goal is to create cash flow for Maine farms while providing Maine-raised foods to Wayside and other programs throughout the year.

In 2022 Farms for Food Equity along with Maine Farm and Sea Cooperative teamed up with Wayside to find ways to meet the culturally diverse food needs in our community. This project identified underutilized products raised by Maine producers that would be familiar to immigrant refugee recipients at food pantries/sites as well as desirable. We continue to build off the foundation created and expect to process and freeze over 30,000 greens in 2024. The desired outcomes focus on making more diverse foods available and maximizing products grown by Maine farms,

Wayside's staff is a can-do team that seeks to better understand and serve the people in need of their services. Funds awarded to Wayside will benefit not only their broad community of recipients but also through the relationship with Farms for Food Equity their work contributes to farm viability for the many farms that are Farms for Food Equity partners.

Please do not hesitate to contact me at pennyjordan@jordansfarm.com or (207) 671-5341 if you have any questions.

Penelope A Jordan, President
Farms for Food Equity
21 Wells Road
Cape Elizabeth, ME 04107



November 8th, 2023

**Most Rev. Robert P.
Deeley, J.C.D.**
President

To: Members of the CDBG Allocation Committee

Rachel Grivois, CPA
Chair

Dear Committee members,

Stephen P. Letourneau
Chief Executive Officer

I am writing as the GEAR Program Coordinator at the Office of Maine Refugee Services Catholic Charities Maine, to express our support for Wayside Food Programs' request for funding from the City of Portland Community Development Block Grant. This funding opportunity will help Wayside improve food justice within Maine immigrant communities and help refugees and immigrants build new lives within our communities.

Inza Ouattara
State Refugee Coordinator

Michele Kouanozua
*GEAR Program
Coordinator*

The Office of Maine Refugee Services serves refugees and other federal Office of Refugee Resettlement - eligible populations across the state of Maine. Maine's only refugee resettlement program is dedicated to helping those seeking a new life in America become independent, productive members of our community. From cultural orientation and referrals to case management and ongoing support we are committed to providing the highest quality professional resettlement, orientation, employment, and cultural adjustment services to those refugees assigned to our care.

307 Congress Street
PO Box 10660
Portland ME 04104-6060

GEAR (Growing Employment Access for Refugees) is one of the programs of the Office of Maine Refugee Services at Catholic Charities Maine. The GEAR team helps refugees and immigrants better engage in ASPIRE services. Fedcap's ASPIRE program helps Maine's TANF clients acquire employment-related skills, experiences, and resources to become self-sufficient and achieve sustained social and economic well-being.

T. (207) 781-8550
F. (207) 781-8560

www.ccmaine.org

As you can read on Wayside's website, before the pandemic they hosted and trained immigrant TANF clients at their Community Meals, in their kitchen, and their office. They consistently went above and beyond to help them overcome barriers to navigate systems and gain skills. They also empowered participants by offering them opportunities to teach and share their traditional recipes with guests at Community Meals.

During the pandemic, Wayside helped multiple groups supporting immigrants to access nutritious and culturally familiar foods. The pandemic made it even more difficult for immigrants to access resources and become engaged in community life.

Wayside has been holding focus group where our office is working on involving participants and also have them share with the organization what food they eat in a regular basis. Wayside is also partnering with OMRS and RIS for Quarterly food distribution to our participants. In 2021, Wayside hosted focus groups of leaders and representatives from immigrant communities to research food traditions and food security. In addition to tailoring its offerings because of the focus groups, Wayside is sharing this critical information with other local food groups to help them create a foundation of basic ingredients, individually customize packages for each community and its preferred items, maximize services to the immigrant community, and waste less food and resources. They have created a pilot program Food Access for All. The GEAR Project Manager is a member of the Food Access for All Advisory Board that provides ongoing feedback and insights from the communities.

Wayside understands that familiar foods offer a deep source of comfort and connection as well a connection to traditions across generations.



Catholic Charities Maine is proud to be a longstanding partner of Wayside Food Programs and we look forward to supporting the project's activities aimed at improving food access and justice for immigrants in Maine.



Cordially,

Michele Olivia Kouanzoua
GEAR Project Manager (Growing Employment Access for Refugees)
Office of Maine Refugee Services, Catholic Charities Maine
420 Cumberland Avenue, Portland, ME 04101
C: 207-712-5306 | P: 240-552-5487
She/her/hers



November 10, 2023

Dear Review Committee,

I am writing on behalf of Cultivating Community to express our enthusiastic support of Wayside Food Programs Community Development Block Grant proposal.

As an organization whose mission is to empower people through food, Cultivating Community manages the City of Portland's Community Gardens, works to provide hands-on garden and food systems learning opportunities for students of all ages, and operates two learning farms that work to support community food security for families from immigrant, refugee, and asylum-seeking backgrounds.

Wayside has been an invaluable partner in our Youth Leadership and community food programs, sharing resources and providing access to their commercial kitchen. They are a local leader in creatively and collaboratively fighting hunger, working for the dignity of limited resource families, and strengthening community connections through volunteer-driven programming and cross-industry partnerships.

Thank you for your consideration and support of Wayside's vital and transformative work. Please reach out to me with any follow-up questions, my contact information is below.

Sincerely,

Silvan Shawe
Executive Director, Cultivating Community
silvan@cultivatingcommunity.org, 207-747-7836



November 14, 2023

To The CDBG Annual Allocation Committee:

On behalf of In Her Presence, I am writing to support Wayside Food Programs' application to The City of Portland for Community Development Block Grant funds.

I am one of the Co-founders of In Her Presence, created to reach immigrant women with different cultures and backgrounds. Since 2015, In Her Presence serves New Mainers through a personalized, leadership and empowerment-focused program of language acquisition, community connection initiatives, and career development opportunities. Language acquisition is a critical tool for achieving economic success, which is the key ingredient for well-being and an equitable social life. Coming together and building a platform based on relationship and trust, while providing educational opportunities to navigate and understand the system will create a stronger immigrant community base. From the beginning Wayside has supported our efforts to do this.

One of the most important ways to help people feel welcomed and at ease with each other is with familiar foods and flavors. Wayside helps to advance the integration of immigrant families by providing snacks to our programs. Wayside understands food preferences of our immigrants and makes foods they will enjoy. Wayside also helped us to host special holiday celebrations to preserve and share traditions.

And during the pandemic of COVID 19, the value of the relationship has been prevailed by serving extra food to our families. During the pandemic, Wayside also enabled us to provide families with special foods for holiday traditions and made backpacks of gifts for the children with snacks and supplies to encourage creativity, imagination and play. Wayside and In Her Presence are developing a partnership for series of cooking classes that would focus on one particular green or vegetable item and cover tasting it fresh and frozen, ways of cooking it in different recipes and some information on the nutritional value.

We are excited about the prospect of Wayside's work, collaboration and adaptability which will bring a huge and effective community impact and advocacy.

Claudette Ndayinazahze, Executive Director, In Her Presence