SOCIAL SERVICE SUMMARY - *(This is the only page that goes to Council)*

Application Type	☐ Standard Social Service	
Operating Agency	Commonspace	
Program Name	HSC Housing Navigation Program	
Funds Requested	$100,000.00	

Program Summary

The Housing Navigation Project will embed, at Portland's Homeless Services Center (HSC), a team of Housing Navigators who are also Recovery Coaches, and thus uniquely positioned to support guests at the HSC whose efforts to secure housing are complicated in various ways by substance use disorders (SUD). By early 2024 the vast majority of the 208 beds (or 258 beds, depending on how long the temporary capacity expansion at the HSC continues) will be filled by guests who have SUD and who are actively using drugs, with a large proportion of these guests having previously lived in various encampments throughout Portland.

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	Unhoused, adult guests of Portland's Homeless Services Center, who self-identify as being impacted by a substance use disorder/addiction.
Number of Clients Served	200
Number of LMI Portlanders	200
LMI Portland Percentage	100.00%

Units of Service

Type of Unit of Service	Clients enrolled in Housing Navigation Program.
Number of Units Provided	200
Cost per Unit of Service	$500.00

Outcomes

1. Supporting 40% (80) enrolled guests with securing housing (permanent or supported transitional housing)
2. Supporting 50% (100) enrolled guests with securing needed treatment/recovery resources.
3. Supporting 80% (160) enrolled guests with retaining emergency shelter by reducing substance use and/or by shifting behaviors that might lead to expulsion.

Budget

$100,000.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
$200,000.00	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
50%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]

Leveraged Funds

Rapid Rehousing; HOME Services

A. Agency Information

Completed by briant@commonspacemaine.org on 11/13/2023 12:49 PM

Case Id: 30470
Name: Commonspace - 2024
Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION
A.1. Agency Name
Commonspace

A.2. Mailing Address
103 India St. Portland, ME 04101

A.3. Federal ID Number
01-0500860

A.4. Unique Entity Identifier- [SAM.GOV]
XNPELR6JYNR3

APPLICATION POINT OF CONTACT
A.5. First Name
Brian

A.6. Last Name
Townsend

A.7. Phone
(207) 272-0429

A.8. Email
briant@commonspacemaine.org

EXCUTIVE DIRECTOR
A.9. First Name
Brian

A.10. Last Name
Townsend

A.11. Phone
(207) 272-0429

A.12. Email
briant@commonspacemaine.org

PROJECT DIERECTOR
A.13. First Name
Mary

A.14. Last Name
Cook

A.15. Phone
(207) 544-3620

A.16. Email
mcook@commonspacemaine.org

FINANCIAL DIRECTOR
A.17. First Name
Kayla

A.18. Last Name
White

A.19. Phone
(207) 773-1956

A.20. Email

B. Project Information

Completed by briant@commonspacemaine.org on 11/15/2023 10:53 AM

Case Id: 30470
Name: Commonspace - 2024
Address: *No Address Assigned

B. Project Information

Please provide the following information.

B.1. Program Name
HSC Housing Navigation Program

B.2. Primary Address Services Are Delivered
654 Riverside St. Portland, ME 04103

Are there additional service address?
Yes

Enter additional service addresses:

Street Address	City	State	Zip Code
103 India 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 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.
Unhoused, adult guests of Portland's Homeless Services Center, who self-identify as being impacted by a substance use disorder/addiction.

B.6.B. How many will be served by the proposed program? (unduplicated -per year)
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]
200

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.
Clients enrolled in Housing Navigation Program.

B.7.B. How many units of service will be provided by the program?
200

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?
50.00%

B.8. **Program Objectives and Outcomes**

B.8.A. Program Objectives
1. Link HSC guests enrolled in the program to appropriate housing options (i.e. permanent housing, supported housing, recovery residences/sober houses, etc.)
2. Link HSC guests enrolled in the program to needed treatment and recovery resources (i.e. detox, addiction treatment, counseling, recovery support groups, etc.)
3. Provide information, support, and advocacy to HSC guests enrolled in the program to reduce their substance use and shift behaviors that put them at risk of expulsion from emergency shelter and a return to unsheltered homelessness (outdoor camps).

B.8.B. Program Outcomes
1. Supporting 40% (80) enrolled guests with securing housing (permanent or supported transitional housing)
2. Supporting 50% (100) enrolled guests with securing needed treatment/recovery resources.
3. Supporting 80% (160) enrolled guests with retaining emergency shelter by reducing substance use and/or by shifting behaviors that might lead to expulsion.

B.9. Employees
Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	0
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?	1.5

B.10. **Documentation**

B.10A. How will the beneficiaries' information be collected and documented?
The program will utilize the HSC's guest information collection for baseline client data. Program staff will collect additional information pertaining to clients' specific housing and recovery challenges and needs, in order to develop individualized Housing and Recovery Plans.

B.10B. How will the units of service be tracked and documented?
Enrolled clients will be entered into the program's database. The enrollment process will include a brief eligibility screen, consent forms signed by the client, the development of the client's initial Housing and Recovery Plan, and the assignment of the client's personal Housing Navigator/Recovery Coach (HNRC). A guest will not be considered enrolled until they have completed the above steps and met with their HNRC at least three times.

B.10C. How will the outcomes be measured, collected, and documented?
HNRC's will document all engagements, noting any progress on the key goal areas of Securing Appropriate Housing, Securing Needed Treatment/Recovery Resources, and Maintaining Access to HSC. The Housing Navigation team will utilize Commonspace's already-established database and administrative support to provide outcomes reporting and assessment.

C. Narrative

Completed by rmcallister@portlandmaine.gov on 1/3/2024 10:39 AM

Case Id: 30470
Name: Commonspace - 2024
Address: *No Address Assigned

C. Narrative

Please provide the following information.

C.1. Program Description

Describe the Program being proposed.

The Housing Navigation Project will embed, at Portland's Homeless Services Center (HSC), a team of Housing Navigators who are also Recovery Coaches, and thus uniquely positioned to support guests at the HSC whose efforts to secure housing are complicated in various ways by substance use disorders (SUD). By early 2024 the vast majority of the 208 beds (or 258 beds, depending on how long the temporary capacity expansion at the HSC continues) will be filled by guests who have SUD and who are actively using drugs, with a large proportion of these guests having previously lived in various encampments throughout Portland.

The Housing Navigators/Recovery Coaches (HNRC's) will enroll and work with guests on housing- and recovery-related goals that are established by the guests. The HNRC's will support enrolled guests with obtaining appropriate housing (recovery residence/sober housing, supported housing, conventional apartments, etc.), and individually-specific needs related to SUD treatment and recovery (detox, counseling, Medication Assisted Treatment, support groups, etc.). HNRC's will also utilize their Recovery Coach training to support enrolled guests with moving towards behaviors and choices that help them avoid negative consequences, particularly the consequence of being barred from continuing to access the HSC.

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.

Active drug use and challenges associated with SUD have been a defining characteristic of Portland area encampments, and have previously complicated efforts by this community to effectively provide emergency shelter and thoughtful and successful housing navigation for this large and vulnerable group. As of this writing (mid-November), there are as many as 200 unsheltered, unhoused individuals living outdoors in Portland encampments. Significant anecdotal evidence from the outreach teams (including ours at Commonspace, as well as the other teams working with us through the community's Encampment Crisis Response Team - ECRT) suggests that the vast majority of these individuals are engaged in active drug use.

By the time this description is reviewed, most of the people currently living in tents on the soon-to-be-frozen ground will have moved to Portland's Homeless Services Center. Approximately 170 beds will be opening up at the HSC by early December, nighttime temperatures are soon to become hazardous and potentially deadly, and the ECRT is positioned to work with the HSC on a comprehensive effort to bring everyone indoors. The resulting scenario will be an inflection point for this community, as the HSC will strive to do something that our community shelter system has previously been unable to do: support its guests who actively use drugs with maintaining their access to emergency shelter and with successfully utilizing in-house supports to move out of homelessness. Success would be transformational, for the individuals who have struggled for years with the traumas and dangers associated with unsheltered homelessness and drug use, and for Portland as a whole. Failure would mean a return to the reality of encampments, and the visible and glaring inability of our system to support our most vulnerable community members.

The Homeless Services Center was launched with these individuals in mind. The commitment attached to our community's investment in the HSC was that we would provide its guests with comprehensive services and supports, along with safety and stability, helping them to quickly access the housing and resources needed to rise out of homelessness. In order to do this effectively, and to meet this moment and fulfill its designed function, the HSC, as the sum of its many parts and providers, must have a high degree of cultural competence and specific skill in welcoming and supporting guests who are in active drug use. The community needs the HSC to succeed in supporting this population effectively, and for that success the HSC will require support like this team of HNRC's within this Housing Navigation Project that we are proposing.

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 Housing Navigation Project will support the Portland community, and Portlanders impacted by homelessness and SUD, by creating housing and treatment/recovery solutions that significantly interrupt and prevent the current pattern of unsheltered encampments. This interruption will be the result of a critical mass of meaningful, personal gains achieved by the individuals who have experienced life within those encampments.

The Housing Navigators/Recovery Coaches will measure the personal gains of enrolled guests in evaluating the success of the project. The primary goals of the project are successful links to appropriate housing for at least 40% of enrolled guests (at least 80 individuals), successful links to treatment and recovery resources for at least 50% of enrolled guests (at least 100 individuals), and successful retention of HSC eligibility for at least 80% of enrolled guests (at least 160 individuals). This last-mentioned goal, regarding supporting guests with maintaining their ability to access emergency shelter, merits emphasis. This community, to date, has not been able to provide a shelter model that has been able to keep individuals in active drug use within the shelter long enough to support them with links to appropriate housing and resources. We cannot overstate the positive community impact correlated to the HSC becoming the shelter system that figures out how to maintain a space that is experienced as safe and effective, without having resorted to the systematic removal of guests for behaviors secondary to their active drug use.

The project's HNRC's will utilize Commonspace's already existing database to input baseline data, Housing and Recovery plans, and all progress made by guests towards their established goals. We will utilize the database to assess our project's outcomes throughout the year, and at year's end, in order to evaluate the project's effectiveness in meeting these ambitious but reachable goals, with their substantial potential impact for this population and for our community.

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**

4. Address the needs of the growing homeless population - prevent and reduce homelessness

The HSC Housing Navigation project will leverage the resource of the Homeless Services Center and the presence of our community's long-term unhoused and SUD-impacted members to reduce homelessness through supporting the attainment of recovery-conscious Housing goals. In addition to reducing homelessness through these services, the project will prevent homelessness by helping HSC guests to maintain their access to emergency shelter and the resources needed to obtain housing, and will address the needs of those experiencing homelessness who are impacted by SUD, by linking them to needed treatment and recovery resources.

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.**

4. Address the Need of the Growing Homeless Population - Prevent and reduce homelessness.

The HSC Housing Navigation project will leverage the resource of the Homeless Services Center and the presence of our community's long-term unhoused and SUD-impacted members to reduce homelessness through supporting the attainment of recovery-conscious Housing goals. In addition to reducing homelessness through these services, the project will prevent homelessness by helping HSC guests to maintain their access to emergency shelter and the resources needed to obtain housing, and will address the needs of those experiencing homelessness who are impacted by SUD, by linking them to needed treatment and recovery 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.**

1. The HSC Housing Navigation Project's goals and aims are consistent with the City's 2023-2024 Annual Action Plan and the current (2022-2026) Five-Year Consolidated Plan, which emphasize the commitment of Portland to addressing the needs of the growing homeless population, and preventing and reducing homelessness. Additional consistency is found within the City's Management Plan for the Homeless Services Center, which states that the HSC "will continue the City's mission of providing quality programming to low-income Portland residents that encourages dignity, self-respect, and self-reliance in the transition from public assistance to self-sufficiency. In partnership with area service providers, we provide services to our consumers with an emphasis on compassion, dignity, respect and the highest
standard professional demeanor toward this mission."

2.Commonspace’s agency and service culture is one that welcomes and integrates diversity, while challenging internal and external systems to confront systemic racism and the marginalization of various individuals and groups based on factors related to identity or socio-economic classification. The peer support model that is Commonspace's philosophy and central service modality is one that recognizes the sanctity, integrity and worth of every person. Commonspace’s staff and the people we serve both have greater racial, ethnic, cultural, identity, orientation and gender diversity than does the general population. As an agency, we work diligently to recognize and understand the different barriers faced by those with whom we engage. We put the voices and leadership of the most marginalized individuals and groups within the community at the center of our work.

3. All program participants will be unhoused guests of the Homeless Services Center, and all will be within the lowest income qualification category. We anticipate that a significant majority of program participants will meet definitions for chronic homelessness and chronic substance disorders, and that a majority will have experienced generational poverty.

4. Commonspace is looking to CDBG as a source to help us build a fully realized team of HNRC's that can provide housing and recovery solutions for this large and significantly vulnerable proportion of our community's unhoused population. Our longer-term goal is to support this team as an (at least) three-staff effort, with three full-time HNRC's working to meet the housing and recovery needs of all current and future HSC guests. We are looking to launch this program in Year One with 1.5 FTE HNRC's funded through CDBG, joined by 1.5 FTE HNRC's flexed to the setting of the HSC from (1) our existing Rapid Rehousing program, and (2) our developing HOME Services program (a Mainecare program that provides community supports for individuals experiencing homelessness). Funding from CDBG will essentially support half of the staffing and approximately half of the minimal, attendant costs of running the program.

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.

Commonspace (formerly known as Amistad) benefits from a number of meaningful and relevant partnerships and collaborations that will support our efforts to link HSC guests to Housing and Recovery resources. The HNRC's will be operating within Commonspace's extensive, existing network of partnerships, while also being able to leverage the resources of the agencies and entities functioning within the Encampment Crisis Response Team and within the Homeless Services Center. Engagement with the ECRT and multiple other stakeholder initiatives and efforts (the Statewide Homeless Council, Hub 2's Coordinated Entry effort, the Emergency Shelter Assessment Committee, and the Homeless Services Center Advisory Committee, to name a few) added significantly to our understanding of this population's most acute needs. We have existing and evolving understanding of this population's urgent and real-time needs through our long-standing programmatic outreach, housing, and recovery services. It is this level of population attunement and stakeholder connection that supported the development of this Project's very specific and targeted efforts.

The HNRC team will be able to draw on extensive internal (agency) resources, as well as collaborations outside of the agency. Commonspace is actively engaged with multiple treatment providers and programs within the area's recovery community, including the region's network of Recovery Residences and sober houses. We also have strong ties with the critical components of our local housing systems, including housing authorities and landlords (established through years of conducting housing-focused outreach and operating our Rapid Rehousing program). As partners in the work at the Homeless Services Center, the team will also work in dynamic collaboration with both the staff of the HSC and the community partners joined there in providing wrap-around services to its guests. The team will thus be able to leverage the co-located resources of Greater Portland Health's clinic, the HSC's housing and support staff, and Spurwink's treatment services, to name a few.

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 Project will be ready to launch on July 1, 2024, and will in fact have some component parts readied prior to that date. The 1.5 FTE HNRC's will be hired and onboarded for start dates of July 1st, and the office and its essential equipment will be set up and operational prior to that date. The HNRC's will begin to enroll SUD-impacted guests immediately, and will conduct Project reviews throughout the year (quarterly) to track progress towards meeting the overarching goals of enrolled guests, the linking of enrolled guests to housing and recovery/treatment, and the Project's success in supporting enrolled guests with maintaining their access to the HSC. While the Year One end date of June 30th, 2025 is relevant for demonstrating our success in meeting the 12-month goals of this Project, our commitment is to continue and expand this resource for this population well beyond this defined year.

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 proposal to provide this specific service at this moment in time is no accident. Commonspace's work in Portland for the last several years has centered around supporting the creation and improvement of Recovery and Housing resources for our community's most marginalized and vulnerable residents. Deep and meaningful engagement with Portlanders who are unhoused and unsheltered has shaped our Harm Reduction programming (including our encampment-focused, mobile Syringe Service Program), our outreach-based Rapid Rehousing program, our recovery-centered supported housing programs (including Freedom Place, our 38-unit permanent housing program for women emerging from chronic homelessness), and our Mobile Day Space street/encampment outreach team. Across these programs there are a few meaningful through-lines: they are peer support-defined (employing staff with lived experience of SUD and homelessness), they are created to support Portlanders who have "fallen through the cracks" (who have been exited from multiple programs and spaces, and barred from most community engagement), and they center all our engagement with participants around obtaining and retaining Housing and around individually-defined Recovery efforts (reducing use, avoiding overdose, maintaining sobriety, and the many other hallmarks of a recovery path).

Our agency's existing housing specialists and certified Recovery Coaches are positioned to support this Project's HNRC's with training and guidance, and we have built the framework of this Project based on current programmatic successes with Housing services (e.g. Rapid Rehousing, Hub 2 Coordinated Entry engagement, Mobile Day Space) and with Recovery services (e.g. the Portland-based Peer Recovery Center, Harm Reduction program, and recovery residences).

These years of focus on Housing and Recovery within our deep and diverse engagement with people experiencing homelessness in Portland situates us perfectly to deliver on this Project's ambitious aims.

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 need that this Project aims to fulfill is long-standing and complex, and there are hundreds of Portlanders as of this writing who would benefit from this targeted, SUD-competent Housing effort. For these reasons, we require CDBG funding to support us in building out a team of 3 full-time Housing Navigator/Recovery Coaches. This strikes us as the minimum resource of skilled workers needed in order to conduct meaningful, targeted engagement with 200 HSC guests who have experienced long-standing and significant barriers to housing and recovery.

In the absence of this funding, Commonspace would engage in a far less defined and impactful engagement effort at the HSC, with this same indicated population. One member of our Rapid Rehousing team, and one member of our developing HOME Services team, would each contribute a portion of their time to targeted outreach at the HSC. While this support would be meaningful for the SUD-impacted HSC guests with whom these program staff would engage, we would lack the operational structure and high-volume capacity of this defined Project, and would not be able take on something as bold as interrupting the community's pattern of recurrent unhoused homelessness for this population, which is the guiding directive of the HSC Housing Navigation project.

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.

To complement CDBG funding and construct the full HSC Housing Navigation Project, we will utilize funding and staff resource from our currently funded and functioning Rapid Rehousing Program (including supporting the Rapid Rehousing staff who will be deployed to the HSC and to this Project with obtaining Recovery Coach certification). We also have projected funding and staff resource through our developing HOME Services program. We are already certified to run this Mainecare program to support unhoused Mainecare members with securing and maintaining housing. We are building out the program to open in early 2024. The HOME Team Care Coordinator deployed to the HSC will be supported in obtaining Recovery Coach certification. The Rapid Rehousing and HOME Services contributions will collectively match the CDBG contribution to this Project.

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.

Staff salaries: $62, 400. Will support the Project with retaining 1.5 FTE staff of Housing Navigators/Recovery Coaches.

Staff fringe: $12,480. Will support the benefits and taxes of the 1.5 FTE retained staff.

Materials/supplies: $2000. Will cover the cost of one staff computer, along with office supplies, marketing materials, and other supplies supporting the administration and operation of the Project.

Insurance: $1500. Will cover the cost to the agency of adding the physical location of the HSC to our liability coverage.

Basic needs: $3120. Will support enrolled guests with meeting needs and overcoming barriers related to the pursuit of their Housing and Recovery goals. Includes support for transportation, application fees, prescription co-pays, clothing for interviews, administrative costs of securing or replacing identity documents, etc.

Technology: $500. Proportionally covers the cost of the Project contributing to the agency's contracted IT services, which will support the project with installation and any ongoing tech support needs.

Travel: $1000. Will allow for the reimbursement of mileage compiled by the 1.5 FTE staff in the direct service of and with enrolled guests (supporting enrolled guests to Housing and Recovery goal-focused appointments and activities).

Administration: $17,000 covering the agency's overhead and administrative cost of supporting the Project.

City of Portland | Housing and Economic Development Department
Housing and Community Development Division
Greg Watson, Director

Brian Townsend
Executive Director
Commonspace
103 India St.
Portland, ME 04101

Dear Mr. Townsend,

Thank you for your application to Portland's Community Development Block Grant (CDBG) program. Staff has reviewed your application for compliance with the federal requirements of this program, and have provided the comments below.

We request a response no later than Friday, January 5th. The CDBG Allocation Committee will begin their review process shortly and may have additional questions at that time.

Eligibility and Application Type

No comments at this time.

Review of Budget

a) In order to be eligible, the "Basic Need" payments on behalf of clients must be for no more than a three month period and they must be made directly to the service or good provider. If funded, we will require labels, detailed, and clear receipts showing the payments meet these requirements. Depending on the number of payments this may be time intensive. Please confirm you understand these requirements for payments and reporting.
b) HCD program staff strongly recommends using alternate funds to purchase computers and phones. This is due to a federal regulation which requires equipment acquired with CDBG funds and no longer needed by the subrecipient for CDBG activities to be transferred to the grantee or retained by the subrecipient only after compensating the grantee.

Expectations if Funded

No comments at this time.

Please let me know if you would like to schedule a follow up conversation or if you have any questions.

Sincerely,

Rowan McAllister

D. Program Budget Detail

Completed by briant@commonspacemaine.org on 11/15/2023 11:03 AM

Case Id: 30470
Name: Commonspace - 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.
$100,000.00

D.2. Total Program Budget
$200,000.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Salaries	$126,900.00	$62,400.00	$64,500.00	Rapid Rehousing/HOME Services (Mainecare program)	Pending
Fringe benefits	$25,480.00	$12,480.00	$13,000.00	RRH/HOME Svcs	Pending
Materials/Supplies	$4,000.00	$2,000.00	$2,000.00	RRH/HOME Svcs	Pending
Insurance	$2,000.00	$1,500.00	$500.00	RRH/HOME Svcs	Pending
Telephone/Internet	$2,000.00	~~$1,000.00~~	~~$1,000.00~~$2000	RRH/HOME Svcs.	Pending
Basic Needs	$4,120.00	~~$2,120.00~~$3120	~~$2,000~~.$1000.00	RRH/HOME Svcs	Pending
Technology	$500.00	$500.00	$0.00		
Travel	$1,000.00	$1,000.00	$0.00		
Admin	$34,000.00	$17,000.00	$17,000.00	RRH/HOME Svcs	Pending
	$200,000.00	$100,000.00	$100,000.00		

D. Program Budget Detail

Completed by rmcallister@portlandmaine.gov on 1/3/2024 10:38 AM

Case Id: 30470
Name: Commonspace - 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.
$100,000.00

D.2. Total Program Budget
$200,000.00

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Materials/Supplies	$4,000.00	$2,000.00	$2,000.00	RRH/HOME Svcs	Pending
Insurance	$2,000.00	$1,500.00	$500.00	RRH/HOME Svcs	Pending
Telephone/Internet	$2,000.00	$0.00	$2,000.00	RRH/HOME Svcs.	Pending
Basic Needs	$4,120.00	$3,120.00	$1,000.00	RRH/HOME Svcs	Pending
Technology	$500.00	$500.00	$0.00		
Travel	$1,000.00	$1,000.00	$0.00		
Admin	$34,000.00	$17,000.00	$17,000.00	RRH/HOME Svcs	Pending
	$200,000.00	$100,000.00	$100,000.00		

E. Required Documents

Completed by briant@commonspacemaine.org on 11/20/2023 12:47 PM

Case Id: 30470
Name: Commonspace - 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**
Organizational Chart 07.25.2023.pdf

☑ **Articles of Incorporation/Bylaws**

Articles of incorporation are the documents recognized by the State as formally establishing a private corporation, business or agency.
Amistad Bylaws Amended and Restated March 31 2023.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.
Auth Form CDBG Nov 2023 PDF.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**
Commonspace Board of Directors FY24.pdf

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

Letters of Support (x3).pdf

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

***No files uploaded*

☑ **Most Recent Agency Operating Budget** ***Required**

FY24 Agency Budget Board Approved.pdf

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

06.30.21 Amistad FS.pdf

☑ **Project Timeline** ***Required**

HSC Housing Navigation 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**

501(c)(3) Determination Letter (002).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*

Board of Directors

Executive Director
Brian Townsend

Director of Finance
Kayla White
Finance Assistant
Tricia Stickney

Director of Operations
Michelle Boisvert

Human Resources Coordinator
Molly Poulin

Associate Executive Director
Meredith Pesce

Director of Programs
Bobby Marcroft
Bath Recovery Community Center
Kimberli Lovell
Lincoln County Recovery Community Center
Abigail Boudin
Portland Peer Center
Keith Arvanitis
Rapid Rehousing Program
Mary Cook

Beacon House
Debbie Brunner
Food Program
Jourdan Simon
Harm Reduction Programs
Kristin Doneski
Re-entry; Men's Housing; Outreach
Ashish Shrestha
Freedom Place
Chloe Cekada

Amistad Board of Directors FY24

First	Last	Work	Board Role	Board Since	Town of Residence
Alane	O'Connor	DNP, Clinical Lead MaineMOM	Member	2/1/2023	Portland
Caroline	Teschke	Friends of the Portland Community Free Clinic	Member	12/1/2022	Westbrook
Amanda	Loubier	Team Manager, TD Bank	President	12/1/2017	Portland
Norman	Maze	Executive Director, Augusta Housing Authority	Treasurer & Finance Committee Chair	4/1/2019	Portland
Russell	Thayer	Director of Risk Management & Compliance, ME Behavioral Health	Vice President & Governance Committee Chair	8/1/2015	Scarborough
Ben	Chipman	Senator, District 27	Member	1/18/2018	Portland

AMISTAD, INC.

Financial Statements

June 30, 2021
(With comparative totals for June 30, 2020)

AMISTAD, INC.
Financial Statements
June 30, 2021

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Statement of Functional Expenses	3
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RKO
Runyon Kersteen Ouellette

Certified Public Accountants and Business Consultants

Independent Auditor's Report

To the Board of Directors of
Amistad, Inc., Inc.

Report on Financial Statements

We have audited the accompanying financial statements of Amistad, Inc., Inc. (a nonprofit corporation), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Amistad, Inc., Inc. as of June 30, 2021, 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.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 29, 2022 on our consideration of Amistad, Inc., Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely 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 Amistad, Inc., Inc.'s 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 Amistad, Inc., Inc.'s internal control over financial reporting and compliance.

Report on Prior Period Financial Statements

The financial statements of Amistad, Inc. as of and for the year ended June 30, 2020, were audited by other auditors whose report dated February 16, 2021, expressed an unmodified opinion on those financial statements. We have not performed any auditing procedures since that date.

Report on Summarized Comparative Information

Amistad Inc.'s 2020 financial statements were previously audited by other auditors, and they expressed an unmodified audit opinion on those audited financial statements in their report dated February 16, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Runyon Kersteen Ouellette

March 29, 2022
South Portland, Maine

AMISTAD, INC.
Statements of Financial Position
June 30, 2021
(With comparative totals for June 30, 2020)

		2021	2020
ASSETS			
Current assets:			
Cash and cash equivalents	$	129,221	167,761
Accounts receivable, net		386,431	245,221
Prepaid expenses		26,912	29,031
Total current assets		542,564	442,013
Property and equipment:			
Furniture and equipment		92,407	92,407
Leasehold improvements		38,020	23,736
Vehicles		35,828	15,828
Total property and equipment		166,255	131,971
Less accumulated depreciation		(131,110)	(122,208)
Property and equipment, net		35,145	9,763
Total assets	**$**	**577,709**	**451,776**
LIABILITIES AND NET ASSETS			
Liabilities:			
Current liabilities:			
Accounts payable	$	58,727	17,915
Accrued expenses		98,693	46,132
Deferred revenue		108,699	-
PPP Loan		46,851	254,922
Total current liabilities		312,970	318,969
Total liabilities		312,970	318,969
NET ASSETS			
Without donor restrictions:			
Undesignated		191,603	104,821
Net investment in property and equipment		35,145	9,763
Total net assets without donor restrictions		226,748	114,584
With donor restrictions		37,991	18,223
Total net assets with donor restrictions		37,991	18,223
Total net assets		264,739	132,807
Total liabilities and net assets	**$**	**577,709**	**451,776**

See independent auditor's report and accompanying notes to financial statements.

AMISTAD, INC.
Statement of Activities
For the Year Ended June 30, 2021
(With comparative totals for the year ended June 30, 2020)

		2021			
		Without donor restrictions	**With donor restrictions**	**Total**	**2020 Totals**
Revenue, gains and other support:					
State contracts	$	1,009,963	-	1,009,963	1,162,882
Other contracts		636,915	-	636,915	269,919
Grants		392,256	69,217	461,473	304,261
United Way		59,217	-	59,217	68,808
Contributions		26,694	-	26,694	25,593
SBA PPP Loan forgiveness		208,071	-	208,071	-
Miscellaneous		1,292	-	1,292	2,499
Rental income		26,167	-	26,167	52,962
Investment income, net		39	-	39	72
Net assets released from restrictions		49,449	(49,449)	-	-
Total revenues, gains and other support		2,410,063	19,768	2,429,831	1,886,996
Expenses:					
Program services		1,889,500	-	1,889,500	1,502,188
Management and general		408,399	-	408,399	329,042
Total expenses		2,297,899	-	2,297,899	1,831,230
Changes in net assets		112,164	19,768	131,932	55,766
Net assets, beginning of year		114,584	18,223	132,807	77,041
Net assets, end of year	**$**	**226,748**	**37,991**	**264,739**	**132,807**

See independent auditor's report and accompanying notes to financial statements.

AMISTAD, INC.
Statement of Functional Expenses
For the Year Ended June 30, 2021
(With comparative totals for the year ended June 30, 2020)

		2021							
		Program services					Supporting services		
		Riverview	Portland Peer Center	Bath / Boothbay	Other	Total Programs	Management and general	Totals	2020 Totals
Salaries and wages	$	284,425	155,072	122,198	589,177	1,150,872	261,859	1,412,731	1,042,344
Benefits		28,681	18,575	9,731	56,232	113,219	57,549	170,768	150,504
Payroll taxes		28,021	16,160	12,264	61,762	118,207	23,368	141,575	92,842
Total salaries and benefits		341,127	189,807	144,193	707,171	1,382,298	342,776	1,725,074	1,285,690
Professional fees		221	4,599	2,603	2,792	10,215	10,898	21,113	13,873
Consultants		-	1,380	-	6,216	7,596	14,123	21,719	32,262
Occupancy		-	53,142	19,374	183,919	256,435	12,000	268,435	259,440
Travel		2,707	360	564	13,067	16,698	62	16,760	37,946
Training		-	-	10	4,049	4,059	397	4,456	14,355
Interest		-	-	-	-	-	414	414	5,626
Insurance		-	3,020	3,300	8,015	14,335	13,496	27,831	21,276
Repairs and maintenance		-	6,889	1,017	9,206	17,112	18	17,130	29,365
Supplies		849	6,776	4,375	92,584	104,584	6,948	111,532	93,522
Utilities		-	12,000	4,722	12,578	29,300	1,070	30,370	17,835
Other		91	577	1,849	8,690	11,207	6,197	17,404	14,668
Bad debt		-	-	-	508	508	-	508	3,019
Pass-through Cooking for Community		-	-	-	26,250	26,250	-	26,250	-
Total expenses before depreciation		344,995	278,550	182,007	1,075,045	1,880,597	408,399	2,288,996	1,828,877
Depreciation		-	4,903	-	4,000	8,903	-	8,903	2,353
Total expenses	**$**	**344,995**	**283,453**	**182,007**	**1,079,045**	**1,889,500**	**408,399**	**2,297,899**	**1,831,230**

See independent auditor's report and accompanying notes to financial statements.

AMISTAD, INC.
Statements of Cash Flows
For the Year Ended June 30, 2021
(With comparative totals for the year ended June 30, 2020)

		2021	2020
Cash flows from operating activities:			
Change in net assets	$	131,932	55,766
Adjustments to reconcile change in net assets to net cash and cash equivalents provided by (used in) operating activities:			
Depreciation		8,903	2,353
SBA PPP loan forgiveness		(208,071)	-
Decrease (increase) in assets:			
Accounts receivable		(141,210)	(169,424)
Prepaid expenses		2,119	(10,860)
Increase (decrease) in liabilities:			
Accounts payable		40,812	(18,337)
Deferred revenue		108,699	(47,153)
Accrued expenses		52,561	(24,018)
Net cash and cash equivalents provided by (used in) operating activities		(4,255)	(211,673)
Cash flows from investing activities:			
Purchase of property and equipment		(34,285)	-
Net cash and cash equivalents used in investing activities		(34,285)	-
Cash flows from financing activities:			
Proceeds from PPP loan		-	254,922
Net cash and cash equivalents (used in) provided by financing activities		-	254,922
Net change in cash and cash equivalents		(38,540)	43,249
Cash and cash equivalents at beginning of year		167,761	124,512
Cash and cash equivalents at end of year	**$**	**129,221**	**167,761**
Supplemental disclosure of cash flow activity:			
Cash paid for interest	**$**	**414**	**5,626**

See independent auditor's report and accompanying notes to financial statements.

NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities - Amistad, Inc., Inc. (the Organization) is a nonprofit corporation located in Portland, Maine that provides progressive and consumer directed services based on a belief in the potential of individuals with serious life challenges to live full, rich and productive lives. The Organization provides peer support, a social club, a vocational rehabilitation program, and education for these individuals. The Organization is supported primarily through government grants and fees.

Basis of Accounting - The Organization prepares its financial statements in accordance with accounting principles generally accepted in the United States of America, which involves the application of accrual accounting; 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.

As of June 30, 2021 and 2020, the Organization had no net assets with donor restrictions that were required to be maintained in perpetuity.

Income Taxes - Amistad, Inc., Inc. is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and has also been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509(a) of the Code.

Accounting principles generally accepted in the United States of America requires management to evaluate tax positions taken by the Organization and recognize a tax liability if the Organization has taken an uncertain tax 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.

Donated Assets and Services - Assets received as donations are recorded and reflected in the accompanying financial statements at their estimated fair value on the date received. The value of contributed services are recorded as contributions in the financial statements if these services enhance or create non-financial assets, or the services require specialized skills which typically would have to be purchased if not provided by donation.

NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Cash and Cash Equivalents - Management considers all financial instruments with an original maturity of three months or less to be cash equivalents.

Accounts Receivable - Accounts receivable are stated at the amount management expects to collect from outstanding balances. The Organization's accounts receivable consists primarily of amounts owed under contracts and service agreements with the State of Maine, the City of Portland, and community organizations. Based upon the history of collections, management has deemed that an allowance for doubtful accounts is not necessary.

Property and Equipment - Property and equipment with an individual purchase price of $500 or more are capitalized and carried at cost, or fair value if donated. Depreciation of property and equipment is recorded using the straight-line method for financial reporting purposes over the various assets' estimated useful lives, which range from 3 to 15 years. Expenditures for major renewals and betterments that extend the useful lives of property and equipment are capitalized, while expenditures for maintenance and repairs are charged to expense as incurred.

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.

Concentration of Risk/Economic Dependency - A significant portion of the Organization's annual funding is provided through grants from various federal, state, and local governments. Any significant reduction in this funding could affect the Organization's ability to fulfill its mission. Approximately 89% of the Organization's support for the year ended June 30, 2021 came from grants, contracts, and fees from federal, state, and local governments.

Use of Estimates - The preparation of 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 financial statements and the reported amounts of revenues and expenses in the reporting period. Actual results could differ from these estimates.

NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Functional Expenses - The Organization accumulates and records operating expenses according to the nature of the expense that was incurred. These functional expenses are allocated and reported in three functional categories: program services, fundraising, and management and general (general administrative) expenses. The allocation of salaries, payroll taxes, and employee benefits is based on estimates of time and effort. The allocation to other functional categories is based on management's estimate of the appropriate allocations for each expense.

New Accounting Pronouncements - In February 2016, the FASB issued 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 financial statements. Since the original issuance of ASU No. 2016-02, the effective date has been delayed twice through the issuance of ASU's No. 2019-10 and No. 2020-05. The revised effective date is now for fiscal years beginning after December 15, 2021, which for the Organization would be fiscal year ending June 30, 2023.

In September 2020, the FASB issued ASU No. 2020-07 *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. Under this ASU, nonprofit organizations will have to report all types of in-kind donations as separate line items in the statements of activities. The effective date for nonprofit organizations is for fiscal years beginning after June 15, 2021.

The Organization is currently evaluating the impact of these ASU's on its financial statements.

Reclassifications - Certain prior year balances have been reclassified for comparative purposes to conform to the current year financial statement presentation. Such reclassifications had no effect on the results of operations as previously reported.

Comparative Financial Information - 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 June 30, 2020, from which the summarized information was derived.

CONCENTRATION OF CREDIT RISK

Amistad, Inc., Inc. maintains cash balances at a local bank. As of June 30, 2021 and 2020, deposits were insured by the FDIC up to a maximum amount of $250,000. The Organization had no uninsured cash balances at June 30, 2021 and 2020, respectively.

LINE OF CREDIT

The Organization has an available line of credit in the amount of $100,000 with a local bank. Outstanding balances on the line of credit are payable upon demand and secured by all corporate assets, and carry interest payable monthly at prime plus 1.5%, which equated to 4.75% and 4.75% at June 30, 2021 and 2020, respectively. As of June 30, 2021 and 2020, there were no outstanding balances on this line.

PAYCHECK PROTECTION PROGRAM

During the year ended June 30, 2020, as a result of the negative financial impact of COVID-19, the Organization applied for and was granted a loan from People's United Bank, in conjunction with the Small Business Administration (SBA), in the amount of $254,922, pursuant to the Paycheck Protection Program (the "PPP") 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 in April 2020, matures in April 2025 and bears interest at a rate of 1.00% per annum. The note may be prepaid by the Organization at any time prior to maturity with no prepayment penalties. Funds from the loan may 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.

The Organization received notification that their loan was forgiven in full. However, the Organization receives government grants that funded some of the costs in the original forgiveness application. After submitting the application, it was discovered that they only needed to include the allowable costs not funded by their government grants. Thus, it was determined that $46,851 of the forgiven PPP loan is due back to People's United Bank. This amount is reflected on the statement of financial position, and the amount forgiven of $208,071 is reflected on the statement of activities.

REVENUE RECOGNITION

During the years ended June 30, 2021 and 2020, the Organization had contract revenue consisting of the following:

	2021	2020
Mercy Rapid Access	$ 135,631	100,622
Consumer Network	84,122	96,153
City of Portland	417,162	50,888
MEHAF	-	22,256
Totals	**$ 636,915**	**269,919**

At June 30, 2021 and 2020, contract receivables amounted to $180,105 and $245,221, respectively, and are included with accounts receivable, net on the accompanying statements of financial position.

To best match the timing of the transfer of goods or services, the Organization recognizes revenue from contracts with customers at the services are rendered for each of the above programs. 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, 2021 and 2020, the greatest economic factor effecting contract revenue has been the COVID-19 pandemic.

Contract transaction prices include management's judgment of variable consideration, which includes incentives, and rebates, as well as reimbursement rates dictated by state funders. Based on available information, management must include an estimate of any variable consideration, if applicable, when determining the contract transaction price.

RESTRICTIONS AND LIMITATIONS OF NET ASSET BALANCES

Net assets with donor restrictions consisted of the following at June 30:

Subject to appropriation and expenditure when a specified event or time occurs:

	2021	2020
United Way COVID-19	$ -	18,223
66 State Street	37,678	-
Other Contracts and Grants	313	-
Total net assets with donor restrictions	**$ 37,991**	**18,223**

OPERATING LEASES

Amistad, Inc., Inc. is obligated under several non-cancelable operating leases through which it has obtained the use of certain office equipment, as well as use of its physical space. For the years ended June 30, 2021 and 2020, the total expense paid under these lease arrangements amounted to $258,654 and $259,440, respectively. Future minimum required lease payments under non-cancelable agreements, are as follows:

Fiscal year ending June 30	Amount
2022	$ 153,150
2023	71,165
2024	21,327
2025	20,790
2026	18,480
Thereafter	-
Total	**$ 284,912**

DONATED ASSETS AND SERVICES

The Organization generally pays for services requiring specific expertise. However, many individuals volunteer their time and perform a variety of tasks that assist the Organization in carrying out its mission. For the years ended June 30, 2021 and 2020, the Organization recognized no contributed service donations.

RETIREMENT PLAN

The Organization maintains a savings incentive match plan for an employee (SIMPLE) plan which covers eligible employees. The plan calls for the Organization to contribute 3% of each eligible employee's annual salary. The Organization’s contributions for the years ended June 30, 2021 and 2020 were $11,992 and $11,634, respectively.

CONTINGENCIES

Amistad, Inc., Inc. participates in various federal and state governmental grant programs subject to future program compliance audits by the grantors or their representatives. Accordingly, Amistad, Inc., Inc.'s compliance with applicable grant requirements may be established at some future date. The amount, if any, of liabilities arising from the disallowance of expenditures or ineligibility of grant revenues cannot be determined at this time.

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:

	2021	2020
Cash and cash equivalents	$ 129,221	167,761
Accounts receivable	386,431	245,221
Total	**$ 515,652**	**412,982**

None of the Organization's cash or accounts receivables are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the balance sheet date. The grants receivable are subject to implied time restrictions but are expected to be collected within one year.

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 $100,000 which it could draw upon in the event of an unanticipated liquidity need.

METHOD USED FOR ALLOCATION OF EXPENSES

The financial statements report certain categories of expenses that are attributable to one or more program or supporting functions of the Organization. Program costs are reported based upon direct charges incurred for the respective program. All other costs not directly incurred for a particular program, are classified as supporting service costs and are reported as general and administrative expenses.

SUBSEQUENT EVENTS

In accordance with FASB ASC 855-10 *Subsequent Event*, management has evaluated subsequent events for possible recognition or disclosure through March 29, 2022, which is the date these financial statements were available to be issued.

received
11/29/99

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

DEPARTMENT OF THE TREASURY

Date: NOV 22 1999

AMISTAD
C/O DAVID S ROBERTIELLO
PO BOX 992
PORTLAND, ME 04104-0992

Employer Identification Number:
01-0500860
DLN:
17053275816029
Contact Person:
GREGG A TAYLOR ID# 31366
Contact Telephone Number:
(877) 829-5500
Our Letter Dated:
October 1996
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

C. Ashley Bullard

District Director

Letter 1050 (DO/CG)

AMISTAD
"People Helping People"

AMENDED AND RESTATED BYLAWS

ARTICLE I. Name, Principal Office, Purposes and Mission, Objectives

1. Name. The name of this corporation shall be Amistad.

2. Principal Office. The principal office for the transaction of the business of Amistad shall be located in the State of Maine at the location selected from time to time by Amistad's Board of Directors (the "Board"). The Board may at any time establish branch or subordinate offices at any place or places, within or without the State of Maine.

3. Purposes and Mission. Amistad has been and is incorporated as a public benefit corporation under the Maine Nonprofit Corporation Act, Title 13-B, § 101 *et seq*. (as the same may be amended or restated, the "Act"), and shall be operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (hereinafter, and including any applicable internal revenue codes enacted in replacement of such code, the "Code"). Within these purposes and not by way of limitation, the mission of Amistad is to foster a community of people who are facing mental health and other life challenges, expand peer services, and advocate for changes in the entire health system which are based on a belief in the inherent potential of each individual and respect for meaningful consumer voice.

4. Powers. In order to accomplish the foregoing charitable purposes, and for no other purpose or purposes, Amistad shall also have the powers granted to nonprofit corporations by the Act, and may do all other acts necessary or expedient for the administration of the affairs and attainment of the purposes of this corporation; provided, however, that Amistad shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this Corporation, and provided, further, that Amistad shall not engage in any activities or exercise any powers that would (i) cause Amistad to be ineligible for exemption from income tax under Section 501(c)(3) of the Code, or (ii) cause contributions to Amistad to be ineligible for deduction under Section 170(c)(2) of the Code. Without limiting the generality of the foregoing, no substantial part of the activities of Amistad shall be devoted to the carrying on of propaganda or otherwise attempting to influence legislation (except to the extent permitted by section 501(h) of the Code) in a manner or to an extent which would disqualify Amistad for tax exemption under section 501(c)(3) of the Code. Amistad shall not participate in or intervene in any political campaign on behalf of or in opposition to any candidate for public office (including publishing or distributing statements).

ARTICLE II. Dedication of Assets

No part of the net earnings or assets of Amistad, on dissolution or otherwise, shall inure to the benefit of any private individual, including any director or officer of Amistad, except that Amistad shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of the purposes and objectives set forth in Article I hereof. On liquidation or dissolution of Amistad, after payment of the necessary expenses and obligations thereof, all its assets shall be distributed and paid over to such organization or organizations as the Board may select and as are dedicated to purposes compatible with those of Amistad, which organization or organizations shall have been recognized by the Internal Revenue Service as an organization described in Section 501(c)(3) and to which contributions are then deductible under Section 170(c)(2) of the Code.

ARTICLE III. Board of Directors

1. General Powers. The property, affairs, and business of Amistad shall be managed and controlled by the Board. The Board may by general resolution delegate to officers of Amistad and to committees such powers as provided for in these Bylaws and the Act, subject to the terms of the Act, including Section 709 thereof. Amistad shall have no members, and the Board may exercise all rights and powers of members as described in the Act.

2. Number. The number of voting members of the Board of Directors (each, a "Director" and, collectively, the "Directors") shall be not less than three (3) nor more than twenty-one (21), as may be fixed from time to time by the Board. In addition to such voting Directors, the Board may appoint certain individuals to serve as non- voting ex-officio members of the Board, which Directors shall not have voting authority but shall have and abide by the fiduciary obligations and standards of all Directors. Any ex-officio non-voting Director shall not be counted for purposes of any minimum, maximum or fixed number of Directors, quorum requirements, or any voting thresholds set forth herein or in the Act.

   2.a The Board of Directors shall reflect the demographics and diversity of the Amistad community and shall include a member(s) with lived experience.

3. Selection. Members of the Board shall be elected by a majority vote of the Directors then in office.

4. Terms. Directors shall serve a minimum of one year and until their successors are elected and qualified, or until their earlier resignation or removal pursuant to the terms hereof. Directors may succeed themselves in office for additional one-year terms.

5. Resignation. Any Director may resign at any time by giving written notice to the President. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the President or Board.

6. Removal. A Director may be removed from office, with or without cause, by the vote of two-thirds of the other Directors then in office.

7. Vacancies. Vacancies among the Directors, whether caused by resignation, death, or removal, may be (but need not be) filled by a majority vote of the remaining Directors.

8. Financially Interested Persons. Notwithstanding any other provision of these Bylaws, as contemplated by Section 713-A of the Act, no more than 49% of the directors may be "financially interested persons", which term means:

   a. an individual who has received or is entitled to receive compensation from Amistad for personal services rendered to Amistad by that individual within the preceding 12 months, whether as a full-time or part-time employee, independent contractor, consultant or otherwise, excluding any reasonable payments made to Directors for serving as Directors. An individual is considered to receive compensation for services rendered to Amistad by that individual if the individual is entitled to receive, other than as a shareholder of a publicly held corporation, a portion of the net income of a corporate or other business entity that provides, for compensation, personal services to Amistad; or

   b. a spouse, brother, sister, parent or child of the individual described in subsection (a).

   The failure to comply with this Article III, Section 8 shall not, however, affect the validity or enforceability of any transaction entered into by Amistad.

9. Meetings. The Board of Directors shall provide by resolution the time and place for the holding of the annual meeting of the Board, and any other regular meetings of the Board. Each Director shall be notified of the time,

place and date of such annual and regular meetings by the President, the Treasurer or the Secretary of Amistad in the manner and within the time period provided at Section 10 below. Special meetings of the Board of Directors may be called by the President of the Board, or by a majority of the voting Board of Directors then in office, who may fix any place as the place for holding any special meeting. Unless notice of a special meeting is waived in the manner prescribed by law or these Bylaws, notice of each special meeting of the Board of Directors shall be given by the person or persons calling the special meeting in the manner and within the time period provided at Section 10 below.

10. Notice. Notice of any annual, regular, or special meeting of the Board of Directors shall be given to each Director by mailing the same at least three (3) days before the meeting, or by sending notice by e-mail or facsimile transmission at least one (1) day before the meeting to the usual business or residence address of the Director.

    Any Director may waive notice of any meeting. The attendance of a Director at any 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. 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 or waiver of notice of such meeting, unless specifically required by law or by these Bylaws.

11. Quorum. The presence of a majority of the voting Directors then in office shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

12. Electronic Participation. Directors may participate in a meeting of the Board by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear one another at the same time, and participation by such means shall constitute presence in person at a meeting for all purposes hereunder.

13. 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 of Directors, unless the act of a greater number is required by law or by these Bylaws.

14. Compensation. Directors shall not receive any stated salaries for their services as such, but either (i) reimbursement of reasonable out-of-pocket expenses incurred by Directors in their capacities as such, or (ii) expenses of attendance for attendance at each regular or special meeting of the Board may be allowed on a case-by-case basis at the discretion of the Board. Nothing herein contained shall be construed to preclude any Director from serving Amistad in any other capacity and receiving reasonable compensation therefor.

ARTICLE IV. Officers

1. Officers. The Board of Directors may elect officers or agents, including President, Vice-President, Treasurer and Secretary, as required by state law or as deemed necessary.

2. Selection. The officers of Amistad shall be elected annually by the Board of Directors at the annual meeting of the Board. If the election of these officers shall not be held at such meeting, such election shall be held as soon thereafter as convenient.

3. Terms. Terms of Amistad Board officers shall be for one year, with the possibility for one additional term. Terms will be staggered to ensure that no more than half expire in any given year.

4. Removal. Any officer elected or appointed by the Board of Directors may be removed at any time by the

Board, with or without cause, whenever in its judgment the best interests of Amistad would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed.

5. Vacancies. Vacancies in any office, whether caused by resignation, death, removal, or expiration of a term, will be filled by the voting Directors.

6. President. The President of the Board shall be the principal executive officer of Amistad and shall exercise general supervision over the affairs of Amistad, its officers, and personnel, consistent with policies established by the Board of Directors. The President shall preside at all meetings of the Board, shall oversee the activities of Amistad while the Board is not in session. The President may sign any deeds, mortgages, bonds, contracts, or other instruments, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by statute to some other officer or agent of Amistad; and in general shall perform all duties incident to the office of the President and such other duties as may be prescribed by the Board of Directors. The President may authorize and approve expenditures and take such other steps he or she shall deem necessary to advance the purposes of Amistad, provided such steps do not exceed the scope of authority granted him or her by the Board of Directors.

7. Vice Presidents. Any Vice President shall perform such duties and possess such powers as the Board or the President may from time to time prescribe. In the event of the absence, inability or refusal to act of the President, the Vice President (or if there shall be more than one, the Vice Presidents in the order determined by the Board) shall perform the duties of the President and when so performing shall have all the powers of and be subject to all the restrictions upon the President.

8. Treasurer. The Treasurer shall have charge and custody of and be responsible for all funds and securities of Amistad; receive and give receipts for monies due and payable to Amistad from any source whatsoever and deposit all such monies in the name of Amistad in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of Article VII of these Bylaws; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Board of Directors, under whose supervision the Treasurer shall be. The Treasurer shall be responsible for the administration and oversight of Amistad's financial records, initiation of an annual audit (to the extent deemed necessary or desirable by the Board or a committee thereof), compliance with statutory reporting requirements, tax returns, and tax payments. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board of Directors shall determine.

9. Secretary. The Secretary shall keep the minutes of the meetings of the Board of Directors and shall oversee the keeping, preparation, and filing of all other records required by law or by the policies of the Board; be custodian of the corporate records; keep a register of the post office address of each Director which shall be furnished to the Secretary by such Director; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors, under whose supervision the Secretary shall be.

10. Compensation. Upon the approval of the disinterested Directors, any officer may be paid reasonable compensation for services rendered to Amistad. In the absence of any action of the Board fixing such compensation, the officers of Amistad shall serve without compensation.

ARTICLE V. Committees

1. Generally. The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more standing or special committee(s) of its members, each of which shall consist of two or more persons, which committees, to the extent provided in said resolution, shall have and

exercise the authority of the Board of Directors in the management of Amistad except as otherwise required by law, including the Act; provided, however, that no such committee shall have the authority of the Board of Directors in reference (i) to amending, altering or repealing the Bylaws; (ii) electing, appointing or removing any member of any such committee or any Director or officer of Amistad; (iii) amending the Articles of Incorporation; (iv) adopting a plan of merger or adopting a plan of consolidation with another corporation; (v) authorizing the sale, lease, exchange or mortgage of all or substantially all of the property and assets of Amistad; (vi) authorizing the voluntary dissolution of Amistad or revoking proceedings therefor; (vii) adopting a plan for the distribution of the assets of Amistad; or (viii) amending, altering, or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered, or repealed by such committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors or any individual Director of any responsibility imposed upon the Board or such Director by law. The standing committees of the Board shall include, without limitation, an Executive Committee, a Finance Committee, a Development Committee, a Programs Committee, and a Governance Committee, as described more fully below. Each voting Director shall be expected to serve, at a minimum, on at least one such standing committee. Except for the Executive Committee, membership on such standing or special committees need not be limited to Directors, but the chairperson of each standing committee shall be a Director.

a. **Executive** Committee: The Board of Directors shall appoint from among its members an Executive Committee consisting of the officers of Amistad. The President shall serve as the chair of the Executive Committee. The Executive Committee shall have the authority to exercise such power and perform such duties and responsibilities of the Board in the management of the business and affairs of Amistad in between meetings of the Board (subject to any restrictions or limitations as the Board may dictate from time to time), except that the Executive Committee shall have no authority to remove a member of such committee, elect officers, amend Amistad's Articles of Incorporation, adopt a plan of merger or consolidation, amend these Bylaws, enter into any transaction or activity which it knows to be contrary to the expressed wishes of the Board of Directors, or take any other action proscribed by Section 709 of the Act. All actions of the Executive Committee shall be reported to the Board of Directors at its next meeting succeeding such action.

b. **Finance** Committee: The Finance Committee will be responsible for ensuring that the Board meets its duty of care and fulfills its responsibility for the financial integrity, condition and performance of Amistad. The Treasurer shall be an ex officio voting member of the Finance Committee.

c. **Development** Committee: The Development Committee will be responsible for ensuring that the Board meets its responsibility for playing a significant role in raising funds for Amistad, including setting specific annual goals for the amount of funding the Board will raise.

d. **Program** Committee: is responsible for overseeing Amistad's programs, including their fit with the mission and vision, their impact on Amistad's sustainability, and their achievement of contractual and strategic performance measures.

e. **Governance** Committee: The Governance Committee will be responsible for monitoring the effectiveness of the Board and its committees. Responsibilities of the Governance Committee include (i) reviewing corporate bylaws, board committee charters and board governance policies as necessary and recommending any changes to the Board; (ii) identifying and recommending candidates for the Board and committees thereof; (iii) nominating for election at the annual meeting of the Board those persons to serve as officers of Amistad; and (iv) confirming Directors' compliance with Amistad's conflict of interest policy set forth in Article VI of these Bylaws.

2. Meetings; Record of Proceedings. Meetings of committees of the Board of Directors may be called by the respective chair thereof or by any two (2) members of the committee. Each committee may prescribe rules and procedures to conduct its meetings not inconsistent with the terms of these Bylaws. Each committee shall keep regular minutes of its proceedings and shall report the same to the Board or the President when requested or required.

3. Committee Procedures. Unless otherwise authorized by the Board or as otherwise set forth in these Bylaws, the following procedures shall apply to all committees of the Board, whether standing or special:

    a. Term. Each committee member shall continue as such until his or her successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

    b. Chair. The chair of each committee shall be appointed by the President or elected by the committee members.

    c. Removal. Members of a committee of the Board may be removed from such committee, with or without cause, by a majority of the Directors then in office.

    d. Vacancies. Vacancies in any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

    e. Manner of Acting. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee. So far as practicable, the provisions of these Bylaws relating to the convening and conduct of meetings of the Board of Directors shall govern the convening and conduct of meetings of each committee formed pursuant to the terms hereof, including with respect to electronic participation in meetings thereof.

    f. Board members must attend at least six (6) of the previous twelve (12) meetings or member may be subject to removal unless absences have been approved by the Board.

ARTICLE VI. Conflicts of Interest

1. Purpose. The purpose of the conflicts of interest policy is to protect Amistad's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or Director of Amistad. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit corporations.

2. Definitions.

    a. Interested Person. Any Director, officer, or member of a committee who has a direct or indirect financial interest, as defined below, is an interested person.

    b. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment or family -- (1) an ownership or investment interest in any entity with which Amistad has a transaction or arrangement; (2) a compensation arrangement with Amistad or with any entity or individual with which Amistad has a transaction or arrangement; or (3) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Amistad is negotiating a transaction or arrangement.

    c. Compensation includes direct and indirect remuneration, as well as gifts or favors that are substantial in nature.

3. Procedures.

a. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence and nature of his or her financial interest, and must be given the opportunity to disclose all material facts, to the Directors and members of committees with board delegated powers that are considering the proposed transaction or arrangement.

b. Procedures for Addressing the Conflict of Interest. (1) An interested person may make a presentation at the Board of Directors or committee meeting, but after the presentation, and after any discussion with the interested person, he or she shall leave the meeting while the determination of a conflict of interest is discussed and voted upon as set forth below. The remaining Directors or committee members (if applicable) shall then decide if a conflict of interest exists. If such remaining Directors or committee members decide that a conflict of interest exists, then the procedures set forth in subsections (2) through (5) below shall be followed. (2) The President of the Board or chair of the committee (if applicable) shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. (3) After exercising due diligence, the Board or committee shall determine whether Amistad can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest. (4) If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested directors or committee members whether the transaction or arrangement is in Amistad's best interest and for its own benefit, and whether the transaction is fair and reasonable to Amistad. The Board or committee shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination. (5) Each agreement with an interested person shall contain an appropriate provision permitting the agreement to be modified or terminated in the event that the Internal Revenue Service determines that any transaction that is the subject of the agreement is an excess benefit transaction within the meaning of §4958 of the Code. (6) For purposes of this policy, a disinterested person is one who is not an interested person with respect to the transaction, who is not in an employment or other financial relationship with any disqualified person with respect to the transaction, and who does not have any other material financial interest that may be affected by the transaction.

c. Violations of the Conflicts of Interest Policy. (1) If the Board of Directors or committee has reasonable cause to believe that an interested person has failed to disclose actual or possible conflicts of interest, it shall inform such person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose. (2) If, after hearing the response of the person and making such further investigation as may be warranted in the circumstances, the Board or committee determines that the person has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action, including but not limited to temporary suspension or removal of the person from the Board or any committee thereof.

4. Records of Proceedings. The minutes of the Board of Directors and all committees with Board authority shall contain:

   a. the names of the persons who disclosed or otherwise were found to have a financial interest in connection with a transaction or arrangement, the nature of the financial interest, and any action taken to determine whether a conflict of interest was present, and the executive or other committee's decision as to whether a conflict of interest in fact existed; and

   b. the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

5. Compensation Committees. A voting member of the Board of Directors, or of any committee whose jurisdiction includes compensation matters, and who receives compensation, directly or indirectly, from Amistad for services is precluded from discussing and voting on matters pertaining to that member's compensation. However, such a person is not prohibited from providing information to the Board or any committee regarding compensation of similarly situated persons.

6. Annual Statements. Each Director, officer and member of a committee with Board delegated powers shall annually sign a statement which affirms that such person:

   a. has received a copy of this conflicts of interest policy;

   b. has read and understands the policy;

   c. has agreed to comply with the policy; and

   d. understands that Amistad is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

7. Periodic Reviews. To ensure that Amistad operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted by the Governance Committee. The periodic reviews shall, at a minimum, include the following subjects:

   a. whether compensation arrangements and benefits are reasonable and are consistent with the results of arm's-length bargaining;

   b. whether acquisitions of goods or services result in inurement or impermissible private benefit;

   c. whether partnership and joint venture arrangements conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further Amistad's charitable purposes and do not result in inurement or impermissible private benefit; and

   d. whether agreements to provide goods or services further Amistad's charitable purposes and do not result in inurement or impermissible private benefit.

8. Use of Outside Experts. In conducting the periodic reviews provided for in Section 7, Amistad may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring that periodic reviews are conducted.

ARTICLE VII. Financial Matters

1. Contracts. The Board of Directors may authorize any officer or officers, agent, or agents of Amistad, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of Amistad and such authority may be general or confined to specific instances.

2. Checks. All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of Amistad, shall be signed by such officer or officers, agent, or agents of Amistad and in such manner as shall from time to time be determined by resolution of the Board of Directors or the Finance Committee. In the absence of such determination by the Board of Directors or the Finance Committee, such instruments shall be signed by the Executive Director, Treasurer or the President of Amistad; provided, however, that any unbudgeted expenditures in excess of $5,000 shall require the approval of the Finance Committee.

3. Deposits. All funds of Amistad shall be deposited from time to time to the credit of Amistad in such banks, trust companies, or other depositories as the Board of Directors may select.

4. Funds. The Board of Directors may accept on behalf of Amistad any contribution, gift, bequest, or devise for the general purposes or for any special purpose of Amistad.

ARTICLE VIII. Books & Records

1. Amistad shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors.

2. Amistad's fiscal year shall be July 1 to June 30 of the following year.

ARTICLE IX. Indemnification

1. Right to Indemnification.

    a. To the greatest extent permitted by the Act, any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of, connected with or arising out of such person's service as a director or officer of Amistad against expenses, including attorneys' fees, judgments, penalties, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding; provided, however, that no indemnification shall be provided for any person with respect to any matter as to which such person shall have been finally adjudicated not to have acted in good faith and in the reasonable belief that such person's action or failure to act was in the best interests of Amistad or, with respect to any criminal action or proceeding, as to which such person had reasonable cause to believe that such person's conduct was unlawful.

    b. Any indemnification described in subsection (a) of this Section 1, unless ordered by a court, shall be made by Amistad only as authorized in the specific case upon a determination that indemnification of the director or officer is proper under the circumstances because the director or officer has met the applicable standard of conduct set forth in subsection (a) of this Section 1. The determination as to whether any person acted in good faith and that indemnification is proper shall be made by the Board by a majority vote of a quorum consisting of Directors who are not parties to such action, suit or proceeding, or if such a quorum is not obtainable, or even if obtainable, if a quorum of disinterested directors so directs, by independent legal counsel in a written opinion.

c. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by Amistad in advance of the final disposition thereof upon receipt of an undertaking by or on behalf of the director or officer claiming indemnification pursuant to this section; provided, however, it shall be the obligation of such director or officer to repay such amount unless it shall ultimately be determined, in accordance with the foregoing provisions of this Section, that such person is entitled to indemnification by Amistad.

d. The foregoing rights of indemnification shall not be deemed exclusive of any other rights to which any person seeking indemnification under this Section may be entitled pursuant to any agreement, vote of disinterested directors, the Act or otherwise, and shall continue as to any such person who has ceased to be a director or officer and shall inure to the benefit of the heirs, executors and administrators of such a person.

2. Insurance. Amistad may, but shall not be obligated to, purchase and maintain insurance on behalf of any person who is or was a director or officer of Amistad against any liability asserted against such person and connected with or arising out of such person's service as a director or officer of Amistad.

ARTICLE X. Amendments to Bylaws

These By-Laws may be amended or revised at any regular meeting of the Board of Directors by a 2/3 majority vote of Directors present, provided that the amendment(s) or revision(s) has been submitted in writing to the Board of Directors no less than 10 days prior to such meeting and that the membership has been notified.

These Bylaws were amended and restated in their entirety on March 31, 2023.

HSC Housing Navigation Project Timeline

HNRC's recruited, hired, and trained. Program database updated and readied for use by Housing Navigation Project. HSC office use provided.

April '24- June '24

July '24

As of July 1st, 1.5 CDBG-funded HNRC's initiate the project, integrating with HSC guests, identifying guests seeking support for both housing and recovery needs, and initiating project enrollments.

1st Quarter: HNRC's providing housing and recovery navigation, linking enrolled guests to appropriate housing and treatment and recovery resources.

July- Sept. '24

Sept. '24

Review 1st quarter outcomes and adjust programming as indicated.

2nd Quarter: HNRC's providing housing and recovery navigation, linking enrolled guests to appropriate housing and treatment and recovery resources.

Oct. - Dec. '24

Dec. '24

Review 2nd quarter outcomes and adjust programming as indicated.

3rd Quarter: HNRC's providing housing and recovery navigation, linking enrolled guests to appropriate housing and treatment and recovery resources.

Jan- March, '25

March '25

Review 3rd quarter outcomes and adjust programming as indicated.

Initiate planning for 2nd year of project and program.

4th Quarter: HNRC's providing housing and recovery navigation, linking enrolled guests to appropriate housing and treatment and recovery resources.

April- June, '25

June '25

Review 4th quarter and first-year outcomes and adjust programming as indicated for continuation and potential expansion of the programming.

11/15/2023

Authorization to Request Funds and/or Designation of Authorized Official

The Executive Director, Brian Townsend, is an authorized official of Commonspace, and can represent the agency in the submission of this funding request and to negotiate for and contractually bind the agency to any related agreements.

Amanda Loubier

President, Commonspace Board of Directors

AMISTAD
AGENCY BUDGET SUMMARY

		FY24 Budget
Income		
DHHS Grant Income	$	1,098,243
Other Grant Income		2,437,391
Donations		20,000
Rent Income		111,600
Total Income		3,667,234
Expense		
Salaries / Wages		2,034,443
Total Benefits & Taxes		405,318
Total Salary & Related		2,439,761
Occupancy - Rent		331,588
Utilities (Heat/Electric)		12,000
Telephone, Internet, TV		23,776
Maint / Minor Repairs		8,125
Agency Insurance		41,265
Equipment		8,480
Program Supplies		81,800
Basic Needs/Peer Supplies		2,875
Furniture		-
Food		30,300
Travel		21,402
Tech Svcs/Software		32,261
Consultants		53,550
Independent Public Accountants		19,500
Training		1,170
Peer Housing/Lodging		156,000
Construction		384,000
Miscellaneous		9,550
Moving		-
Interest Expense		1,335
Bank Service Charges		700
Total Other Expenses		1,219,677
Total Expense	$	3,659,438
Net Income		7,796

City of Portland | Social Services Division
Aaron Geyer, *Director*

November, 13th, 2023

Members of the CDBG Allocation Committee,

The City of Portland's Department of Health and Human Services strongly endorses Commonspace's effort to secure CDBG funding for its planned HSC Housing Navigation program for substance use disorder-impacted guests of Portland's Homeless Services Center. We understand that the HSC Housing Navigation program will station three full-time Housing Specialists who are also Recovery Coaches, and who will support Homeless Services Center guests who have challenges associated with SUD/addiction complicating their efforts to secure and retain housing.

The Homeless Services Center opened March 2023 as a new, comprehensive and community-supported space, with a plan to provide wraparound services to guests in order to provide stabilization and the fastest route out of the shelter and into safe, permanent housing. Our HSC staff includes skilled housing specialists who work closely with shelter guests on defining a housing plan and supporting them with navigating obstacles to obtaining housing.

By the time this application from Commonspace is before the CDBG Allocation Committee, the guests at the HSC will primarily be individuals who were previously living in the various encampments that proliferated in this community over the last many months. The factor of drug use and addiction amongst our community's unhoused and unsheltered populations have been long-standing barriers to accessing shelter and housing, and the HSC staff is eager to collaborate with community partners in establishing services and supports that help SUD-impacted guests retain their access to emergency shelter, to assess and access needed treatment and recovery resources, and to navigate and link to housing that offers them the best chance of long-term success.

Commonspace has been providing recovery and housing services to this specific population for many years, and is uniquely positioned to support these HSC guests with accessing treatment and housing. They will be able to leverage their Rapid Rehousing Program (a partnership with the City of Portland) and their connections with the area's housing and treatment/recovery resources to realize a profoundly positive impact for this population and community. The HSC Housing Navigation program is exactly what the HSC will need in terms of community support to provide critically needed housing and recovery services for these complex and vulnerable guests, who will fill the majority of the HSC's 208 beds.

Sincerely,

Aaron Geyer, Social Services Director

CHOM
Community Housing of Maine

November 13, 2023

RE: Commonspace HSC Housing Navigation Program CDBG Funding Request

To Whom It May Concern:

As Executive Director of Community Housing of Maine (CHOM), I am writing this letter of support to offer our eager endorsement of Commonspace's effort to secure CDBG funding for its planned HSC Housing Navigation program for substance use disorder-impacted guests of Portland's Homeless Services Center (HSC). We understand that the HSC Housing Navigation program will station three full-time Housing Specialists who are also Recovery Coaches, and who will support Homeless Services Center guests who have challenges associated with SUD/addiction complicating their efforts to secure and retain housing.

CHOM is the largest supportive housing provider for homeless populations in Maine. CHOM develops, owns, and maintains high quality, affordable, service-enriched housing for people with low incomes and disabilities. Our staff of 12 works collaboratively with more than 50 different service provider organizations to efficiently and effectively house more than 1200 of Maine's most vulnerable people in some 89 properties across the state. CHOM's mission is to provide advocacy, supportive housing, community inclusion, and stability for homeless and special needs populations across the state. As part of our mission, CHOM has partnered closely with Commonspace in numerous endeavors aimed at ending and preventing homelessness in the Greater Portland area. I can say definitively that Commonspace's work and proposed HSC Housing Navigation program aligns with the needs and goals of the community and is filling a significant unmet need in the region.

We believe in and support the establishment of accessible housing and services for all Mainers, and for years we have demonstrated a commitment to realizing this goal for our neighbors in Portland who have struggled with challenges including generational poverty, long-term homelessness, and substance use disorders. When CHOM thinks of partners in our community who meaningfully and impactfully serve this population, we immediately think of Commonspace, which has effectively developed and maintained a spectrum of programming that has been uniquely effective at providing housing and treatment and recovery resources for this very vulnerable population of Portlanders.

By the time this application from Commonspace is before the CDBG Allocation Committee, the guests at the HSC will primarily be individuals who were previously living in the various encampments that proliferated in this community over the last many months. The factors of drug use and addiction amongst our community's unhoused and unsheltered populations have been long-standing barriers to accessing shelter and housing. Commonspace, with its expertise in housing and recovery work with this population, will be a dynamic and critical partner in establishing services and supports that help SUD-impacted guests retain their access to emergency shelter, assess and access needed treatment and recovery resources, and navigate and link to housing that offers them the best chance of long-term success.

The HSC Housing Navigation program is exactly what the HSC and this community will need in terms of specialized support to provide access and links to recovery and housing for these complex and vulnerable guests, who will fill the majority of the HSC's 208 beds. I cannot think of a project more worthy of this funding, with greater potential value to the community, and wholeheartedly urge you to support Commonspace's application for this CDBG funding. Thank you for considering this important funding request.

Sincerely,

Cullen Ryan, Executive Director

One City Center, 4th Floor · Portland, ME 04101 · phone 207.879.0347 · fax 207.879.0348
www.chomhousing.org

PORTLAND HOUSING AUTHORITY

Brian Frost
Executive Director
14 Baxter Blvd.
Portland, Maine 04101
Office: 207-773-4753
Fax: 207-761-5886
www.porthouse.org

November 17, 2023

Rowen McAllister
Housing and Community Development Program Manager
Housing and Economic Development Dept.
389 Congress St., Room 313, Portland, ME 04101

Dear Ms. McAllister and Allocation Committee members,

Portland Housing Authority (PHA) strongly endorses Commonspace's effort to secure CDBG funding for its planned HSC Housing Navigation program for substance use disorder-impacted guests of Portland's Homeless Services Center (HSC). We understand that the HSC Housing Navigation program will station three full-time Housing Specialists who are also Recovery Coaches, and who will support HSC guests who have challenges associated with Substance Use Disorder (SUD).

PHA, in addition to administering systems related to local housing projects and tenant vouchers, provides access to a wide network of resources, supports and assistance that improve quality of life, build community, and promote personal success for the people we serve. We believe in and support the establishment of affordable housing and appropriate services and have demonstrated a commitment to realizing this goal for our neighbors in Portland who have struggled with generational poverty, long-term homelessness, and SUD . When PHA thinks of partners in our community who meaningfully and impactfully serve this population, we immediately think of Commonspace, which has effectively developed and maintained a spectrum of programming that has been uniquely effective at providing housing and treatment and recovery resources for this very vulnerable population of Portlanders.

By the time this application from Commonspace is before the CDBG Allocation Committee, the guests at the HSC will primarily be individuals who were previously living in the various encampments that proliferated in this community. The factor of drug use and addiction amongst our community's unhoused and unsheltered populations have been long-standing barriers to accessing shelter and housing, and Commonspace, with its expertise in housing and recovery work with this population, will be a dynamic and impactful partner in establishing services and supports that help SUD-impacted guests retain their access to emergency shelter, to assess and access needed treatment and recovery resources, and to navigate and link to housing that offers them the best chance of long-term success.

PHA will look forward to working intensively with Commonspace to support currently unhoused individuals with accessing the housing and resources they need to achieve stability and wellness. We urge you to support Commonspace's application for this CDBG funding.

Sincerely,

LaBru

Leah Bruns,
Deputy Director,
Portland Housing Authority

SOCIAL SERVICE SUMMARY - *(This is the only page that goes to Council)*

Application Type	☐ Standard Social Service	
Operating Agency	Furniture Friends	
Program Name	Basic Needs Expansion	
Funds Requested	$50,000.00	

Program Summary

Furniture Friends is a unique, one-of-a-kind program focused on reducing homelessness and increasing housing stability by collecting gently used donated furniture and providing it free-of-charge to anyone living in the Greater Portland area lacking the financial resources to purchase furniture on their own. As the letters of support included with our application attest, our program fills a critical need for low- and no-income individuals and families that is not met by any other nonprofit or government agency in southern Maine. Since our founding in 2012, we have supplied essential household furniture -- items like beds, bureaus, dining tables, chairs and sofas -- to over 13,000 individuals (including 5,200 children) unable to access this furniture elsewhere.

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	Ninety-eight percent of the clients we serve meet HUD's LMI definition of 30% AMI and all lack the financial resources to purchase necessary household furniture on their own.
Number of Clients Served	800
Number of LMI Portlanders	688
LMI Portland Percentage	86.00%

Units of Service

Type of Unit of Service	Households served
Number of Units Provided	800
Cost per Unit of Service	$731.00

Outcomes

1. Furniture Friends expects to serve a minimum of 2,000 individuals (including 900 children) by providing them with essential household furniture free-of-charge.
2. Furniture Friends, through our ongoing operations, will help to improve the housing stability for vulnerable, low-income City residents, support the rapid rehousing of those in the shelter system and help to reduce the size of the escalating homeless population in Portland.

Budget

$50,000.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
$585,100.00	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]

Leveraged Funds

Bangor Savings, Bank of America, Sam L.Cohen, John T. Gorman, Maine Community Foundation , Unum and United Way

A. Agency Information

Completed by jmcadoo@furniturefriends.org on 11/19/2023 6:31 PM

Case Id: 30471
Name: Furniture Friends - 2024
Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name
Furniture Friends

A.2. Mailing Address
P.O. Box 631 Westbrook, ME 04098

A.3. Federal ID Number
01-0513662

A.4. Unique Entity Identifier- SAM.GOV
QMA1QNNYUDK8

APPLICATION POINT OF CONTACT

A.5. First Name
Jenn

A.6. Last Name
McAdoo

A.7. Phone
(207) 210-3140

A.8. Email
jmcadoo@furniturefriends.org

EXCUTIVE DIRECTOR

A.9. First Name
Jenn

A.10. Last Name
McAdoo

A.11. Phone
(207) 210-3140

A.12. Email
jmcadoo@furniturefriends.org

PROJECT DIERECTOR

A.13. First Name
Jenn

A.14. Last Name
McAdoo

A.15. Phone
(207) 210-3140

A.16. Email
jmcadoo@furniturefriends.org

FINANCIAL DIRECTOR

A.17. First Name
Betsy

A.18. Last Name
Smith

A.19. Phone
(207) 939-7769

A.20. Email

betsysmith429@gmail.com

B. Project Information

Completed by jmcadoo@furniturefriends.org on 11/20/2023 2:58 PM

Case Id: 30471
Name: Furniture Friends - 2024
Address: *No Address Assigned

B. Project Information

Please provide the following information.

B.1. Program Name
Basic Needs Expansion

B.2. Primary Address Services Are Delivered
15 Saunders Way #500D Westbrook, ME 04092

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.
Ninety-eight percent of the clients we serve meet HUD's LMI definition of 30% AMI and all lack the financial resources to purchase necessary household furniture on their own. All of our clients are economically disadvantaged, however, many deal with additional challenges in their lives such as experiencing homelessness, recovering from substance use, living with physical/intellectual disabilities, experiencing domestic violence, identifying as LGBTQI+ or working to overcome PTSD as a veteran. In addition, many of our clients are immigrants who have recently arrived in Maine.

While the clients who receive our furniture are the primary beneficiaries and focus of our program, the social service providers working with those individuals and families benefit from our program as well. They understand the critical importance that furniture plays in providing a foundation for greater wellbeing and are able to access necessary furniture on a consistent basis for their clients to create safe and comfortable homes that help them move forward in their lives.

B.6.B. How many will be served by the proposed program? (unduplicated -per year)
800

B.6.C. How many are low to moderate income residents of Portland?
[FY 2024 HUD Low to Moderate Income Guidelines for Portland, Maine]
688

B.6.D. What percentage of total clients are low to moderate income residents of Portland?
86.00%

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.
Households served

B.7.B. How many units of service will be provided by the program?
800

B.7.C. What is the cost per unit of service? (Please calculate this using requested CDBG funds divided by the number of units)
$731.00

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?
8.50%

B.8. **Program Objectives and Outcomes**

B.8.A. Program Objectives
1. Furniture Friends will increase the number of households served to a minimum of 800.
2. Furniture Friends will continue to partner with the City of Portland's Social Services Division to accept referrals for

clients sheltered in Portland who find housing outside of Portland and outside of Furniture Friends' current service area.

B.8.B. Program Outcomes

1. Furniture Friends expects to serve a minimum of 2,000 individuals (including 900 children) by providing them with essential household furniture free-of-charge.
2. Furniture Friends, through our ongoing operations, will help to improve the housing stability for vulnerable, low-income City residents, support the rapid rehousing of those in the shelter system and help to reduce the size of the escalating homeless population in Portland.

B.9. Employees

Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	5
How many employees will be employed in this program if it receives CDBG funding?	6
How many employees will be employed in this program if it does not receive CDBG funding?	5

B.10. **Documentation**

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

All client information is collected, tracked, documented and analyzed using Furniture Friends' database.

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

Once again, this information will be tracked by our database and documented monthly in routine operations reports and reported quarterly to the CDBG program staff. This information can tracked in real-time as well.

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

All outcomes will be collected, measured and documented using our database and will be reported to CDBG program staff at the conclusion of the grant.

C. Narrative

Please provide the following information.

C.1. Program Description
Describe the Program being proposed.
Furniture Friends is a unique, one-of-a-kind program focused on reducing homelessness and increasing housing stability by collecting gently used donated furniture and providing it free-of-charge to anyone living in the Greater Portland area lacking the financial resources to purchase furniture on their own. As the letters of support included with our application attest, our program fills a critical need for low- and no-income individuals and families that is not met by any other nonprofit or government agency in southern Maine. Since our founding in 2012, we have supplied essential household furniture -- items like beds, bureaus, dining tables, chairs and sofas -- to over 13,000 individuals (including 5,200 children) unable to access this furniture elsewhere.

Ninety-eight percent of the people we serve meet HUD's LMI definition of 30% AMI and 86% reside in Portland. Most of our clients previously have been homeless or lived in shelter. Many are in recovery from substance use, were previously incarcerated, live with a disability or have experienced domestic violence. In addition, many are immigrants who are new to Maine, LBGTQI+ or are veterans suffering from PTSD. Our clients range in age from newborn to elderly and constantly struggle with housing security and making ends meet.

Furniture Friends currently partners with over 100 social service agencies who refer clients to us. Our top three referral sources in 2022 were, in order, the City of Portland, The Opportunity Alliance and Preble Street. We also receive referrals from hospitals, schools, crisis centers, veterans organizations and faith communities.

With a staff of five, we could not serve the hundreds of families we do without the support of many volunteers. They support our operations by assisting in our warehouse or helping to pick up furniture donations and delivering furniture to our clients and are crucial to maintaining our operational capacity. We actively solicit donations of furniture from the community and routinely reach out to area businesses such as hotels/motels, colleges and universities, restaurants and retirement communities. By utilizing volunteer and furniture resources that already exist in the community, Furniture Friends is a highly cost-efficient program and is able to achieve operational results far above our staff's capacity

Since 2015, Furniture Friends has provided over 42,000 pieces of good quality furniture valued at over $1.5 million (using 75% of Salvation Army's recommended valuation) to people living primarily in Greater Portland who would otherwise go without. At the same time, Furniture Friends has extended the useful life of 1,200 tons of furniture keeping it out of the municipal waste stream.

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.

Homelessness is on the rise in Maine. A point-in-time survey completed in January 2020 identified 1,297 people as homeless across the state. In January 2023, that number grew over three times to 4,258. In Portland, where the vast majority of the unhoused live, the problem is nothing short of a crisis. City Manager Danielle West claims that providing housing for 1,000 unhoused people in Portland and the 1,600 asylum seekers that have arrived since January is the single biggest challenge the city currently faces.

Factors contributing to this surge in homelessness include a lack of available services and wrap-around supports for people dealing with mental health and/or substance use challenges as well as the termination of federal pandemic-related rental assistance programs. However, most advocates agree that the single largest cause of the homeless crisis is the impact caused by a cumulative lack of affordable housing stock. Greg Payne with the Governor's Office of Policy Innovation and the Future stated, when asked about Maine’s current housing crisis, that "[w]e have a challenge in front of us that is greater than anything we've ever experienced before” citing the need to produce 84,000 homes by 2030. Included in that housing deficit are 23,000 rental units needed to meet the needs of Maine’s extremely low-income residents with only 49 affordable and available homes for every 100 renters. To compound matters further, over 50% of these same renters are severely cost burdened spending over 50% of their income on housing cost leaving less for other necessities like food, clothing and healthcare.

The need to increase the amount of housing stock in Maine – and across the country – is undeniable as governmental officials, social service providers and advocates strive to house the unhoused. Housing First has become the accepted strategy of connecting individuals to housing without barriers or preconditions to entry. Based on the premise that people must have necessities like food and shelter before being able to deal with other challenges, Housing First has shown success in keeping people housed and is attributed to significant cost savings given data showing that housed people are less likely to use emergency services such as hospitals, jails and shelters.

In response to this crisis, Governor Janet Mills has authorized over $285 million since 2019 to incentivize building more apartments and homes. Yet these construction projects will take years to complete; years that the City of Portland does not have to stand by and watch as the unhoused population explodes. Until enough affordable housing is built, other measures must be taken to prevent homelessness and improve housing stability for vulnerable residents so as not to further exacerbate the current crisis.

Furniture Friends offers one option for a low-cost and effective program. Uniquely well-positioned to address this challenge for some of Maine's most vulnerable residents, we are a vital community resource that proactively improves housing stability and prevents homelessness for people struggling to make ends meet. Additionally, we provide essential furniture to support the rapid rehousing of people moving beyond the shelter system. No other nonprofit or agency in southern Maine provides donated furniture free-of-charge to low-income residents or to the agencies we partner with. Consistent with the Housing First model, our mission is grounded in the belief that everyone deserves a home that is safe, affordable and provides a basic level of comfort which, in turn, improves a person's stability. In recent years, we have reviewed research focused on the connection between one's ability to transition beyond homelessness and the role that basic furniture plays. These studies document the fact that even though housing creates a context for stability, a vacant apartment does not guarantee (and can undermine) stability. For people to truly move beyond homelessness, they need housing with a basic level of furniture. That furniture then provides comfort (which can lead to improved physical and mental health), connection (improved social health) and stability. This improved wellbeing and growing stability lays a critical foundation that's needed before one can begin to overcome other significant challenges like recovering from substance use, addressing trauma or starting a new life in a new country. An additional benefit of receiving necessary furniture at no cost is that it allows low-income people to direct limited financial resources to other critical needs such as food, utilities, transportation and/or health care.

While data and testimonials from agency partners (including the City of Portland's Social Services Division) agree on the necessity of furniture and the critical role Furniture Friends plays demand for our services far outstrips our capacity. CDBG funding is crucial for continuation of this important service.

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

With support from the City of Portlands CDBG funds, Furniture Friends will provide essential furniture to a minimum of 800 households during the grant period. This will ensure that a minimum of 2,000 individuals (including 900 children) receive the furniture they need to improve their housing stability, wellbeing and quality of life. Some of these individuals may be moving into housing after a period of homelessness thereby helping to reduce the number of unhoused people in Portland. Others clients may not have the funds needed to purchase essential furniture but, after receiving furniture from Furniture Friends, may improve their wellbeing and stability avoiding the potential of becoming homeless.

We know that the needs of those who struggle with homelessness is vast and, at the same time, there are many social service providers working to address those needs. But there are no other agencies besides Furniture Friends that focus on addressing the furniture needs of low-income households in southern Maine. In fact, during COVID, the State of Maine endorsed the critical role that Furniture Friends plays in addressing housing insecurity by naming us an Essential Business. In over 10 years of service, we have learned the challenges involved with acquiring and delivering furniture to our clients and refine our operational model, as needed, to be as efficient and effective as possible. Each day our staff sees evidence of the impact of our work but also collects necessary data from those we serve as well as research that underscores that impact.

Although Furniture Friends routinely receives requests for support from around the state, we have limited our geographic reach, until recently, to Greater Portland as a way to balance our capacity with available resources. In 2019, when asylum seekers moved from the Portland Expo, we temporarily agreed to provide furniture to anyone moving from the Expo regardless of where they found housing. Since then, the problem with homelessness has continued to grow, affordable housing remains scarce or nonexistent and low-income people are being forced to look for housing beyond Greater Portland. Therefore, in 2022, we extended our service to any client referred to us who has been housed in a Portland shelter or one of the area motels regardless of where they find housing. Although we are only able to provide delivery service in Greater Portland, we believe that allowing clients and case managers access to furniture demonstrates our responsiveness to the current need in Portland and our willingness to work with City staff to identify creative solutions to escalating housing needs. Staff from the City's Social Services Division along with the Maine Immigrants' Rights Coalition also agree as indicated in their enclosed Letters of Support. Once again, we will track metrics in our database and will be able to report on the number of clients who utilized this service in our year end reports.

Finally, Furniture Friends is in the process of applying for funding elsewhere for the purpose of creating and implementing a survey that articulates the impact of our service by clients who previously have been referred to us. There is dedicated research completed elsewhere in the US and Europe that documents the importance of furniture to low-income households. However, staff and board would like more specific data that assesses the quality of our service and the impact of our work in Maine.

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**

Furniture Friends' proposal meets Goal 4. Address the needs of the growing homeless population -- prevent and reduce homelessness. As explained above, we know that furniture is critical to helping someone move beyond homelessness by providing comfort, connection and stability in their home and is a critical component to increasing the likelihood they will stay housed. Through the years, we have come across several instances of clients remaining in the shelter after they had secured housing because they had no furniture in their apartment but were able to sleep on a mat at the shelter. These anecdotes are consistent with the findings of numerous research studies that document the critical role furniture plays in helping someone remain housed.

Additionally, we know that providing essential furniture to low-income people struggling to make ends meet and unable to afford furniture on their own decreases their financial burden of having limited resources and supports a greater sense of well-being by being able to direct the limited income they have to other necessary expenses. By having finances to spend elsewhere as well as necessary furniture that provides comfort and wellbeing, overall stability improves and individuals are less likely to become unhoused.

Finally, by continuing to allow City staff to make referrals from clients moving outside the Greater Portland area, we believe we are making a positive impact on the City's goal of reducing the homeless population by providing a necessary resource to clients that they will be unlikely to find elsewhere.

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.**

Our program of providing essential household furniture to low- and no-income individuals and families meets the City's priority 4. Address the Need of the Growing Homeless Population-prevent and reduce homelessness. Throughout our history, the City of Portland consistently has been among the top three sources for referrals for clients needing essential household furniture. We believe this demonstrates an awareness among City staff that Furniture Friends is a valuable, necessary and cost-effective service that is unique in its ability to support the City's efforts to address homelessness. It also demonstrates our commitment to addressing the City's homeless crisis as well as a willingness to be an effective partner by developing creative solutions (i.e., extending services for clients referred by City staff who find housing outside our normal service area) that helps to mitigate a continued burden on City resources. While we serve a wide range of people requesting our services, we repeatedly receive referrals for clients in emergency situations to prevent homelessness, to address needs of long-term shelter consumers once housing has been secured and for at risk youth.

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.**

Furniture Friends meets the City's Guiding Principles as follows:

* Consistent -- Our program goals align with the Consolidated Plan and the goals and priorities of the CDBG Program. We coordinate closely and stay in communication with City CDBG program staff to ensure ongoing compliance.

* Diversity and Inclusiveness -- Furniture Friends has a nondiscrimination policy that influences our staffing and hiring practices as well as our daily operations. Even though 100% of the clients we serve are low- or no-income, they come from numerous marginalized communities (including minority/people of color). As a result, the staff and board remain committed to ensuring that each person we interact with -- whether it's a client, case manager or furniture donor -- is treated with dignity and respect and we work hard to learn more about the uniqueness of their lived experience. We translate necessary materials into multiple languages and will work with native language speakers, when needed, to ensure that clients understand our service and processes. Additionally, our Executive Director participates in several coalitions (i.e., Maine Immigrants' Rights Coalition, Westbrook Housing Coalition, Maine Affordable Housing Coalition) to connect with community leaders and advocates to further understand and learn from the communities our clients come from. And, finally, to ensure that our leadership model incorporates the voices of those we serve, we are working with a consultant to review our current structure to determine what/if changes are needed to improve our efforts to become more diverse and inclusive.

* Priority to Lower Incomes -- Furniture Friends only serves clients with low- or no-incomes (98% of clients served meet HUD's LMI definition of 30% AMI) and referring agencies must verify that an individual or family

falls within the income guidelines stated on our referral form (consistent with LMI guidelines for Portland).

* Leveraged Funding -- Furniture Friends is strident in our efforts to secure a diverse source of funding. Funding from the City of Portland, as our largest source of referrals, assists in our ability to seek funding from other sources (including grants and private donations) as we are able to say that the agencies that utilize the service we provide help to support us financially.

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.

Furniture Friends' organizational model is grounded in the principles of partnership, collaboration and outreach and is an area in which we excel. We work diligently to develop meaningful partnerships with state and local governments, social service providers and community organizations across southern Maine. Without these partnerships we would be unable to fulfill our mission of providing essential furniture to low- and no-income households.

In 2022, we partnered with over 100 organizations that referred clients to us. These organizations provide a wide range of services but rely on Furniture Friends to address the unmet furniture needs of their clients. While providers make the referrals and we provide clients with the furniture they need, there is much collaboration that regularly occurs in- between such as addressing obstacles that prevent or delay clients from receiving furniture (i.e., language barriers, no cell phone connection, loss of expected transportation, bed bug infestation, etc.). We also reach out to these partners to deepen our understanding of our clients' needs. We routinely hear from providers, clients and furniture donors how grateful they are for the services we provide and the many ways in which Furniture Friends makes a positive impact on the community. Elsewhere in this application, we have included Letters of Support from the City of Portland Social Services Division, Commonspace, Community Housing of Maine, the Maine Immigrants' Rights Coalition, Milestone, Portland Housing Authority, The Opportunity Alliance, Preble Street, Quality Housing Coalition and Hope Acts. All of these organizations are committed to addressing the needs of the underserved in Portland working hard to reduce the size of the homeless population and we are grateful for their partnership.

Furniture Friends also works to develop partnerships with businesses and institutions that donate furniture to us and/or support us financially. Our ability to provide furniture to over 5,000 households through the years would not be possible without a continuous supply of furniture. While much of the furniture comes from individual community members, we actively and repeatedly reach out to area hotels/motels, restaurants, retirement communities, colleges/universities and others to solicit furniture donations. Our ongoing partnership with Jordan's Furniture and Portland Mattress Makers allows us to supplement our furniture donations with new pieces each month. In the past six months, we have received large donations from Hub Furniture (Portland), Martin's Point (Portland), Chilton Furniture (Scarborough), Piper Shores (Scarborough), Young's Furniture (Portland), The Dunes (Ogunquit) and Casco Bay Inn (Freeport). These partnerships benefit us by providing good quality donations for us to pass along to our clients but also benefit the businesses by avoiding significant costs incurred for disposing unneeded furniture.

Another area of collaboration that is critical to our operations is the volunteers who come from area schools, businesses, faith communities and municipal workfare programs. Volunteers are essential to our operations helping us in our warehouse or picking up and delivering furniture to our clients. We regularly reach out to community organizations to raise awareness about our work and recruit volunteers to support our mission.

These partnerships and our constant focus on collaboration are critical components of our ability to regularly deliver a cost-effective service and one that extends our impact beyond our limited resources.

C.8. Readiness to Proceed

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

Since 2012, Furniture Friends has focused our mission on acquiring donated furniture and providing it to those in need. At times, we have modified our operations to respond to circumstances (i.e., COVID) or improve our practices. Yet through the years we have developed an operational model that is both efficient and effective and allows for a level of flexibility that our clients and case managers need. We understand the needs of our clients, how to access and acquire furniture and get the furniture to them. Once CDBG funding is approved, we will reach out to City staff to review our model and assess whether or not any operational changes are needed. We will also schedule any training or information sessions necessary for City staff to ensure that when the grant period begins on July 1, everyone is ready to proceed with referring any client in need of furniture. Furniture Friends staff are committed to working tirelessly throughout the program year to meet or exceed the program goals cited above. We will continue our expanded operations throughout the program year and will report on progress toward our goals in required CDBG quarterly reports.

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.

Furniture Friends was founded in 2012 (and has roots in the community going back to the late 1990s) for the sole purpose of acquiring gently used furniture and providing it free-of-charge to anyone living in Greater Portland unable to afford it on their own. Through the years, we have supported over 13,000 individuals (including 5,200 children) access essential items like beds, bureaus, dining tables, chairs and couches they might otherwise go without. As the Letters of Support included with this application attest, we have consistently provided a critical and unique resource that is not provided by any other nonprofit or government agency in southern Maine. In general, we have been able to increase the number of households served each year while overcoming significant challenges along the way (i.e., staffing shortages, a pandemic, loss of volunteers). We understand some of the challenges faced by those we serve, however, we are clear in our mission and stay focused on providing essential furniture to those unable to access it elsewhere. We also understand that the need for essential household furniture extends across the state, however, we are mindful of our capacity and have defined our service area to remain in alignment with that capacity. At the same time, we regularly consider opportunities to leverage our inventory to assist in emergency situations. We constantly work with staff and community partners to ensure that we are utilizing limited resources in a way that most effectively and efficiently serves the greatest number of people. Furniture Friends is also a member of the Furniture Bank Network (extending throughout the US and Canada) to learn from other similar organizations and work to develop best practices that reflect our size, our community and the needs of those we serve.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

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

At Furniture Friends, we know that the work we do makes a meaningful difference and has a positive impact on addressing the growing homeless population in Portland while helping to improve the housing stability of low-income residents. We have a small staff of five and maintain a small operation with a modest budget while leveraging resources, such as volunteers and furniture donations, that already exist in the community. Each year we must raise 100% of the funds necessary to continue this critical program. The City of Portland is our single largest source of referrals and 86% of the clients we serve live within City limits. As a result, we believe that the City must provide financial support needed for our operations and are a good use of CDBG funding. We know from the size of our waiting list that there is more that we can do to address the needs of the community, but this cannot happen without community support. CDBG funding will help us deliver a service that is not provided by any other agency in southern Maine. Without CDBG funds from the City of Portland, we will not be able to accept referrals for clients moving beyond our service area and it is unlikely we will reach our goal of service 800 households.

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.

Furniture Friends' staff and board work diligently to procure private funding each year through individual donations, corporate support, grants and fundraising events. Our modest budget is highly impacted by CDBG funding that is committed over a year and provides regular income as other sources can be unpredictable and fluctuating. CDBG funding helps us in our outreach to other donors who routinely ask about support provided by local governments. In 2024, we will apply for grants from a variety of foundations (i.e., Bangor Savings, Bank of America, Sam L. Cohen, John T. Gorman, Maine Community Foundation, United Way, Unum and WEX). Additionally, on March 15, 2024, we will hold our 5th annual Slumber Party (which raised almost $70,000) and will send a year end appeal to our supporters in November 2024. One additional goal in the year ahead is to find ways to partner with housing providers and large agencies who use our service to look for additional support or develop joining funding proposals.

At present, we do not include the value of in-kind furniture donated to our program, however, that value is significant and worth mentioning. In 2022, for example, we distributed 4,500 pieces of essential furniture valued (using 75% of Salvation Army's suggested valuation) at over $400,000, almost 1.5 times the size of our overall budget of $270,000.

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.

Furniture Friends' board and staff are strongly committed to fiscal responsibility and utilizing all available resources within our reach to supplement our operations. We rely on donations of gently used furniture, involve referring agencies and clients in our process and engage volunteer support as much as possible to supplement the efforts of our small, but dedicated staff. To help us achieve our goal of increasing the amount of households served to a minimum of 800, Furniture Friends has developed the following budget:

A. REVENUE

* CDBG -- We are requesting a grant from the City of Portland ($50,000)
* Other grants -- We intend to apply to several foundations including Bangor Savings, Bank of America, Sam L. Cohen, John T. Gorman, Maine Community Foundation, Unum and United Way of Southern Maine. ($200,000)
* Other income -- This category includes event income and our annual giving campaign. ($335,100)

TOTAL REVENUE: $585,100

B. EXPENSES

* Personnel -- This includes compensation for six full-time staff (Executive Director, Operations Manager, Business Manager, Development Manager, Community Engagement Manager, Warehouse Associate). ($480,000)
* Professional/consulting fees -- This includes a nominal sum to pay a graphic designer for necessary materials and occasional professional consultation. ($5,000)
* Furniture purchases -- We maintain a fund to purchase beds when we are unable to meet community need through donations. ($15,000)
* Materials/supplies -- This includes necessary items for both the office and warehouse such as work gloves, cleaning products and masks. ($5,000)
* Office space -- Monthly rent and utilities are included. ($38,000)
* Insurance -- This includes liability, workers' compensation, and directors and officers. ($12,000)
* Advertising/publicity -- To attract furniture an financial donors as well as volunteers, we maintain a website, send electronic newsletters/updates, publicize fundraisers, and print fundraising/educational materials. ($8,500)
* Transportation -- We maintain two vehicles critical to our ability to pick up furniture donations and deliver furniture to clients when they lack transportation and are unable to pick up furniture at our warehouse. ($14,000)
* Telephone/internet -- These are necessary communication tools for daily operations. ($3,500)
* Waste removal -- We carefully screen furniture donations but occasionally receive poor quality furniture that is dropped off at our warehouse and must be disposed of along with day-to-day trash. ($2,000)
* Bank/credit card fees -- These are nominal, routine fees. ($2,100)

TOTAL EXPENSES: $585,100

Furniture Friends is requesting an increase from last year's allocation because we have increased the services we are providing by allowing the City social services staff to refer clients moving from the shelters or motels in Portland into permanent housing regardless of the location. This will not only increase the number of households we anticipate serving but necessitate an increase in the size of our inventory requiring us to acquire more furniture. Additionally, Furniture Friends' budget has increased over the prior year to reflect higher costs caused by inflation, the addition of a full-time Community Engagement Manager (no longer filled by an Americorps VISTA volunteer), a new Development Manager and health insurance for staff. This is the second year that insurance has been offered to full-time staff but the first year that staff have opted to utilize the benefit.

D. Program Budget Detail

Completed by jmcadoo@furniturefriends.org on 11/20/2023 3:53 PM

Case Id: 30471
Name: Furniture Friends - 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.
$50,000.00

D.2. Total Program Budget
$585,100.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Personnel (salary and benefits for staff)	$480,000.00	$41,500.00	$438,500.00	Please see other funding sources identified in the Budget Narrative	Pending
Professional/consulting fees	$5,000.00	$450.00	$4,550.00	Please see other funding sources identified in the Budget Narrative	Pending
Furniture purchases	$15,000.00	$1,300.00	$13,700.00	Please see other funding sources identified in the Budget Narrative	Pending
Materials/supplies	$5,000.00	$450.00	$4,550.00	Please see other funding sources identified in the Budget Narrative	Pending
Office space	$38,000.00	$3,400.00	$34,600.00	Please see other funding sources identified in the Budget Narrative	Pending
Insurance	$12,000.00	$1,100.00	$10,900.00	Please see other funding sources identified in the Budget Narrative	Pending
Advertising/publicity	$8,500.00	$0.00	$8,500.00	Please see other funding sources	Pending

				identified in the Budget Narrative	
Transportation	$14,000.00	$1,250.00	$12,750.00	Please see other funding sources identified in the Budget Narrative	Pending
Telephone/internet	$3,500.00	$350.00	$3,150.00	Please see other funding sources identified in the Budget Narrative	Pending
Waste removal	$2,000.00	$200.00	$1,800.00	Please see other funding sources identified in the Budget Narrative	Pending
Bank charges and fees	$2,100.00	$0.00	$2,100.00	Please see other funding sources identified in the Budget Narrative	Pending
	$585,100.00	$50,000.00	$535,100.00		

E. Required Documents

Completed by jmcadoo@furniturefriends.org on 11/20/2023 9:34 PM

Case Id: 30471
Name: Furniture Friends - 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**

Furniture Friends 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.

Furniture Friends 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.

Furniture Friends BOD Authorization.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**

Furniture Friends Board of Directors.pdf

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

Furniture Friends 2024-25 CDBG_Letters of Support.pdf

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

***No files uploaded*

☑ **Most Recent Agency Operating Budget** ***Required**

Furniture Friends FY2023 Budget Summary.pdf

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

FurnitureFriends IRS Form 990_2022.pdf

☑ **Project Timeline** ***Required**

Furniture Friends 2024-25 CDBG_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**

Furniture Friends 501(c)(3).pdf

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

Furniture Friends Conflict of Interest Policy.pdf

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

Furniture Friends Non-discrimination Policy.pdf

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

Furniture Friends Whistleblower Policy.pdf

Submit

Completed by jmcadoo@furniturefriends.org on 11/21/2023 9:08 AM

Case Id: 30471
Name: Furniture Friends - 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
Jennifer McAdoo
Electronically signed by jmcadoo@furniturefriends.org on 11/20/2023 9:34 PM

Title
Executive Director

Furniture Friends
Creating homes. Rebuilding lives.

Board of Directors and Staff (as of November 1, 2023)

Jen Goldman, President
13 Richards Street
South Portland, ME 04106
207-809-9971
jgoldmansopo@gmail.com
(Educator)

Nick Laverriere, Vice President
531 Auburn Street
Portland, ME 04103
207-284-3043
nick@portsidereg.com
(Associate Broker, Portside Real Estate Group)

Betsy Smith, Treasurer
63 Stroudwater Road
Portland, ME 04102
207-939-7769
betsysmith429@gmail.com
(Nonprofit Consultant)

Taylor Taliaferro, Secretary
P.O. Box 393
South Freeport, ME 04078
tptaliaferro@gmail.com
207-776-4298
(Senior Enterprise Solutions Manager, Boston Scientific Cardiology Diagnostics)

Mohammed Al-Behadli
1500 Forest Ave, Unit 9B
Portland, ME 04103
207-766-1574
m.albehadli@gmail.com
(DEI Coordinator, South Portland School District)

Holly MacEwan
74 Falmouth Road
Falmouth, ME 04105
207-671-6714
hollymacewan@gmail.com
(Service Learning Coordinator, retired)

Emily Gaewsky
62 Constitution Drive
Westbrook, ME 04092
207-215-8756
emilygaewsky@gmail.com
(Attorney)

Susan Murr
10 Pogy Shore Way
Yarmouth, ME 04096
207-256-9223
susanjmurr@gmail.com
(Retired Attorney)

Sarah Hipple
32 Fairview Street
Portland, ME 04102
sarahbaldwinhipple@gmail.com
603-738-7701
(Associate Broker, Vitalius Real Estate Group)

Linda Young
51 Moses Little Drive
Windham, ME 04062
youngone59@aol.com
(Call Center Manager, Thrive Networks)

Katie Howard
189 Stevens Avenue
Portland, ME 04102
207-318-8579
howard.kt@gmail.com
(Program Officer, Maine Community Foundation)

Andrew LeFevre
10 Jameson Drive
Falmouth, ME 04105
207-939-6088
alefevre2025@falmouthschools.org
(Student Representative)

Leah Koch
174 Longfellow Street
Portland, ME 04103
207-239-7051
leahk174@gmail.com
(Speech Language Pathologist)

Ex-Officio
Alan MacEwan, Legal Counsel
Drummond Woodsum
84 Marginal Way, Suite 600
Portland, ME 04101
207-253-0505
amacewan@dwmlaw.com

Staff
Jenn McAdoo, Executive Director
207-210-3140 cell
207-829-3645 home
jmcadoo@furniturefriends.org

Brent DeLong, Operations and Warehouse Manager
207-210-2939
operations@furniturefriends.org

Valerie Lippert, Business Manager
207-210-5797
info@furniturefriends.org

Naomi Radtke Rowe, Development Manager
development@furniturefriends.org

Furniture Friends Website: www.furniturefriends.org

City of Portland | Social Services Division
Aaron Geyer, *Director*

November, 13th, 2023

Members of the CDBG Allocation Committee,

Dear Ms. McAllister,

I am pleased to write this letter to support Furniture Friends application for a CDBG grant with the City of Portland. Through the years, we have maintained a strong partnership with Furniture Friends and are grateful for the assistance they provide to our shelter system, other social service agencies and our city as a whole.
For over 10 years, Furniture Friends has been an effective partner with the City working to help people move beyond the shelter system into permanent housing by providing necessary household furniture to create their home. Not only do they provide items like beds, bureaus, dining tables, chairs and sofas free-of-charge but they will deliver it people unable to access transportation elsewhere. They deliver their service with care and compassion, respecting the dignity of people who are doing their best to overcome significant challenges in their lives. Furniture Friends has worked to develop creative solutions to help to ease that burden. For more than a year, they have accepted referrals from the City for people moving out of one of the shelters or motels who have found housing outside their normal service area (similar to what they did for families moving from the Expo in 2019.) We believe this accommodation has been helpful for people moving into communities lacking the resources that Furniture Friends provides. Most people recognize that a roof over someone's head is necessary for them to move beyond homelessness. However, many forget the role that furniture plays in helping someone improve their health, wellbeing and overall stability all of which are critical to preventing a return to homelessness. We have seen the positive impact that having furniture has had on the people we work with and are truly grateful for the resources they provide. Furniture Friends has been a consistent and reliable partner with the City and we appreciate their commitment to helping reduce homelessness and improve housing stability in Portland – and southern Maine.

Sincerely,

Aaron Geyer,
Social Services Director

CHOM
Community Housing of Maine

November 17, 2023

Rowen McAllister, HCD Program Manager
City of Portland
Housing and Economic Development Dept.
389 Congress St., Room 313
Portland, ME 04101

Dear Ms. McAllister:

As Executive Director of Community Housing of Maine (CHOM), I am pleased to write this letter to express my enthusiastic support for Furniture Friends' CDBG application.

CHOM is the largest supportive housing provider for homeless populations in Maine. CHOM develops, owns, and maintains high quality, affordable, service-enriched housing for people with low incomes and disabilities. Our staff of 12 works collaboratively with more than 50 different service provider organizations to efficiently and effectively house more than 1200 of Maine's most vulnerable people in some 89 properties across the state. CHOM's mission is to provide advocacy, supportive housing, community inclusion, and stability for homeless and special needs populations. As part of our mission, CHOM has partnered closely with community partners in numerous endeavors aimed at ending and preventing homelessness in the Greater Portland area. I can say definitively that Furniture Friends' work aligns with the needs and goals of the community and is filling a significant unmet need in the region.

Furniture Friends provides donated furniture to people in need throughout Greater Portland, including people moving from homelessness into housing. In the quest to find housing for people in need, the importance of having basic household furniture is often overlooked. People who have experienced homelessness, especially those who have experienced long-term homelessness, often have very few personal belongings let alone furniture to fill their home. Basic furniture provides multiple benefits including improved mental, physical and social health as well as long-term stability that helps to reduce the chance that someone will return to homelessness. Thanks to a strong community-wide collaboration with Furniture Friends, people who have been homeless now have access to essential furniture turning an apartment into a livable home. The furniture offerings from Furniture Friends provide dignity, respect, and comfort to some of Maine's most vulnerable people.

I value the collaborative efforts that are needed to end and prevent homelessness in Maine and the vital role that Furniture Friends plays. I wish Furniture Friends success in their application and look forward to continuing to partner in this important work.

Sincerely,

Cullen Ryan, Executive Director

The Opportunity Alliance

November 19, 2023

Rowen McAllister
Housing and Community Development Program Manager
City of Portland
Housing and Economic Development Dept.
389 Congress St., Room 313
Portland, ME 04101

Dear Mr. McAllister,

On behalf of The Opportunity Alliance (TOA), I am proud to support Furniture Friends and their application for the City of Portland's CDBG grant for 2023 - 2024. The service they provide to low income residents, including New Mainers and other marginalized people, provides individuals and families the opportunity to create their homes and rebuild during times of transition.

TOA is the Community Action Agency of Cumberland County with 50+ integrated community-based and clinical programs serving more than 20,000 people each year. TOA builds stronger communities by helping individuals and families navigate crisis, access basic needs, and improve their neighborhoods. As Furniture Friends' number one referrer, TOA relies on Furniture Friends to support the furniture needs of many of our clients. Furniture Friends provides its services in a way that is efficient, effective and respectful of our clients and their families.

Furniture Friends has received vastly more requests for their services than ever before in large part due to the economic downturn and housing crisis that impacts so many of our clients. Although their capacity is limited, they never stop providing a critical service to community members most in need. It is important programs such as Furniture Friends that provide help to support our work of securing safe and stable housing for low-income people. We are grateful for their collaboration as we work together to support the needs of our clients and help to build a stronger community.

Sincerely,

Joseph R Everett

Joseph Everett
President & CEO
The Opportunity Alliance

MILESTONE RECOVERY

To: Rowen McAllister, Program Manager
Housing & Economic Development Dept.

Dear Ms. McAllister,

Please allow me to take a moment of your time to share my support for Furniture Friends, a very valuable resource that I and many other community partners utilize regularly to support clients we work with. First, I must share with you what I do, then why Furniture Friends is extremely valuable to me and the clients I work with.

I have been employed at Milestone Recovery as Housing Navigator & Case Manager for the past 10 years. I work directly with the homeless population in this beautiful City of Portland Maine. Finding safe affordable housing for the clients I work with is not an easy task these days primarily because of limited stock as I'm sure you are aware. I could not give you the exact number of clients I have found housing for over the years, but I can tell you for example, beginning this fiscal year that began in July 2023, I have moved-in 12 formerly homeless individuals into affordable housing thus far. For each of the 12 individuals a furniture referral was made to Furniture Friends. Because of Furniture Friends each of the 12 clients that moved into their new apartments all have the furniture they need to make their living space a home the very same day they moved in. Now I'm not talking about just having a bed or a sofa, I'm saying they were supplied with, a bed (any size), a sofa (any size), lounge chair, coffee table, end table, dining table & chairs. Any furniture that was asked for on the referral was supplied by Furniture Friends. In fact, thinking bigger, every single referral I have ever made to Furniture Friends over the years, and believe me it's in the hundreds, has been fulfilled and thus makes me a enjoy the work that I do!

Now that I have shared with you how valuable Furniture Friends is to me and to those we serve in the homeless community the fact is, resources are being depleted along with it a workforce. Our community would be in dire straits if it is not for the help of nonprofit organizations like Furniture Friends. At this very moment I am extremely worried there might come a day this valuable resource may not be able to grant referrals for those in need.

MILESTONE RECOVERY

Closing comments, Furniture Friends provides furniture to a community having low income that could not afford to purchase furniture of their own. Today with inflation affecting everyone, more than ever we need to keep funding Furniture Friends.

Pre-covid up until a year ago the Furniture Friends warehouse was well stocked and fully staffed. Still recovering from the effects of the pandemic, add in the influx of asylum seekers & the unsheltered homeless population. It's fair to say we need Furniture Friends now more than ever!

Sincerely,

Kirk Carlsen Sr.
Senior Housing Supervisor
Milestone Recovery
207-400-5052

Tuesday, November 15, 2023

MAINE IMMIGRANTS' RIGHTS COALITION

Ms. Rowen McAllister
City of Portland
Housing and Economic Development Department
389 Congress Street Room 313
Portland ME 04101

Dear Ms. McAllister,

Please accept this Letter of Support from the Maine Immigrants' Rights Coalition for Furniture Friends' Community Development Block Grant application. Furniture Friends is a valued member and trusted partner of the Maine Immigrants' Rights Coalition.

The Maine Immigrants' Rights Coalition (MIRC) is a coalition of 100 members and partners including Furniture Friends 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

Furniture Friends provides a much-needed resource to improve the stability of those dealing with housing insecurity. They continue with MIRC member organizations to respond to emergency situations by providing furniture to homeless families moving within and beyond Greater Portland to help them settle into housing and ease the burden on the City's limited stock of affordable housing.

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 Furniture Friends will advance the lives of Maine's immigrant and refugee communities. Thank you for your consideration and if you require any further demonstration of Maine Immigrants' Rights Coalition's support, please do not hesitate to contact us.

Sincerely

Mufalo Chitam
Executive Director
Maine Immigrant Rights Coalition

Preble Street

55 Portland Street
Portland, ME 04101
207.775.0026
info@preblestreet.org
www.preblestreet.org

Jenn McAdoo, Executive Director
Furniture Friends
P.O. Box 631
Westbrook, ME 04098

November 17, 2023

Dear Jenn,

We are pleased to provide this letter supporting the Furniture Friends' request for a City of Portland Social Services Community Development Block Grant. The mission of Preble Street 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. To that end, we provide services to meet the emergency needs of individuals experiencing homelessness through our three emergency shelters, emergency food programs, and street outreach collaborative, and advocate for and create long term solutions through programs such as our Rapid Re-Housing Services, Veterans Housing Services, and Site-Based Housing First programs. In our work helping people move from homelessness to housing, we witness every day the chaos and loss people experiencing homelessness endure, as well as the challenges they face when they move into housing and begin to re-establish safety, comfort, security, and a sense of community belonging.

During this period of record-breaking rates of homelessness, Preble Street Caseworkers have found in Furniture Friends a vital partner in the work of supporting the critical transition from homelessness into housing. Furniture Friends has been a committed partner in trying to increase housing stability for vulnerable populations as well as assist those moving beyond homelessness. It is one of the essential resources for the city, and we enthusiastically support their application for funding to continue the service they are providing to the Portland community.

Sincerely,

Ali Lovejoy

Ali Lovejoy
Vice President of Mission Advancement

QUALITY HOUSING
COALITION

Where every tenant has access to housing, health, and financial security

November 16, 2023

Subject: Letter of Support for Furniture Friends and Collaboration with Project Home Initiative

Dear Ms. McAllister,

I am writing to express our enthusiastic support for Furniture Friends, specifically in recognition of the invaluable collaboration between Furniture Friends and our Project Home initiative at Quality Housing Coalition.

Quality Housing Coalition's mission is to ensure all Mainers have sustainable housing, access to health care, and financial security. Furniture Friends mission to provide essential furnishing to individuals and families directly supports clients in QHC's Project Home initiative. Project Home is a program that works with qualified tenants who are then paired with landlords and homeshare opportunities. So far, Project Home has provided over 650 homes for over 1,500 adults and children.

The partnership between Furniture Friends and Project Home has been instrumental in addressing the housing needs of vulnerable individuals and families in the greater Portland area and beyond. Furniture Friends commitment to providing essential furniture for those transitioning into stable housing aligns seamlessly with the goals and values of Project Home.

The impact of our collaboration has been evident in the positive transformations witnessed among Project Home participants. The provision of quality furniture not only ensures a comfortable living environment but also contributes significantly to the overall well-being and sense of dignity for individuals and families navigating new living environments.

Furniture Friends is a unique organization that provides an invaluable service to the greater Portland community. Although their staff is small, they are unwavering in their commitment to helping low income people move beyond homelessness and improve their housing stability. It is critical for organizations like ours that Furniture Friends continues the great work of providing Mainers with essential furniture.

As we continue to work towards creating sustainable, supportive housing solutions, we look forward to the ongoing collaboration with Furniture Friends. Furniture Friends' role in enhancing the living conditions of Project Home participants is a crucial component of our collective mission to provide quality housing for all.

Sincerely,

Vict Morales

Victoria Morales
Executive Director, Quality Housing Coalition
victoria@qualityhousingcoalition.org
207.216.0643

commonspace

November 15, 2023

Rowen McAllister
Housing and Community Development Program Manager
City of Portland, Housing and Economic Development Dept.

Dear Ms. McAllister and CDBG Allocation Committee members,

Commonspace (formerly known as Amistad) energetically endorses the efforts of Furniture Friends to secure CDBG funding to provide the agency with the opportunity to maintain and grow its ability to meet the critical need of furniture and household items for those emerging from homelessness into new housing units. Commonspace has partnered with Furniture Friends for years, and we have relied upon their resources and efforts as we've mutually supported low-income Portlanders who have no means or funds to outfit their new apartments with the items they need. We have witnessed too many in our community losing their housing not long after obtaining it and have also witnessed how having an apartment that is even modestly appointed with furniture can be the difference in retaining housing. Furniture Friends is the only entity providing this critically needed resource for our community.

Furniture Friends has proven to be resilient and adaptable through multiple community changes and challenges, steadfastly continuing their work of securing and distributing household items for those in need. When Commonspace opened our first Recovery Residence, we lacked funding to secure beds and bedroom furniture for the rooms. Furniture Friends responded to our plea for help by providing us with all the furniture we needed for the entire program. This was a response that was outside of their normal flow of operations but very much in keeping with their principles and priorities. More recently, Furniture Friends supported all the residents of our new housing program for men emerging from long-term homelessness with furniture for their new units. Different decade, different set of community challenges, but the same reliable and meaningful support from Furniture Friends.

Furniture Friends is such an important partner in Portland's community effort to support low-income individuals who are striving to secure and maintain housing and to experience fuller and healthier lives. We know that funding for these essential services is even more difficult to obtain and more important than ever, and Commonspace fully endorses Furniture Friends' application to the CDBG allocation committee.

Sincerely,

Brian Townsend
Executive Director, Commonspace

PORTLAND HOUSING AUTHORITY

14 Baxter Blvd., Portland, ME 04101
P: 207-773-4753 | F: 207-774-6471

November 15, 2023

Rowen McAllister
Housing and Community Development Program Manager
City of Portland, Housing and Economic Development Dept.
389 Congress St, Room 313
Portland, ME 04101

Dear Rowen McAllister,

Please consider this letter of support for Furniture Friends in their application to the City of Portland's CDBG Grant Program. We have found them to be a tremendous partner in helping participants with many of our programs, including but not limited to participants of the Foster Youth Initiative Voucher and Emergency Housing Voucher programs.

Furniture is more than just something to sit on. It can quickly turn an empty space into a home. Something that people can be proud to return to and work to maintain. Our staff has seen what happens when a previously unhoused person moves into an empty apartment and they don't have functioning furniture for the space; and we've also seen the positive changes that come with Furniture Friends and what they are able to provide to our participants. It's more than just furniture, it's crucial for the wellbeing of all they serve.

Furniture Friends has been a committed partner in trying to increase housing stability for vulnerable populations as well as assist those moving behond homelessness. They make a meaningful difference for those who struggle with inordinate challenges in their lives. It is our understanding that despite having already served 725 household this year they continue to have hundreds more families on their waiting list. Hopefully, with funding from this grant, they can continue to make a meaningful difference in the community.

Please reach out if you need anything further, my contact information is below.

Sincerely,

Brian Frost
Executive Director
207-221-8001
bfrost@porthouse.org

Hope Acts

November 17, 2023

Dear Ms. McAllister,

I am writing to express my support for Furniture Friends' application to the City of Portland's CDBG grant program. Furniture Friends' dedication to providing furniture to low-income members of the community goes beyond meeting basic needs; it creates dignified, stable, and hopeful living spaces critical for supporting asylum seekers, most of whom are moving from homelessness to their first home.

The partnership between Hope Acts and Furniture Friends reflects shared values of community support and social responsibility. Hope Acts focuses on providing resources for asylum seekers as they navigate the immigration process and support them as they begin their new lives in Maine. Furniture Friends' efficient and caring approach to helping people create their homes has contributed to positive transformations in the lives of individuals and families we serve.

We are grateful for the partnership that we have developed with Furniture Friends. Due to the extraordinary needs in the asylum-seeking community, Furniture Friends has scheduled a weekly time slot for Hope Acts staff to pick up furniture for our clients. Furniture Friends consistently demonstrates genuine care for our clients and goes above and beyond to meet requests. It is empowering for our clients to pick out their own furniture, as they are finally moving from homelessness to home. Furniture Friends saves Hope Acts' staff an enormous amount of time as we are not constantly looking for furniture. Having a unique service like Furniture Friends makes a big difference.

As we continue our efforts to support numerous asylum seekers arriving in Portland, it is imperative Furniture Friends continues their work in assisting our clients in furnishing their homes.

Sincerely,

Martha Stein
Executive Director

P.O. Box 7615
Portland, Maine 04112
207-228-1140
www.hopeacts.org

Furniture Friends
2023 Budget Summary

REVENUE	
Contributions	127,500
Events	75,000
Grants - Unrestricted	100,000
Grants - Restricted	50,000
Other income	500
Sales	3,000
Total Income	**356,000**
EXPENSES	
Bank Charges & Fees	2,500
Consulting	500
Facilities Costs	35,000
Furniture Purchases	15,000
Insurance	6,000
Marketing & Public Relations	5,500
Meals & Entertainment	1,200
Office Supplies & Software	3,500
Misc Expenses	1,000
Payroll	298,130
Telephone & Internet	3,500
Transportation	14,000
Total Expenses	**385,830**
Net Operating Income	**-29,830** (to be funded through reserves)

Basic Necessities Expansion
City of Portland CDBG Grant 2024-2025
Project Timeline

As outlined in Section C.8 of the application, once CDBG funding has been approved by the City Council, Furniture Friends will reach out to the City's Social Services Division to review our model with staff to assess whether any operational changes are needed. We also will schedule any training or information sessions necessary for City staff to ensure that when the grant period begins on July 1, everyone is ready to proceed with referring any client in need of furniture. Furniture Friends staff are committed to working tirelessly throughout the program year to meet or exceed the program goals cited above. We will continue our expanded operations throughout the program year and will report on progress toward our goals in required CDBG quarterly reports.

P. O. Box 631, Westbrook, ME 04098
https://furniturefriends.org

IRS Department of the Treasury
Internal Revenue Service

CINCINNATI OH 45999-0038

In reply refer to: 0248267585
June 20, 2018 LTR 4168C 0
01-0513662 000000 00
00022549
BODC: TE

FURNITURE FRIENDS
PO BOX 631
WESTBROOK ME 04098

003359

Employer ID number: 01-0513662
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated June 11, 2018, about your tax-exempt status.

We erroneously placed you on our auto-revocation list. You can disregard the CP120A notice we previously sent. We'll remove you from the auto-revocation list at www.irs.gov/charities during the next monthly update.

We issued you a determination letter in July 1998, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

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.

0248267585
June 20, 2018 LTR 4168C 0
01-0513662 000000 00
00022550

FURNITURE FRIENDS
PO BOX 631
WESTBROOK ME 04098

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 time).

Thank you for your cooperation.

Sincerely yours,

Kim A. Billups, Operations Manager
Accounts Management Operations 1

Furniture Friends
BYLAWS

ARTICLE I
NAME AND LOCATION

The name of the Corporation shall be Furniture Friends.

The Corporation shall be located in the Greater Portland area, County of Cumberland and State of Maine.

ARTICLE II
NONPROFIT CORPORATION WITHOUT MEMBERS

The Corporation is a nonprofit corporation as defined under The Maine Nonprofit Corporation Act and shall have all the powers, rights and duties normally incident to such corporations and all other rights granted to corporations organized under the Maine Nonprofit Corporation Act, but shall engage only in such activities as are permitted by Section 501(c)(3) of the Internal Revenue Code of 1986. The Corporation shall have no members.

ARTICLE III
VISION AND MISSION

Vision: Transforming lives by furnishing homes.

Mission: Furniture Friends is dedicated to acquiring and delivering donated furniture to people in need throughout Greater Portland.

ARTICLE IV
BOARD OF DIRECTORS

1. Number and Term

The affairs of the Corporation shall be governed by a Board of Directors of fifteen (15) members, elected by the directors at the Annual Meeting or at such other time as there may be mid-term vacancies. One director position shall be reserved for a high school student member who shall be elected for one or more one-year terms running from June 1 through May 1. All other Directors shall serve staggered two-year terms so that approximately one-half the Board shall be elected each year at the Corporation's Annual Meeting. Each Director shall serve until his or her successor has been elected and qualified or until his or her earlier resignation or removal from office.

The Board of Directors shall have the right to increase and decrease the number of the Board of Directors within the limits set above for the number of directors of the Corporation set forth in the Articles of Incorporation, as amended from time to time. In the event the number of directors is increased, then the existing Board of Directors shall elect the additional directors by a vote of the majority of the directors present at a properly called meeting and in the manner provided in the bylaws. Such additional directors shall serve until the next Annual Meeting or until their successors are elected and assume their duties.

2. Resignations, Removals and Vacancies

A director may resign by giving written notice to the President. A director may be removed for cause. The Board shall elect a candidate to fill any mid-term vacancy for the balance of that term. The person so elected shall be eligible for nomination and election for two succeeding full terms.

3. Limitations on Terms and Compensation

No director shall be eligible to serve more than three full terms in succession. No member of the Board of Directors shall be employed by the Corporation or otherwise derived personal financial gain from the Corporation. Board members shall be volunteers and shall not receive any compensation for their services on the Board.

4. Duties

The Board of Directors shall set the policy and direction of the Corporation and shall be responsible for generating and allocating resources to move the Corporation toward accomplishing its mission. Specific duties include, but are not limited to:

a. Approving an annual operating budget;

b. Establishing personnel, conflict of interest, investment and other operating policies;

c. Causing the financial records to be annually audited or otherwise reviewed, as appropriate for the Corporation's operations and activities at that time;

d. Electing members of the Board of Directors and selecting officers, and, if necessary, removing and replacing such directors or officers;

e. Employing and/or terminating employment of any Executive Director;

f. Establishing such standing or special committees as may be desirable to carry out the mission of the Corporation.

5. Other Expectations

Members of the Board are expected to support the Corporation and its mission by contributing financially to the Corporation annually commensurate with their personal financial circumstances, by participating on at least one Committee of the Corporation, by attending events and by volunteering as needed and appropriate.

Attendance at Board meetings is expected of all Directors. Failure to attend at least 2/3 of regularly scheduled Board meetings during a calendar year may be cause for removal.

ARTICLE V
BOARD MEETINGS

1. Regular Meetings

Regular meetings shall take place at least 6 times each year and shall be set on a calendar of meetings, to the extent possible, published at the beginning of each year. Except as to meetings set forth on the annual calendar, notice of regular meetings must be given in writing at least 5 days in advance of the meeting. A regular meeting within the first quarter of the Corporation’s fiscal year shall be designated its Annual Meeting.

2. Special Meetings

Special meetings of the Board may be called by the President or by any two directors. Notice of no less than 24 hours shall be given by the secretary or other officer in the secretary’s absence.

3. Meeting Notice

Except as otherwise specifically provided herein, notice of meetings can be made by any method of delivery used in conventional commercial practice, including delivery by hand, mail, commercial delivery service or electronically, as by fax or email. If mailed, such notice shall be deemed delivered when deposited in the U.S. mail with proper address and postage. Attendance of any Director at any regular or special meeting shall constitute waiver of notice of such meeting, except when the Director attends for the express purpose of objecting to the meeting as not properly called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting need be specified in the notice or waiver of notice of such meeting unless otherwise required by the Maine Nonprofit Corporation Act.

4. Quorum and Voting

A majority of the Board of Directors shall constitute a quorum. Provided there is a quorum present at the start of the meeting to enable the meeting to be convened, the vote of a majority of those present and voting shall be the official act of the meeting. No proxy voting shall be permitted.

5. Action By Unanimous Written Consent

Any action that may be taken or is required by law to be taken at a meeting of Directors may be taken without a meeting if all the Directors sign a written consent setting forth the action taken or to be taken, at any time before or after the intended effective date of such action. Such consent shall be filed with the minutes of the Board's meetings and shall have the same effect as a unanimous vote of the Board.

6. **Meetings By Conference Telephone**

Directors may participate in a meeting of the Board by means of conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other and such participation shall constitute presence in person at such meeting.

ARTICLE VI
OFFICERS

1. Number, qualification, election and removal.

The officers of the Corporation shall be elected by the Board of Directors at the Annual Meeting from among the members of the Board and shall include a President, Vice President, Secretary or Clerk/Secretary and Treasurer. A member shall not hold more than one office and duties shall be those normally understood as pertaining to the title.

Term of office shall generally be one year; officers may serve more than one term at the discretion of the Board. Each officer shall hold office until his or her successor shall have been duly elected. An officer may resign at any time by giving written notice of such resignation to the Board of Directors. An officer may be removed by a simple majority vote by the Board of Directors whenever, in its judgment, the best interest of the Corporation will be served thereby. Any vacancy shall be filled for the unexpired portion of the term by the Board of Directors.

2. Duties of the President

The President shall convene and preside at all meetings of the Board and the Executive Committee. The President may serve on any committee and shall be an ex-officio member of all committees. The President shall, with approval of the Board of Directors, appoint members of such standing or special committees as provided for in these bylaws or as provided for by resolution adopted by a majority of the Board of directors and shall specify the term of such committee appointment. The President may, in the absence of the Secretary, designate an alternate Board member to perform the duties of the Secretary.

Whenever possible, the outgoing President shall remain on the Board of Directors for the year following his/her presidency.

3. Duties of the Vice President

The Vice President shall perform the duties of the President in the event that President is absent.

4. Duties of the Secretary

The Secretary shall be responsible for taking and distributing and maintaining accurate Board meeting minutes and other documents and records of the Corporation. The Secretary shall perform duties of the President in the absence of the Vice President.

5. Duties of the Treasurer

The Treasurer shall be the chair of the Finance Committee. The Treasurer shall be authorized to sign checks up to $2,500.00 (Two Thousand Five Hundred Dollars and 00/100). Dual signatures are required above this amount. Dual signatures will consist of the Treasurer and any one other officer of the board.

ARTICLE VII
COMMITTEES

1. Executive Committee

The Executive Committee shall consist of the officers of the Corporation and one or more directors appointed by the President. The Executive Committee shall meet at the call of the President or at the request of the two members of the Executive Committee. A majority of the members shall constitute a quorum. It shall be the duty of this committee to transact any business of the Corporation which must be addressed between scheduled Board Meetings. The Executive Committee shall report its actions and deliberations for ratification at the next meeting of the Board of Directors.

2. Finance Committee

The Finance Committee is responsible for the annual budget and revisions thereof as may be required during the fiscal year. The Finance Committee shall maintain procedures for the financial operations of the Corporations, shall submit the budget to the Board for approval, and shall make recommendations for distribution of the unallocated funds. The Finance committee will review and approve any annual audit or review.

The Finance Committee shall meet at least quarterly and shall consist of at least three people, including the Treasurer, who shall be the chairperson of the committee, and the President.

3. Other Standing and Special Purpose Committees

The Board may establish such other standing or special purpose committees from time to time as it deems advisable or necessary for carrying out the mission and work of the Corporation and shall define in writing the term and duties of such committees in a Committee Charge to be given to each committee member. Such committees may consist of members of the Board and/or other persons as designated in the Board resolution authorizing such committee.

ARTICLE VIII
FISCAL YEAR

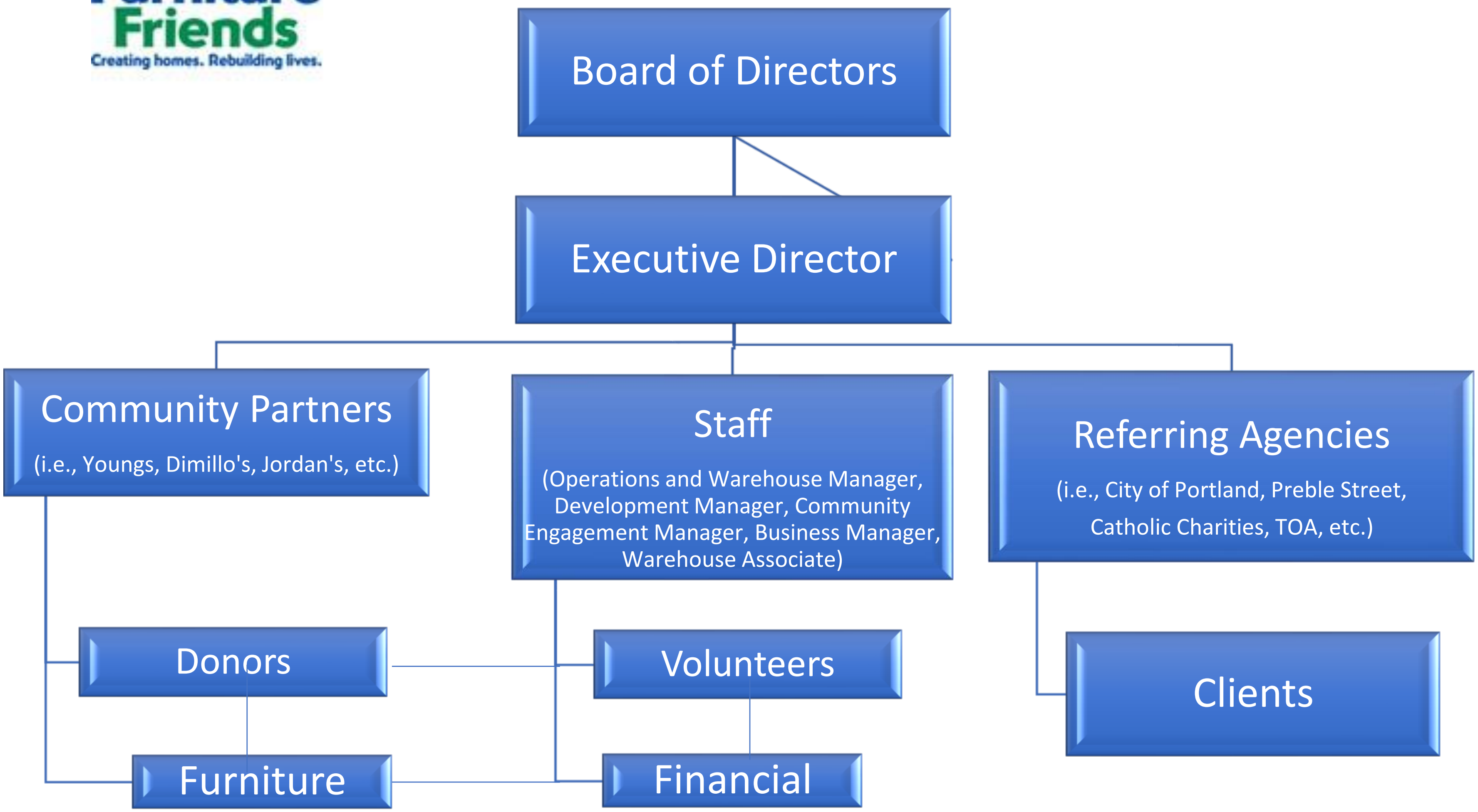
The fiscal year of the corporation shall begin on the first day of January and end on the last day of December in each year.

ARTICLE IX
AMENDMENTS

The Board of Directors shall have the power to make, amend, and repeal the bylaws of the Corporation by vote of a majority of all the directors present at any regular or special meeting of the Board, provided that written notice of intention to make, amend or repeal the bylaws in whole or in part shall have been given at the last preceding meeting or in the notice of the meeting, or without any such notice by vote of two-thirds (2/3) of all the directors.

[Revised to reflect amendments made through December, 2017]

Organizational Chart



FURNITURE FRIENDS
CONFLICT OF INTEREST POLICY

The purpose of this Conflict of Interest Policy is to protect the interests of Furniture Friends when it contemplates entering into a transaction or arrangement that might benefit the private interest of an officer, director, committee member, staff member or other person with a fiduciary responsibility to the organization. This policy is intended to supplement but not replace any applicable state or federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Furniture Friends' policy with respect to conflicts of interest is embodied in the statement set forth below, which all persons will be asked to sign if their role and responsibilities with the organization may place them in a position to experience such a conflict. The President of Furniture Friends is expected to make inquiry if a conflict appears to exist but has not been disclosed by the potentially interested person.

> The standard of behavior at Furniture Friends is that all staff, volunteers, and board members scrupulously avoid conflicts between the interests of Furniture Friends on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.
>
> I understand that the purposes of this policy are to protect the integrity of Furniture Friends' decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff, and board members. Upon or before the time I am elected, hired, or appointed to a position with Furniture Friends, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.
>
> In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliations), my family, and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.
>
> I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Signed: ____________________________________ Date:__________________

Printed Name: ____

Furniture Friends
Creating homes. Rebuilding lives.

Non-discrimination Policy

Furniture Friends provides equal opportunity for everyone regardless of age, gender, color, race, national origin or ancestry, religion, marital status, sexual orientation, military service record, genetic information, physical or mental disability or any other protected group or characteristic as provided by law. These activities include, but are not limited to, the appointment to and termination from its Board of Directors, hiring and firing of staff or contractors, selection of volunteers, selection of vendors, and providing of services.

Furniture Friends will not tolerate harassment or other actions that interfere with our Non-Discrimination Policy.

Furniture Friends
WHISTLEBLOWER POLICY
(Approved by the Board on 2/28/22)

POLICY

It is the policy of Furniture Friends to abide by all applicable federal, state and local laws, rules and regulations, and to have all of its employees do the same.

PROCEDURE

In accordance with this policy and applicable law, an employee will be protected from discrimination and retaliation if the employee reports to the Executive Director or the President any good faith concern regarding Furniture Friends practices or conditions, which the employee has reasonable cause to believe are in violation of any federal, state or local law, rules or regulation, or which the employee has reasonable cause to believe risk the health or safety of that employee or any other individual. Furniture Friends will promptly investigate each complaint to determine its merits and the appropriate action to be taken. Confidentiality will be maintained to the extent practical and appropriate under the circumstances. If an investigation reveals that unlawful conduct has taken place, appropriate disciplinary action will be taken, up to and including suspension or discharge.

Furniture Friends will not discharge, threaten, discriminate or otherwise retaliate against an employee who submits a good faith complaint to Furniture Friends, participates in any investigation or legal proceeding arising from any such complaint, or on the basis of any other lawful actions of such employee in submitting a good faith report relating to real or perceived unlawful conduct. This statement applies even if an investigation proves that there has been no unlawful activity involving Furniture Friends or any of its employees.

In order to receive the protections under the Maine Whistleblowers' Protection Act, the employee who has reported or caused to be reported a violation, or unsafe condition or practice, to a public body must first bring the alleged violation, condition or practice to the attention of the Executive Director or the President, and must allow Furniture Friends a reasonable opportunity to correct that violation, condition or practice, unless the employee has specific reasons to believe that a report to Furniture Friends will not result in a prompt correction of the violation, condition or practice.

Any action considered to be discriminatory or retaliatory should be reported immediately to the Executive Director or the President. Furniture Friends will not tolerate discrimination or retaliation against the complainant by any employee and will subject such employee to discipline, up to and including suspension or discharge from employment. Employees who are not themselves complainants, but who assist in an investigation relating to unlawful activity, will also be protected from discrimination and retaliation.

RESPONSIBILITY

The administration of this policy is the responsibility of the management team.

FILING INSTRUCTIONS

This policy supersedes all previous policies on this subject and will be filed with Furniture Friends' official records as well as made a part of Furniture Friends' Employee Handbook.

Furniture Friends
Creating homes. Rebuilding lives.

Nov 20, 2023

To Whom It May Concern:

On behalf of the Board of Directors of Furniture Friends, I am writing to affirm that Jenn McAdoo, in her role as Executive Director of Furniture Friends, is authorized to submit a funding request to the City of Portland's CDBG Program, negotiate for, and contractually bind the organization.

Furthermore, Jenn is authorized to carry out all necessary steps for the successful implementation of the grant, should it be awarded. This includes the execution of the proposed project, compliance with reporting requirements, and effective communication with your agency throughout the grant period.

Thank you for your attention to this matter.

Sincerely,

Betsy Smith
Treasurer, Furniture Friends

Submit

Last modified by jmcadoo@furniturefriends.org on 11/20/2023 9:35 PM

Case Id: 30471
Name: Furniture Friends - 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
Jennifer McAdoo
Electronically signed by jmcadoo@furniturefriends.org on 11/20/2023 9:34 PM

Title
Executive Director

See Case Documents for IRS Form 990 (2022). It was not compatible for merging.

SOCIAL SERVICE SUMMARY - *(This is the only page that goes to Council)*

Application Type	☐ Standard Social Service	
Operating Agency	Preble Street	
Program Name	Preble Street Emergency Food Programs	
Funds Requested	$50,000.00	

Program Summary

CDBG funding will support Preble Street Emergency Food Programs (PSEFP) staffing to ensure nutritious, culturally appropriate meals are available 365 days a year for approximately 5,000 of Maine's most vulnerable residents, most of whom are in the Greater Portland area. Meals are prepared in a central food production and distribution facility and distributed/delivered to people experiencing homelessness and poverty.

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	Address the Needs of the Growing Homeless Population: Prevent and reduce homelessness

Beneficiaries/ Clients Served

Client Description	People of all ages who because of homelessness or poverty are unable to meet their basic nutrition needs. Preble Street serves residents of Portland and towns and cities in surrounding communities. An estimated 77% of all clients are from Portland, 100% of clients are low-income.
Number of Clients Served	5,000
Number of LMI Portlanders	3,881
LMI Portland Percentage	77.60%

Units of Service

Type of Unit of Service	Number of meals provided.
Number of Units Provided	1,000,000
Cost per Unit of Service	$0.05

Outcomes

•At least one million nutritious meals are distributed to approximately 5,000 youths and adults;
•Food programs are managed by skilled staff who maintain food service standards and develop new sources of food;
•Homeless and low-income individuals and families receive access to social work services to overcome obstacles in their lives.

Budget

$50,000.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
$3,072,549.00	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]

Leveraged Funds

DHHS, Maine State Housing Authority, United Way

A. Agency Information

Completed by mclouseau@preblestreet.org on 11/15/2023 9:54 AM

Case Id: 30472
Name: Preble Street - Emergency Food Program - 2024
Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name
Preble Street

A.2. Mailing Address
55 Portland Street Portland, ME 04005

A.3. Federal ID Number
01-0418917

A.4. Unique Entity Identifier- SAM.GOV
DC9CMEIZSCS1

APPLICATION POINT OF CONTACT

A.5. First Name
Tricia

A.6. Last Name
Matthews

A.7. Phone
(207) 775-0026

A.8. Email
tmatthews@preblestreet.org

EXCUTIVE DIRECTOR

A.9. First Name
Mark

A.10. Last Name
Swann

A.11. Phone
(207) 775-0026

A.12. Email
mswann@preblestreet.org

PROJECT DIERECTOR

A.13. First Name
Chris

A.14. Last Name
Saunders

A.15. Phone
(207) 775-0026

A.16. Email
csaunders@preblestreetorg._

FINANCIAL DIRECTOR

A.17. First Name
James

A.18. Last Name
Dowd

A.19. Phone
(207) 775-0026

A.20. Email

jdowd@preblestreet.org

B. Project Information

Please provide the following information.

B.1. Program Name
Preble Street Emergency Food Programs

B.2. Primary Address Services Are Delivered
75 Darling Street South Portland, ME 04106

Are there additional service address?
Yes

Enter additional service addresses:

Street Address	City	State	Zip Code
Various	Portland	Maine	04101
Various	Portland	Maine	04102
Various	Portland	Maine	04103

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

- [x] **Abused Children**
- [x] **Elderly Persons**
- [x] **Battered Spouses**
- [x] **Homeless Persons**
- [x] **Illiterate Adults**
- [x] **Severely Disabled Adults**
- [x] **Persons Living with AIDS**
- [x] **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**

<u>Indicate the primary goal your program or project addresses:</u>
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.
People of all ages who because of homelessness or poverty are unable to meet their basic nutrition needs. Preble Street serves residents of Portland and towns and cities in surrounding communities. An estimated 77% of all clients are from Portland, 100% of clients are low-income.

B.6.B. How many will be served by the proposed program? (unduplicated -per year)
5,000

B.6.C. How many are <u>low to moderate income residents of Portland</u>?
[FY 2024 HUD Low to Moderate Income Guidelines for Portland, Maine]
3,881

B.6.D. What percentage of total clients are low to moderate income residents of Portland?
77.60%

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.
Number of meals provided.

B.7.B. How many units of service will be provided by the program?
1,000,000

B.7.C. What is the cost per unit of service? (Please calculate this using requested CDBG funds divided by the number of units)
$0.05

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?
1.80%

B.8. **Program Objectives and Outcomes**

B.8.A. Program Objectives
•To provide barrier-free access to food for Portland residents whose health is threatened by hunger;
•To ensure efficiency, quality, and consistency in food programs;
•To provide safety and outreach through all food programs.

B.8.B. Program Outcomes
•At least one million nutritious meals are distributed to approximately 5,000 youths and adults;
•Food programs are managed by skilled staff who maintain food service standards and develop new sources of food;
•Homeless and low-income individuals and families receive access to social work services to overcome obstacles in their lives.

B.9. Employees
Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	21.24
How many employees will be employed in this program if it receives CDBG funding?	21.24
How many employees will be employed in this program if it does not receive CDBG funding?	20.44

B.10. **Documentation**

B.10A. How will the beneficiaries' information be collected and documented?
Clients are counted & information is collected by program staff and documented in agency systems. For Food Boxes distributed from Food Pantry, we collect & document information on the people in each family unit. We count number of meals distributed to shelters and depend on partner agencies to collect and document personal beneficiary information.

B.10B. How will the units of service be tracked and documented?
Staff collect & document the number of people served by the central kitchen, meals prepared and delivered to area shelters or outreach sites, and pantry boxes picked up. Information is compiled in a spreadsheet.

B.10C. How will the outcomes be measured, collected, and documented?
Staff track food supply, menus & meals served/delivered/picked up at all sites to ensure consistent quality, high nutritional value, & adequate quantity. Meal data is documented in the census count and entered in a database used to identify needs by program and by meal, monitor trends, and report to funders.

C. Narrative

Completed by mclouseau@preblestreet.org on 11/20/2023 12:49 PM

Case Id: 30472
Name: Preble Street - Emergency Food Program - 2024
Address: *No Address Assigned

C. Narrative

Please provide the following information.

C.1. Program Description
Describe the Program being proposed.
CDBG funding will support Preble Street Emergency Food Programs (PSEFP) staffing to ensure nutritious, culturally appropriate meals are available 365 days a year for approximately 5,000 of Maine's most vulnerable residents, most of whom are in the Greater Portland area. Meals are prepared in a central food production and distribution facility and distributed/delivered to people experiencing homelessness and poverty.

SEFP provides two types of meals. A prepared meal includes Maine-grown fruit and vegetables, meat, dairy, eggs, grains, and more. Recent meals include Greek salad with chicken (or chickpeas for vegetarian clients) with homemade salad dressing, toasted pita bread, and lemon poppyseed muffins for dessert; and rice and black beans served with a homemade cabbage slaw, tortillas, and smoked cheddar. Meals are packaged for easy transport and storage using a Speedseal® fully integrated meal packaging system. A pantry meal allows households with kitchens to prepare their own meals and contains enough household food staples to prepare three days' worth of meals. Staples include rice and pasta, fruit, vegetables, and meat, as well as much needed items like bread, peanut butter, canned soup, and more. Pantry meal boxes are customized for each client to accommodate allergies, dietary restrictions, and cultural preferences. Both types of meals are planned, assembled, and prepared by Preble Street's team of chefs and kitchen staff who aim to provide nutrient-rich, culturally appropriate food.

Prepared and pantry meals are distributed to Preble Street programs and to other programs and organizations within Portland. Examples of sites receiving food include:
-Preble Street provides all the meals to the City of Portland's Homeless Service Center which has a capacity of 208 persons.
-The Florence House Shelter serving 40 homeless women in Portland each day.
-The Elena's Way Adult Wellness Center providing shelter to 40 homeless men and women in Portland each day.
-The Joe Kreisler Teen Center which serves more than 50 meals every day to youths aged 12 to 24 in Portland.
-Milestone Shelter which provides meals to individuals in recovery.
-The Street Outreach Collaborative delivers meals twice per day to people who are unsheltered or inadequately housed at various locations throughout Portland.
-Greater Portland Health, Maine Med and Preble Street's Recuperative Care program which provides medical care to 15 unsheltered individuals recovering from wounds or infections or other protracted illnesses.
-Housing First sites (Logan Place, Huston Commons, Florence House) and direct to households working with caseworkers from Preble Street and peer organizations.

PSEFP also aims to remain nimble and respond quickly to the needs of the community as they emerge. Last Spring, PSEFP delivered 51,190 meals to the Expo Center in Portland which provided temporary shelter for up to 300 homeless asylum seekers.

PSEFP is part of the continuum of Preble Street low-barrier social work programs designed to help people overcome the problems that have caused or exacerbated hunger and homelessness. Being adequately nourished is often the first step toward stability and is essential for successful outcomes that promote stability and independence (e.g., employment services, housing, and linkages to health services and supplemental income).

The PSEFP approach is based on operating with professional food service staff, supplemented by over 1,000 volunteers annually, and donated goods (valued at $1,400,000 annually) to maximize availability of nourishing food for people facing food insecurity. Collaboration with community entities like the City of Portland is key to meeting the challenge of preparing and distributing 2,000 meals each day and linking people to community resources to help them move beyond the crises they face.

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.

Food insecurity and hunger caused by homelessness or poverty forces choices between buying food or paying for rent, fuel, or medicine. These tradeoffs and the inability to meet all basic needs have serious implications for health and well-being. Food insecurity is linked to nutritional deficiencies, hospitalizations, heart attack, and chronic health conditions such as depression and asthma. These chronic health conditions only exacerbate the challenges facing individuals experiencing homelessness or housing instability. By providing people with nutritious meals and meeting immediate food needs, Preble Street Emergency Food Programs mitigate the negative health outcomes of hunger.

According to Feeding America, Maine faces a higher-than-average food insecurity rate of 12.5%, meaning 1 in 8 people do not have access to enough food; and in Cumberland County, where PSEFP is based, 10% of the population is food insecure. One in six children in the county remains food insecure, and people of color continue to be among the hardest hit by food insecurity.

Preble Street has experienced a steady demand for services. In the 2023 fiscal year, PSEFP distributed more than 1,000,000 meals. The number of people struggling economically as the cost of healthcare, food, and housing rise faster than wages is reflected in the number of people depending on food pantries and soup kitchens in the Greater Portland area and indicates the persistence of hunger in Maine.

PSEFP is committed to responding timely to meet the ongoing emergency food needs of the surrounding Portland community.

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

Preble Street Emergency Food Programs (PSEFP) meet an acute need in Greater Portland, providing adequate nutrition to thousands of individuals. Our goal is to provide nourishing meals to improve the wellbeing of individuals and households whose health and stability are at risk because they do not have sufficient food resources.

PSEFP objectives and expected outcomes are to provide at least one million nutritious meals annually through:

•20,000 meals at the Teen Center soup kitchen;
•43,000 meals at the Florence House soup kitchen;
• 50,000 meals at the Homeless Service Center;
• 16,000 meals at Recuperative Care;

•44,000 meals at Elena's Way Adult Wellness Shelter;
•500,000 meals distributed from our central kitchen to area shelters and through the Street Outreach Collaborative; and
•400,000 food box meals distributed through the Food Pantry.

Preble Street Emergency Food Programs outcomes are measured by:
a. The number of meals provided to meet basic needs;
b. The variety and nutritional standards of meals offered;
c. The number of staff, value of in-kind donations, and financial resources acquired to meet demand; and
d. The quality, safety, accessibility, and appropriateness of food preparation and delivery compared to best practice standards in food service and social work.

To measure the above, PSEFP maintains service counts, including the number of individuals and families served, the number of meals delivered, the value of donated food, and the number of volunteers and volunteer hours. PSEFP gauges success and implements necessary changes based on formal (collected data, research, board input, strategic plans, client advisory board input and complaint forms, etc.) and informal (e.g., community meetings, conversations) input from volunteers, clients, social work staff, and partners who also work with low-income and unsheltered populations.

Food program statistics are reviewed by the Preble Street leadership, Board of Directors, and funders such as the USDA, HUD, the City of Portland, and the United Way.

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**

4. Address the needs of the growing homeless population.

The primary goal of Preble Street Emergency Food Programs is to provide nourishing meals to improve the wellbeing of individuals and families whose health and stability are at risk because they do not have sufficient food resources. This includes unsheltered people at the Homeless Service Center; adults and teens who utilize Preble Street shelters; people who are living unsheltered; and those who are housed but have severely limited income or whose housing situation does not include a kitchen or space for food storage and preparation.

For the hundreds of individuals who are homeless and hungry in Portland, PSEFP ensures a vital source of adequate nutrition so they can remain as healthy as possible despite compromised circumstances. PSEFP helps people maintain their employment, work on their goals, and avoid further crises. For the many hundreds more who are housed but whose housing is put at risk when they must choose between buying food or paying for other necessary expenses such as rent, transportation, fuel, or medicine, PSEFP is a tool to help prevent homelessness.

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.**

4. Address the Need of the Growing Homeless Population.

Food assistance is a high priority area of this category, and Preble Street Emergency Food Programs is the primary source of nutrition for people in Portland who are unsheltered or have low to no income. PSEFP ensures basic nutrition is met for impoverished residents with no other options so they can improve or maintain self-sufficiency and reach their full potential. Populations requiring food assistance can access meals up to three times a day, seven days a week. The reliability and consistency of Preble Street's Food Programs provided stability and reassurance to populations who are often in crisis.

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. Preble Street Emergency Food Programs are consistent with the City's goal to "Prevent and

Reduce Homelessness." PSEFP meets the City's high priority of food assistance under this goal along with additional high priorities including emergency services to prevent homelessness, shelter services, and housing and housing services for long-term shelter consumers. These priorities are embedded in the mission of Preble Street.

Preble Street programs housing and food assistance programs provide services for the City's most vulnerable populations and Preble Street works closely with the City to address immediate needs and provide necessary resources to help people transition out of homelessness. Preble Street Food Programs is contracted with the City of Portland to provide meals to the Homeless Service Center in Riverside. Preble Street supplies all ingredients, prepares and serves all meals, and is responsible for cleanup and sanitation. Nutrient-rich meals are offered three times a day, with gluten-free and vegetarian options available. In addition to prepared meals, and at the city's discretion, Preble Street provides a stock of meals at the HSC. These meals can be kept warm or cold as necessary and accessed throughout the day. This avoids congestion and competition, as well as allows clients an opportunity to eat at a time that works best for them. The City of Portland covers 90% of the costs of the meals and Preble Street has committed to raising funds required for the the balance of costs. Preble Street is also in discussion with the City to expand its meal provision to the HSC are it expands and to provide some meals to the new shelter for Asylum Seekers that is expected to open soon.

While preventing and reducing homelessness is the ultimate goal of Preble Street social work programs, PSEFP meets a basic need and acts as an entry point from which key services and resources can be accessed and delivered. These are integral to the success of the City of Portland's commitment to decreasing homelessness and poverty by providing essential supports that meet basic needs while also supporting people as they work to overcome challenges related to housing, employment, and stability.

2. Diversity and Inclusiveness. Preble Street recognizes that homelessness, hunger, and poverty cannot be meaningfully addressed without naming and challenging structural racism and white supremacy.

Preble Street recognizes that Black, Indigenous, and people of color experience homelessness, housing instability, food insecurity, and poverty at a higher rate than white people in Maine. At only 1.7% of the population, Black or African Americans make up 19% of the homeless population in Maine, and 28% of households headed by people of color in Maine are food insecure, a rate over double that of the general population.

More than 50% of PSEFP are from a minority group. The PSEFP has been a key resource for the immigrant, refugee, and asylum-seeking communities of Portland. Preble Street continuously works to secure culturally sensitive pantry meal staples and to incorporate culturally diverse foods in its prepared meal menus. This effort advances racial equity by acknowledging the disproportionate struggles people of color face and honoring diverse cultures while fighting food insecurity. Preble Street also collaborates with programs that serve immigrant and refugee populations, as well as coordinates with language interpreters. Additionally, staff have participated in a 10- week, 20-hour, racial equity training series.

3. Priority to Lower Incomes. 100% of PSEFP's services are offered to people experiencing homelessness and/or living with very low to no income. The mission of all Preble Street programs 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.

4. Leveraged Funding. Preble Street's fundraising to provide services to vulnerable populations is purposely based on a mix of public and private fundraising that focuses on relationships with donors and competitive grant processes with local, state, or federal agencies and the United Way. An important factor in the success is effective partnerships with a belief that uniting the resources, skills, and strengths of complementary

organizations while avoiding duplication is the best, most responsible use of the community's limited social service resources. All revenue sources are vital to maintain the level of work demanded.

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.

Preble Street partners with numerous private and public organizations to address hunger and meet the nutritional needs of Portland residents who experience homelessness and poverty and has led major efforts to help Portland efficiently meet the food security needs of its citizens. One of our strongest partners is Good Shepherd Food Bank, providing nearly a million pounds of food to the program (please see additional details in the attached letter of support).

PSEFP has active Maine farm partnerships with Jordan's Farm, Community Harvest, Homestead Farms and Liberation Farms – all of which provide produce used in meal preparation. Preble Street is committed to supporting the cultural vibrancy and growth of Maine farms and has partnered with Liberation Farms to obtain local, BIPOC grown produce. These items have proven integral to our ability to provide culturally-appropriate meals. Preble Street has a ten-year relationship receiving beef donations from Homestead Farms and an equally robust relationship with Community Harvest purchasing eggs in bulk at a deep discount. In addition, PSEFP receives about 1,500 pounds of fresh, frozen fish (monkfish or pollock, e.g.) from the Fishermen Feeding Mainers Program of the Maine Coast Fisherman's Association.

PSEFP also depends on support from thousands of individual volunteers as well as donations from dozens of sources such as the Sam L. Cohen Foundation, Lennox Foundation, Stephen and Tabitha King Foundation, KeyBank Foundation, Albertsons Companies Foundation, the USDA, local farms, Hannaford, Trader Joe's, Whole Foods, Greater Portland Family Promise (MOA attached), and Maine Immigrant Rights Coalition (letter of support attached).

Despite the collaborative efforts, volunteer time, and donated food, public funding is essential to support the cost of Emergency Food Programs operations, and an award from the CDBG fund to cover staffing costs will help ensure access foods that will improve the food security, health, and well-being of thousands of youths, families, adults, and seniors struggling with poverty.

C.8. Readiness to Proceed
Describe the program's timeline with specific dates and times, including start dates, end dates and milestones as applicable.
Preble Street Emergency Food Programs are currently fully operational and, with the support of CDBG funds, will continue to provide meals to individuals experiencing homelessness and poverty. PSEFP is ready to proceed, and there are no identified impediments to the continuance of the program. The program operates 365 days a year.

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.

Driven by its mission, Preble Street continuously responds to urgent and emergent social problems by meeting both immediate and long-term needs, developing and implementing solutions, and advocating for policies and programs that eliminate the root causes of homelessness, hunger, and poverty. Founded in 1975 as a neighborhood center to empower homeless and low-income people in Portland, Preble Street has become the hub of programs for the most vulnerable and underserved residents of Maine, creating public and private partnerships to prevent and respond to homelessness. From offices in Portland, Bangor, and Lewiston, Preble Street comprehensive social services offer a spectrum of homeless prevention and crisis response from soup kitchens to health services, from shelters to permanent housing, from street outreach to healing centers for individuals and families, teens and adults, veterans, survivors of human trafficking, new Mainers, and people affected by COVID-19.

Over the past 10 years, PSEFP has met the steadily increased demand for services and grown from providing almost 465,000 meals a year to providing over 1 million meals. Thanks to the support of the community and decades of operational experience, PSEFP was able to quickly redesign the service delivery model during the public health crisis and continue to serve meals in the face of unprecedented challenges. The program's success has continually benefited Portland and its residents who cannot afford adequate food or who live in conditions where they cannot store or prepare food.

Historically, Preble Street has repeatedly responded to drastic fluctuations in public resources and needs and diligently built private sector support to ensure our stability and ability to meet service commitments. Additionally, Preble Street has in place the required fiscal controls and accounting procedures to ensure prudent use, proper disbursement, and accurate accounting of grant funds received. The organization has managed public and private grants for over 45 years and obtains an annual independent audit of its financial statements. There are no unresolved monitoring or audit findings.

Preble Street Emergency Food Programs are licensed by the City of Portland, and kitchen managers have extensive backgrounds in professional food service and are ServSafe certified.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

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

All revenue sources are critical to allowing Preble Street to continue to provide services to hungry individuals and households in Portland. All revenue sources are vital to maintain the level of work demanded. Loss of CDBG funds for Food Programs would affect the ability to forward plan, impact critical hiring decisions, and would detract from the services provided. If not awarded CDBG funds, Preble Street would need to realign existing budgets or raise additional private funds to find wages for CDBG supported staff. This may result in a reduction to the budget to purchase food and reduce the number of meals provided annually. Any loss of funding would impact service delivery.

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.

Preble Street secures over $1.4 million in in-kind food donations and/or volunteer labor each year. These contributions allow dedicated cash contributions from CDBG to be directed to salaries. Preble Street expects the level of in-kind donations to increase within the next year as new relationships are being developed with farms/producers and local supermarkets to handle their excess produce and items. Preble Street is also in the final administrative stages of receiving an award from HUD's Congressionally Directed Community Projects. This award will provide $1,000,000 in operational support to Food Programs over a 12-month period. Preble Street also has a long-standing relationship with the United Way and anticipates level funding from the United Way into FY25, funding for the food programs averages approximately $70,000/year.

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 overall budget for the Emergency Food Program is $3.072 million per year. The majority of funds cover salary and benefit costs ($1.668 million). Food is the second largest cost at over half a million and occupancy (mortgage, utilities, building suppliers, trash removal) are an additional $238,000. Preble Street requested $50,000 from CDBG in last year's application and received $50,000. Preble Street is requesting $50,000 for FY25 (July 1, 2024 – June 30, 2025). CDBG funding will be used to support staff person's wages and benefits. Staff prepare hot meals for clients, meal boxes for households, plan menus and receive food donations. An allocation to Preble Street's staff line item allows Preble Street to offer job security to critical staff.

D. Program Budget Detail

Completed by mclouseau@preblestreet.org on 11/20/2023 12:45 PM

Case Id: 30472
Name: Preble Street - Emergency Food Program - 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.
$50,000.00

D.2. Total Program Budget
$3,072,549.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Wages	$1,287,293.00	$39,019.82	$1,248,273.30	DHHS, Maine State housing Authority, United Way, Private Sources	Pending
Taxes, Benefits	$382,523.00	$10,980.18	$371,543.16	DHHS, Maine State housing Authority, United Way, Private Sources	Pending
Program Expenses	$900.00	$0.00	$900.00	DHHS, Maine State housing Authority, United Way, Private Sources	Pending
Food	$586,224.00	$0.00	$586,224.00	DHHS, Maine State housing Authority, United Way, Private Sources	Pending
Travel	$29,400.00	$0.00	$29,400.00	DHHS, Maine State housing Authority, United Way, Private Sources	Pending
Occupancy	$238,881.00	$0.00	$238,881.00	DHHS, Maine State housing Authority, United Way, Private Sources	Pending
Office Supply	$2,608.00	$0.00	$2,608.00	DHHS, Maine State housing Authority,	Pending

				United Way, Private Sources	
Technology	$32,912.00	$0.00	$32,912.00	DHHS, Maine State housing Authority, United Way, Private Sources	Pending
Staff Development, Orientation	$36,388.00	$0.00	$36,388.00	DHHS, Maine State housing Authority, United Way, Private Sources	Pending
Insurance	$9,968.00	$0.00	$9,968.00	DHHS, Maine State housing Authority, United Way, Private Sources	Pending
Administrative/ICR	$233,400.00	$0.00	$227,307.42	DHHS, Maine State housing Authority, United Way, Private Sources	Pending
Professional Fees	$4,052.00	$0.00	$4,052.00	DHHS, Maine State housing Authority, United Way, Private Sources	Pending
Licenses, Fees, Dues	$96,000.00	$0.00	$96,000.00	DHHS, Maine State housing Authority, United Way, Private Sources	Pending
Depreciation	$132,000.00	$0.00	$132,000.00	DHHS, Maine State housing Authority, United Way, Private Sources	Pending
	$3,072,549.00	$50,000.00	$3,016,456.88		

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**

Preble Street Organizational 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.

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.

Preble Street Board Minutes Re Authorized Designee.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**

Board List FY24 - Preble Street.docx

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

CDBG Letters of Support .pdf

☑ **Memorandum of Agreement (Upload as one file)**
Food Programs- MOAs CDBG.pdf

☑ **Most Recent Agency Operating Budget *Required**
FY24 Agency Budget - Preble Street.pdf

☑ **Most Recent Audit OR 990 as appropriate *Required**
Audit for FY22 Preble Street.pdf

☑ **Project Timeline *Required**
Timeline - Food Programs FY2025.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
Preble Street 501(c)3 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 mclouseau@preblestreet.org on 11/21/2023 12:08 PM

Case Id: 30472
Name: Preble Street - Emergency Food Program - 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
Tricia Matthews
Electronically signed by mclouseau@preblestreet.org on 11/21/2023 12:08 PM

Title
Senior Director of Public Grants

File No. 850334ND

Fee Paid $20.00

C. B. ....

Date 4-17-85

2

STATE OF MAINE

ARTICLES OF INCORPORATION

Pursuant to 13-B MRSA §403, the undersigned, acting as incorporator(s) of a corporation, adopt(s) the following Articles of Incorporation:

April 11, 19 85

Deputy Secretary of State

A True Copy When Attested By Signature

Deputy Secretary of State

FIRST: The name of the corporation is Preble Street Resource Center

SECOND: The corporation is organized for all purposes permitted under Title 13-B, MRSA, or, if not for all such purposes, then for the following purpose or purposes:

THIRD: The name of its Registered Agent and address of registered office: (The Registered Agent must be a Maine resident, whose business office is identical with the registered office or a corporation, domestic or foreign, profit or nonprofit, having an office identical with such registered office.)

Name Joseph D. Kreisler

Street & Number 96 Falmouth Street

City Portland, Maine 04103 (zip code)

FOURTH: The number of directors (not less than 3) constituting the initial board of directors of the corporation, if they have been designated or elected, is 7.

The minimum number of directors (not less than 3) shall be 7 and the maximum number of directors shall be 20.

FIFTH: Members: ("X" one box only)

☒ There shall be no members.

☐ There shall be one or more classes of members, and the information required by §402 is as follows:

SIXTH: ☐ (Check if this article is to apply)

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

SEVENTH: ☐ (Check if this article is to apply. Then *fill in* reference number of *Section 501(c)( )* in first paragraph below.)

Upon the dissolution of the Corporation or the termination of its activities, the assets of the Corporation remaining after the payment of all its liabilities shall be distributed exclusively to one or more organizations organized and operated exclusively for such purposes as shall then qualify as an exempt organization or organizations under Section 501(c)(______) of the Internal Revenue Code of 1954, as amended, and as a charitable, religious, eleemosynary, benevolent or educational corporation within the meaning of Title 13B, of the Maine Revised Statutes as amended.

No part of the net earnings of the Corporation shall inure to the benefit of any member, director, or officer of the Corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Corporation in carrying out one or more of its purposes), and no member, director, or officer of the Corporation, or any private individual, shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Corporation.

EIGHTH: Other provisions of these articles, if any, including provisions for the regulation of the internal affairs of the corporation, and distribution of assets on dissolution or final liquidation:

Dated: 3-4-85

INCORPORATORS	ADDRESSES
(signature)	Street 9 Matthews St
Joseph D. Kreisler (type or print name)	Portland, Me 04103 (city, state and zip code)
(signature)	Street 33 High Street
Alice Lieberman (type or print name)	Yarmouth, ME 04096 (city, state and zip code)
(signature)	Street 27 State Street
Gail Collins (type or print name)	Portland, ME 04101 (city, state and zip code)
(signature)	Street 75 Gray Street
Joel N. Rekas (type or print name)	Portland, ME 04102 (city, state and zip code)
(signature)	Street 31 O'Brion Street
Jerry D. Marx (type or print name)	Portland, ME 04101 (city, state and zip code)

§305 (1) & §1212 (2)

NONPROFIT CORPORATION

For Use By The Secretary of State

File No. 19850334ND

Fee Paid $5.00

C. B. -----

Date MAR 18 1987

1

STATE OF MAINE

CHANGE OF REGISTERED AGENT or REGISTERED OFFICE or BOTH

For Use By The Secretary of State
FILED
March 2, 19 87

Deputy Secretary of State

A True Copy When Attested By Signature

L. Evelin Grover
Deputy Secretary of State

Pursuant to 13-B MRSA §305 (1) or §1212 (2), the undersigned corporation advises you of the following change(s); authorized by a resolution duly adopted by the board of directors:

FIRST: The name of the registered agent and the registered office of the corporation appearing on the record in Secretary of State's office are Joseph D. Kreisler

96 Falmouth St., Portland, ME 04103
(street, city, state and zip code)

SECOND: The name of its successor (new) registered agent and the new registered office are

Joel N. Rekas, 331 Cumberland Ave., Portland, ME 04101
(mailing address) (street, city, state and zip code)

THIRD: (To be completed by a foreign corporation.)

A. Jurisdiction of incorporation ______.

B. Date of authorization to carry on activities in this State ______.

Preble Street Resource Center
(Name of Corporation – Typed or Printed)

By* Dawne K. Borden
(signature)

Dawne K. Borden, Secretary
(type or print name and capacity)

Dated: January 29, 1987

By* Peter Darvin
(signature)

Peter Darvin, President
(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.

FORM NO. MNPCA-3 Rev. 83

Filing Fee $5.00 § 305 (1) & §1212 (2)

NONPROFIT CORPORATION

19850334ND 1913C0C258953

FILED 03 13 1992 AGRO

STATE OF MAINE

For Use By The Secretary of State
FILED
March 13, 1992
Deputy Secretary of State
A True Copy When Attested By Signature
Deputy Secretary of State

Fee Paid $5.00
C.B.
Date MAR 1 6 1992

CHANGE OF REGISTERED AGENT or REGISTERED OFFICE or BOTH

Pursuant to 13-B MRSA §305 (1) or §1212 (2), the undersigned corporation advises you of the following change(s); authorized by a resolution duly adopted by the board of directors:

FIRST: The name of the registered agent and the registered office of the corporation appearing on the record in Secretary of State's office are: Joel Rekas Preble Street Resource Center, 331 Cumberland Ave Portland ME 04101
(street, city, state and zip code)

SECOND: The name of its successor (new) registered agent and the new registered office are:

Mark R. Swann, Preble Street Resource Center
(name)

331 Cumberland Ave Portland ME 04101
(street address (not P.O. Box), city, state and zip code)

P.O. Box 1459, Portland, ME 04104
(mailing address if different from above)

THIRD: (To be completed by a foreign corporation.)

A. Jurisdiction of incorporation __________

B. Date of authorization to carry on activities in this State __________

Preble Street Resource Center
(Name of Corporation)

By __________
(signature)

Dated: March 12, 1992

SECRETARY
(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.

FORM NO. MNPCA-3 Rev. 90

SUBMIT COMPLETED FORMS TO: Secretary of State, Station 101, Augusta, Maine 04333

Internal Revenue Service

Date: September 2, 2005

PREBLE STREET
PO BOX 1459
PORTLAND ME 04104-1459

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

Person to Contact:
Mr. Vogelpohl 31-03888
Customer Service Representative
Toll Free Telephone Number:
8:30 a.m. to 5:30 p.m. ET
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
01-0418917

Dear Sir or Madam:

This is in response to the amendment to your organization's Articles of Incorporation filed with the state on July 1, 2004. We have updated our records to reflect the name change as indicated above.

In October 1990 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

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

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

Sincerely,

Janna K. Skufca

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

Internal Revenue Service

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

Date: September 2, 2005

PREBLE STREET
PO BOX 1459
PORTLAND ME 04104-1459

Person to Contact:
Mr. Vogelpohl 31-03888
Customer Service Representative
Toll Free Telephone Number:
8:30 a.m. to 5:30 p.m. ET
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If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Janna K. Skufca

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

Community Development Block Grant
City of Portland
Social Service Application 2024-2025

PROJECT TIMELINE

Preble Street Emergency Food Programs

Project Timeline:

CDBG grant funds will be used to support Preble Street Emergency Food Programs (PSEFP) operations for one year. PSEFP is an ongoing program and is fully operational. There will be no delay in implementation.

MAINE IMMIGRANTS' RIGHTS COALITION

Tuesday, November 15, 2023

Ms. Rowen McAllister
City of Portland
Housing and Economic Development Department
389 Congress Street Room 313
Portland ME 04101

Dear Ms. McAllister,

Please accept this Letter of Support from the Maine Immigrants' Rights Coalition for Preble Streets' Community Development Block Grant application. Furniture Friends is a valued member and trusted partner of the Maine Immigrants' Rights Coalition.

The Maine Immigrants' Rights Coalition (MIRC) is a coalition of 100 members and partners, including Preble Street, that 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.

Preble Street was founded as a neighborhood center to involve and empower homeless and low-income residents. Today, it has become the hub of programs for the most vulnerable and underserved residents of Portland. Their food service work meets the basic needs of the most impoverished residents of Maine's largest urban area, providing over 100,000 meals a month. Preble Street continues to collaborate with MIRC to respond to emergency situations by providing food to homeless asylum-seeker families at hotels and shelters.

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 Preble Street will help advance the lives of Maine's immigrant and refugee communities. Thank you for your consideration and if you require any further demonstration of Maine Immigrants' Rights Coalition's support, please do not hesitate to contact us.

Sincerely

Mufalo Chitam
Executive Director
Maine Immigrant Rights Coalition

a. 1 Marginal Way | FL 2 | Portland, ME 04101 | t. 207-956-7030 | f. 207-805-1679
www.maineimmigrantrights.org | fb. @MEImmigrantRightsCoalition | t. @MaineRights | IG. @maineimmigrantrights
Enhancing Immigrant Lives for a Stronger Maine!

PARTNERING TO END HUNGER

Good Shepherd

FOOD BANK OF MAINE

November 16, 2023

Selection Committee
Community Development Block Grant
Housing and Community Development Division, City of Portland, Maine
389 Congress St
Portland, ME 04101

Dear Selection Committee,

As the president of Good Shepherd Food Bank, a long-time partner of Preble Street, I am pleased to submit this letter of support for Preble Street's proposal for CDBG funding for its Emergency Food Programs.

At Good Shepherd Food Bank, we believe no one in Maine should face hunger. And we believe there is a solution to the problem of hunger in Maine. For every person who is currently experiencing food insecurity, there are even more Mainers willing and able to reach out with a helping hand.

We have been pleased to partner with Preble Street to ensure that people experiencing homelessness, poverty, and hunger in Portland have access to warm, nutritious, and delicious meals, 365 days a year. Through our partnership, Preble Street accessed over one million pounds of food last year to support its food access work in Portland.

I encourage the City to support Preble Street's proposal for its Emergency Food Programs. Their many years of experience addressing hunger among people experiencing homelessness in Southern Maine makes them a perfect fit for this continued work.

Thank you for your time and consideration, and please feel free to reach out with any questions.

Sincerely,

Heather T Paquette

Heather Paquette, President
Good Shepherd Food Bank
(207) 782-3554 ext. 1122
hpaquette@gsfb.org

Preble Street

Memorandum of Agreement
Between Preble Street and YMCA of Southern Maine

Preble Street Emergency Food Programs provides meals to meet the nutrition needs of people who are homeless and living in poverty in Portland and works in collaboration with organizations such as the YMCA of Southern Maine. The YMCA of Southern Maine provides food for residents in their dormitory for formerly homeless men.

Scope of Services - During the grant period, July 1, 2024- June 30, 2025

Preble Street agrees to

- Provide prepared meals to YMCA for distribution

YMCA of Southern Maine agrees to

- Distribute food provided by Preble Street to clients in men's dormitory

Shared Goals and Objectives
Preble Street Emergency Food Programs and YMCA of Southern Maine have a partnership providing food to formerly homeless men who are residents of YMCA's dormitory. Our joint goal in providing these services is to strengthen the continuum of care and support services offered to meet nutritional needs of people who are hungry in our community, improve the health and well-being of people who are food insecure, and transition individuals and families out of poverty and into stability.

The emergency food services offered by Preble Street are enhanced by the collaboration with YMCA of Southern Maine to distribute meals to individuals as part of their effort to help individuals experiencing homelessness and low-income families achieve sustainable independence through a community-based response.

Space, Employees, and Other Resources
YMCA of Southern Maine operates 24 hours per day, 7 days per week and distributes food to members in Portland. Preble Street and YMCA of Southern Maine have independent staffing structures and do not share employees.

Allocation of Funds: None. YMCA of Southern Maine and Preble Street have independent funding structures for the collaborative program model. YMCA of Southern Maine is independently supported through donations from individuals, membership dues, program fees, civic organizations, non-government grants and government grants.

Terms of Agreement
This MOA between **Preble Street** and **YMCA of Southern Maine** will be reviewed on an annual basis as part of continued community protocol development and evaluation of the program. **Preble Street** will work with **YMCA of Southern Maine** throughout the grant period to ensure proper documentation as appropriate.

Preble Street	**YMCA of Southern Maine**
Mark R. Swann, Executive Director	Helen Breña, President & CEO
Date: 11/17/23	Date: 11/17/2023

Preble Street

Memorandum of Agreement
Between Preble Street and Greater Portland Family Promise

Preble Street Emergency Food Programs provides meals to meet the nutrition needs of people who are homeless and living in poverty in Portland and works in collaboration with organizations such as Greater Portland Family Promise. Greater Portland Family Promise provides housed and unhoused low-income families with culturally appropriate food each month.

Scope of Services - During the grant period, July 1, 2024- June 30, 2025

Preble Street agrees to

- Provide food to Greater Portland Family Promise for distribution

Greater Portland Family Promise agrees to

- Distribute food provided by Preble Street to clients in Portland

Shared Goals and Objectives
Preble Street Emergency Food Programs and Greater Portland Family Promise have a partnership providing food to homeless and low-income individuals in Portland. Our joint goal in providing these services is to strengthen the continuum of care and support services offered to meet nutritional needs of people who are hungry in our community, improve the health and well-being of people who are food insecure, and transition individuals and families out of poverty and into stability.

The emergency food services offered by Preble Street are enhanced by the collaboration with Greater Portland Family Promise to distribute meals to individuals and families as part of their effort to help families experiencing homelessness and low-income families achieve sustainable independence through a community-based response.

Space, Employees, and Other Resources
Greater Portland Family Promise operates Monday through Friday out of Portland and distributes food to clients in Portland. Preble Street and Greater Portland Family Promise have independent staffing structures and do not share employees.

Allocation of Funds: None. Greater Portland Family Promise and Preble Street have independent funding structures for the collaborative program model. Greater Portland Family Promise is independently supported through donations from individuals, congregations, civic organizations, non-government grants and government grants.

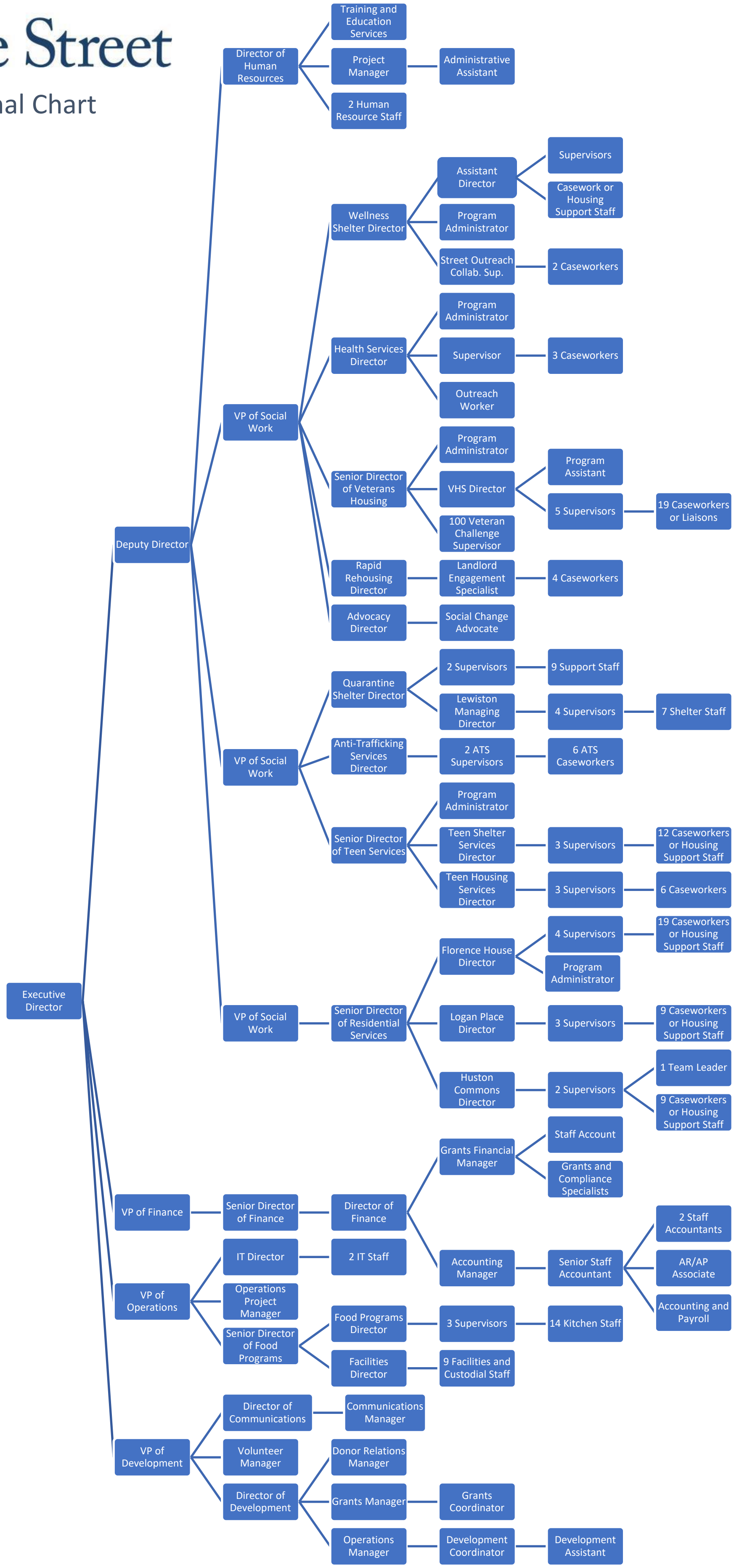
Terms of Agreement
This MOA between **Preble Street** and **Greater Portland Family Promise** will be reviewed on an annual basis as part of continued community protocol development and evaluation of the program. **Preble Street** will work with **Greater Portland Family Promise** throughout the grant period to ensure proper documentation as appropriate.

Preble Street
Mark R. Swann, Executive Director
Date: 11/16/23

Greater Portland Family Promise
Michelle Lamm, Executive Director
Date: 11/16/23

Preble Street

Organizational Chart



Preble Street

PREBLE STREET BOARD OF DIRECTORS MEETING: **September 20, 2022**

Online: Lauren Gauthier, Jennifer Wilson, Terry Davies, Terry Sutton, Chip Leighton, Lannie Welch, Yemaya St. Clair, Cito Selinger, John Roberts, Kiní Schoop, Joann Bautista, Elaine Rosen, Lori Whynot, Jay Tansey
Absent: Rebecca Asen
Staff: Mark Swann, Daniella Cameron, Diane May, Caroline Fernandes, Ali Lovejoy, Andrew Bove, Donna Yellen, Danielle Smaha, Elena Schmidt, Chris Saunders, James Down, Dan McCarthy, PS Contractor

I. Mission Statement: Terry Sutton

II. Approve Board Minutes: Terry Sutton

→ *Motion to approve minutes of the July 19, 2022, meeting. Seconded. Approved unanimously*

III. Board Resolution: Terry Sutton

→ *Motion to approve James Dowd, VP of Finance, and Daniella Cameron, Deputy Director, to be added as authorized "Signors" to transact business with banks, investment firms, and any other types of financial institutions that may be necessary in order for Preble Street to conduct financial transactions. In addition, James Dowd and Daniella Cameron are also authorized to sign contractual commitments on behalf of Preble Street that bind Preble Street to contractual obligations needed to conduct its day-to-day business.*
Seconded. Approved unanimously.

IV. Development Update: Yemaya St. Clair/Ali Lovejoy

Yemaya St. Clair

- The overall private fundraising goal this year has increased to $5 million; the annual appeal is part of that. Last year the total private fundraising goal was $4.7 million, and the appeal raised about 31% of that. FY22, the total of the annual appeal was $1,467,932. For the past 5 years, the annual appeal goal of $1 million has been exceeded every time.
- This year, we propose a goal of $1.3 million; we have shown we can meet that amount, and we believe we can exceed it, and we would like to get everybody on board to meet that goal this year. That entails all of us getting ready for personalized letters.

Alison Lovejoy

- Annual appeal letters are being printed. This year we will be personalizing 8,000 letters to donors who have given in the last three years. We have asked for volunteers among the program directors and leadership, and more than 12 program directors are on board to help with personalizing. We plan to have Board members personalizing approximately 225 letters each and staff personaling100-200 each. We always get good feedback from donors about personalized letters, and it will be interesting to see donor reactions to having personalized letters from program directors.
- We will have letters available to you between 10/1-10/10, and the personalized letters are due back 10/28 for processing and mailing by 11/14.

<u>Q&A</u>

Jay Tansey: Is there data about Board personalizing letters resonating with donors?

> Yemaya St. Clair: Data shows that personalizing works, and we will get more data this year to assess the difference between the board and staff signing letters. We also hope to get more volunteers to sign letters in addition to program directors in the future.

Kiní Schoop: Can we get the letters earlier in the summer?

> Yemaya St. Clair: I will bring this question to the Development Committee.

V. Program Report:

Recuperative Care Program: Caroline Fernandes, Health Services Director (Please Review Recuperative Care Program PowerPoint Presentation)

- Recuperative Care Services is located at 934 Congress Street Health Center
- Partnerships: Preble Street, Maine Medical Center, and Greater Portland Health
- Medical Respite Care includes:
    - Post-acute care for people experiencing homelessness who are too ill or frail to recover from an illness or injury on the street or in shelter but who do not require hospital-level care.
    - Short-term residential care that allows people an opportunity to rest, recover, and heal in a safe environment while also accessing clinical care and support services.
- Program Components include: 15 beds; 24-hour access to a bed; 3 meals per day; Transportation to any/all medical appointments; Access to a phone for telehealth and/or communications related to medical needs; Safe space to store personal items; Wellness check at least 1x every 24 hours by medical respite staff (clinical or non-clinical)
- Advantages to Medical Respite Care:
    - Offers safe and cost-effective discharge option
    - Connects vulnerable patients to broad range of community care and public benefits

- Improves health by addressing most immediate health care and social services needs
- Develops more comprehensive care plan & coordinates care across venues
- Provides time and space for healing and health education

- Congress Street Recuperative Care Program
  - Located close to Maine Medical Center
  - Federally Qualified Health Center (FQHC)
    - Greater Portland Health -- medical care delivery
    - Preble Street -- social services support
    - MMC -- infrastructure support and referral source
  - The first such program in the State of Maine and nationally one of a minority of programs that will offer Medication-Assisted Treatment (MAT) with both buprenorphine and methadone and provide IV antibiotics.
- Guiding Principles: Harm Reduction, Cultural Humility, Trauma Informed Care, Equity, Self-determination, Inclusion of people with lived expertise in all levels of our work
- Team Approach - Medical: Physician, Nurse Manager, Nurse (RN or LPN), Medical Assistant (MA), Practice Operations Specialist, Homeless Health Partners
- Team Approach - Social: Case Work Management (2 shifts), Case Workers, Homeless Health Partners

Comment:

Lannie Welch: The terminology, Medication-Assisted Treatment (MAT) is being replaced by Medications for Opioid Use Disorder (MOUD).

Q&A

Yemaya St. Clair: Who is leading the coordination of the services?
Caroline Fernandes: Doctor Robert Fulton, Director Greater Portland Health

Lauren Gauthier: How many clients do you anticipate having in the program?
Caroline Fernandes: 15 Clients

Quarterly Reports: Daniella Cameron, Ali Lovejoy, and Andrew Bove

- The Reports are FY22-Q4 Highlights: Hiring challenges in some programs have seen some improvement. We believe the wage increase has been the driver and are confident in the increased retention.
- Teen Services experienced record numbers at the shelter that continues through the summer and into the fall. Since July, the shelter has been filled to capacity over 60% of nights, and record numbers of minors are being served. We are working with the City and the State, to find solutions for minors.

- Food Programs provided support during the power outage at Franklin Towers, providing 3 meals a day for almost 200 residents for over two weeks.

Ali Lovejoy

- Our shelters are still following CDC COVID guidelines, and shelter managers continue best practices for Covid-positive cases of individuals or groups, including finding safe areas of isolation and activities for clients.
- Overdose increase in Florence House reflects a trend in the community that relates to the substances available that people are using without knowing how safe it is. The Portland Fire Department is getting notified from Public Safety in areas in Massachusetts when they have a spike of overdoses because usually, a few days later, there is also a spike here. When our caseworkers get notified, they can start the distribution of Narcan and connect clients with resources and providers.

Andrew Bove

- The Veteran Housing Services (VHS) new intakes and general enrollment are down compared with last year. We haven't heard VA concerns about this but are doubling our outreach efforts. Part of the low enrollment can be due to the pandemic, as many of the established networks we have with shelters, especially in other parts of Maine, were really disrupted. We had 7 open caseworker positions when this report was produced, which limited the work. But with new hiring, we are optimistic the numbers will increase.

<u>Comment</u>:

Terry Sutton: It is really good reading stories through the program reports about clients and seeing them improve and their lives transformed as they work with their caseworkers. I'm happy and proud that Preble Street is part of clients' solutions.

V. Executive Director Report: Mark Swann

- Recuperative Care: We celebrated the grand opening, and the program will be open to clients on 9/26
- Elena's Way: will be open to clients on 10/11
- Teen Shelter consolidation into the Teen Center, which is part of our Capital Campaign goals, was on the City of Portland Planning Board agenda last week, and the discussion went really well. Leah McDonald, Director of Teen Services, led the conversation and did an excellent job. The tentative start date is May 2023.
- Food Security Hub: we have been meeting with architects, and we are in the process of getting updated renovation costs. There is a possibility of phasing back or doing phases of the renovation process for a certain number of years. We have raised approximately $5.2 million of the funds we will need for renovations. There are a couple of private funding possibilities we are pursuing, and we are also seeking potential funds, either private or public related to the greening of the building for sustainability and environmental soundness, including solar, and will be reaching out to donors specifically interested in this cause. NOTE: Board members, if you have any allies in the environmental field, please connect us to them.

- Looking at the budget back in May and June, the biggest red flag was Elena's Way operating budget. The range of risk was between $500,000 and $1.7 million, and we were counting on funding from the State. Two weeks ago, we got disappointing answers from the State, and the entire fiscal year gap is about $700,000 year, and our deficit will be $1.2 million a year from now. We made it clear to the State that it isn't sustainable. We told them we would continue conversations about this and hopefully could get some funding. In the meantime, this challenged our overall budget.
- Racial Equity Update: We established a short-term working work of staff volunteers to help develop a plan, structure, and rules and responsibilities for a permanent ongoing Racial Equity Committee. We have 10 staff, 7 of whom are BIPOC, from across the agency, ATS, Facilities, Florence House, Admin, and different shifts and positions. They will be meeting for the first-time next week and will discuss the possibility of having a board member in the group.
- Legacy challenge: We are at 14 of 20 new Legacy Society Donors who have taken Bo & Cathy's Bequest Challenge. Bo & Cathy will donate $500 each for a total of $7,000 so far to the Preble Street funds. We are just six shy of meeting our goal for new members to meet the Challenge threshold of $10,000 donated. If you are interested or have us in your will, let us know as it would be good for the organization.
- Tomorrow, 9/20, there will be a staff Block Party all day, 8:30 am to 4:30 pm at 75 Darling Ave., with all-day food, music, and fun. At noon, I will be thanking and giving out plaques to staff for 5, 10, 15, and 20-year anniversaries. We hope you can join us.

VI. Adjourn: At *7:01 pm, the meeting adjourned to Executive Session*
→ *Motion to adjourn. Seconded. Approved unanimously.*

The next meeting will be held on December 13th.

Preble Street

Preble Street
Board of Directors 2023-2024

PRESIDENT
Terry Sutton, *CEO, Maine Center Ventures*

VICE PRESIDENT
Chip Leighton, *VP of Strategy and Planning, Hannaford Supermarkets*

SECRETARY
Yemaya St. Clair, LCPC, *Mental Health Counselor*

TREASURER
Jennifer Wilson, *Corporate Merchant Manager, Vice Chair, LL Bean*

Joann Bautista, J.D., *Deputy Secretary of State-Policy Advisor, Maine Secretary of State*

Terry Davies, *Old Port Advisors*

Elaine Rosen, *Chair of the Boards, The Kresge Foundation; Assurant, Inc.*

Maurice A. Selinger III, Esq., *Partner, Curtis Thaxter*

Jay Tansey, *Executive Director, Covetrus*

Carlann Welch, *Psy.D.*

Lori Whynot, *Senior Vice President, Unum*

John Roberts, *President and CEO, Assurant Employee Benefits, retired*

Lauren Gauthier, *Infectious Disease Prevention Program Director, Maine CDC*

Justin Rosner, *Principal, Battery Ventures*

Chris Ellingwood, *CISA | Principal, BerryDunn*

Revised Nov 2023

FY24 Preble Street Budget

Revenue Category	FY24 (bdgt)
Private Revenue Need	$ 6,266,667
United Way	$ 875,000
Government Grant Income	$ 14,527,494
Fee for Service	$ 1,370,688
Rental Income	$ -
Other Income	$ 961,560
Total Revenue	**$ 24,001,409**
Expense Category	
Personnel Expenses	
Wages	$ 13,123,582
Taxes & Benefits	$ 3,705,576
Total Personnel Expenses	**$ 16,829,158**
Other Expenses	
Program Expenses	$ 78,674
Food & Food Service Costs	$ 770,246
Client Assistance Fund	$ 2,731,635
Stipends	$ 41,000
Travel	$ 157,805
Occupancy	$ 1,112,354
Office Supplies	$ 127,270
Technology	$ 639,848
Staff Dev, Rec, & Orientation	$ 232,980
Licenses, Fees, Dues, & Subs	$ 121,700
Professional Fees	$ 115,916
Research & Evaluation	$ -
Consultants	$ 68,675
Subcontracts	$ 848,539
Property & Casualty Insurance	$ 125,608
Total Other Expenses	**$ 7,172,251**
Total Expenses	**$ 24,001,409**

Non-Cash Revenue	
In-Kind Goods & Services Revenue	
In-kind Goods revenue	$ 1,842,000
In-kind Services revenue	$ 49,600
Total In-Kind Goods & Services Revenue	**$ 1,891,600**
Non-Cash Expense	
In-Kind Goods & Services Expense	
In-kind Goods expense	$ 1,842,000
In-kind Services expense	$ 49,600
Total In-Kind Goods & Services Expense	**$ 1,891,600**
Total Revenue Budget	**$ 25,893,009**
Total Expense Budget	**$ 25,893,009**

PREBLE STREET AND SUBSIDIARY

Reports Required by *Government Auditing Standards*
and the Uniform Guidance

Year Ended June 30, 2022

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors and Management of
Preble Street and Subsidiary

We have audited, in accordance with the 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, the consolidated financial statements of Preble Street and Subsidiary (a nonprofit organization), which comprise the consolidated statement of financial position as of June 30, 2022, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated March 22, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the consolidated financial statements, we considered Preble Street and Subsidiary's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of Preble Street and Subsidiary's internal control. Accordingly, we do not express an opinion on the effectiveness of Preble Street and Subsidiary's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's consolidated financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS,* CONTINUED

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Preble Street and Subsidiary's consolidated financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the consolidated financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Preble Street and Subsidiary's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Preble Street and Subsidiary's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Runyon Kersteen Ouellette

March 22, 2023
South Portland, Maine

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM, INTERNAL CONTROL OVER COMPLIANCE AND ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors and Management of
Preble Street and Subsidiary

Report on Compliance for Each Major Federal Program

Qualified and Unmodified Opinions

We have audited Preble Street and Subsidiary's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Preble Street and Subsidiary's major federal programs for the year ended June 30, 2022. Preble Street and Subsidiary's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Qualified Opinion on ALN 93.268

In our opinion, except for the noncompliance described in the Basis for Qualified and Unmodified Opinions section of our report, Preble Street and Subsidiary complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the major federal program noted above for the year ended June 30, 2022.

Unmodified Opinion on Each of the Other Major Federal Programs

In our opinion, Preble Street and Subsidiary complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its other major federal programs identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs for the year ended June 30, 2022.

Basis for Qualified and Unmodified Opinions

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Preble Street and Subsidiary and to meet our other ethical responsibilities, in accordance with 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 opinion on compliance for each major federal program. Our audit does not provide a legal determination of Preble Street and Subsidiary's compliance with the compliance requirements referred to above.

Matters Giving Rise to Qualified Opinion on ALN 93.268

As described in finding 2022-001 on the accompanying schedule of findings and questioned costs, Preble Street and Subsidiary did not comply with requirements for certain contract reporting. Compliance with such requirements is necessary, in our opinion, for Preble Street and Subsidiary to comply with the requirements applicable to that program.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Preble Street and Subsidiary's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Preble Street and Subsidiary's compliance based on our audit. 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, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Preble Street and Subsidiary's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material noncompliance, 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 Preble Street and Subsidiary's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

- Obtain an understanding of Preble Street and Subsidiary's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Preble Street and Subsidiary's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

Government Auditing Standards requires the auditor to perform limited procedures on Preble Street and Subsidiary's response to the noncompliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. Preble Street and Subsidiary's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM, INTERNAL CONTROL OVER COMPLIANCE AND ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE, CONTINUED

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the consolidated financial statements of Preble Street and Subsidiary as of and for the year ended June 30, 2022, and have issued our report thereon dated March 22, 2023, which contained an unmodified opinion on those consolidated financial statements. Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

Runyon Kersteen Ouellette

March 22, 2023
South Portland, Maine

PREBLE STREET AND SUBSIDIARY
Schedule of Expenditures of Federal Awards
Year ended June 30, 2022

Federal Grantor/Pass-through Grantor/Program or Cluster Title	Assistance Listing Number (ALN)	Pass-through Entity Identifying Number	Passed Through to Subrecipients	Total Federal Expenditures
U.S. Department of Health and Human Services:				
Direct:				
Maine Transitional Living Collaborative	93.550	N/A	$ -	212,335
Maine Transitional Living Collaborative	93.550	N/A	-	68,269
Total Maine Transitional Living Collaborative ALN 93.550			-	280,604
Passed through Maine Department of Health and Human Services:				
477 Cluster:				
Temporary Assistance for Needy Families	93.558	CFS-21-8316	32,000	338,187
Total 477 Cluster ALN 93.558			32,000	338,187
Maine Opioid Targeted Response	93.778	None	-	194,025
Immunization Cooperative Agreements - COVID	93.268	COM-22-5735A	-	187,825
Promoting safe and stable families	93.556	CBH-21-6205	-	1,872
Substance Abuse & Mental Health Services Admin	93.788	OSA-21-5000	-	13,998
Passed through Southern Maine Agency on Aging:				
Aging Cluster:				
Nutrition Services Incentive Program	93.053	None	-	18,277
Total Aging Cluster ALN 93.053			-	18,277
Total U.S. Department of Health and Human Services			**32,000**	**1,034,788**
U.S. Department of Housing and Urban Development:				
Direct:				
Continuum of Care Program - TS Housing - YHDP Mobile Diversion Outreach	14.267	N/A	-	93,208
Continuum of Care Program - TS Outreach - YDHP TH RRH	14.267	N/A	-	87,513
Continuum of Care Program - Huston Commons	14.267	N/A	-	569,102
Continuum of Care Program - Anti trafficking	14.267	N/A	-	296,898
Continuum of Care Program - Logan Place	14.267	N/A	-	370,363
Total Continuum of Care Program ALN 14.267			-	1,417,084
Passed through the City of Portland, Maine:				
CDGB - Entitlement Grants Cluster:				
Community Development Block Grants - Women's Shelter	14.218	None	-	22,780
Community Development Block Grants - Joe Kreisler Teen Shelter	14.218	None	-	36,163
Community Development Block Grants - Emergency Food Program	14.218	None	-	55,401
Total CDGB - Entitlement Grants Cluster ALN 14.218			-	114,344
Passed through Maine State Housing Authority:				
Emergency Solutions Grant Program - Florence House Women's Shelter	14.231	None	-	83,323
Emergency Solutions COVID-19 Grant - Florence House (CARES) - ARPA	14.231	None	-	97,601
Emergency Solutions COVID-19 Grant - Florence House (CARES)	14.231	None	-	226,355
Emergency Solutions Grant Program - Joe Kreisler Teen Shelter	14.231	None	-	45,207
Emergency Solutions COVID-19 Grant - Joe Kreisler Teen Shelter (CARES) - ARPA	14.231	None	-	126,002
Emergency Solutions COVID-19 Grant - Joe Kreisler Teen Shelter (CARES)	14.231	None	-	128,889
Emergency Solutions COVID-19 Grant - Scarborough	14.231	None	-	1,075,776
Emergency Solutions COVID-19 Grant - Lewiston	14.231	None	-	758,194
Emergency Solutions COVID-19 Grant - Rapid Housing (CARES)	14.231	None	-	462,408
Total Emergency Solutions Grant Program ALN 14.231			-	3,003,755
Total U.S. Department of Housing and Urban Development			**-**	**4,535,183**
U.S. Department of Homeland Security:				
Passed through United Way of Greater Portland:				
Emergency Food & Shelter National Board Program	97.024	None	-	13,482
Emergency Food & Shelter National Board Program - ARPA	97.024	None	-	85,659
Total Emergency Food & Shelter National Board Program ALN 97.024			-	99,141
Total U.S. Department of Homeland Security			**-**	**99,141**
U.S. Department of Veterans Affairs:				
Direct:				
Supportive Services for Veteran Families (SSVF) Program	64.033	N/A	14,449	108,172
Supportive Services for Veteran Families (SSVF) Program - CARES Act	64.033	N/A	-	2,028,406
Supportive Services for Veteran Families (SSVF) Program - CARES Act	64.033	N/A	-	2,298,785
Total Supportive Services for Veteran Families (SSVF) Program ALN 64.033			14,449	4,435,363
Total U.S. Department of Veterans Affairs			**14,449**	**4,435,363**
U.S. Department of Education:				
Direct:				
Education Stabilization Fund	84.425	N/A	-	11,070
Total U.S. Department of Education			**-**	**11,070**
U.S. Department of Justice:				
Direct:				
Services for Trafficking Victims	16.320	N/A	9,260	363,362
Total U.S. Department of Justice			**9,260**	**363,362**
Total Expenditures of Federal Awards			**$ 55,709**	**10,478,907**

See accompanying notes to schedule of expenditures of federal awards.

PURPOSE OF THE SCHEDULE

Office of Management and Budget (OMB)'s Uniform Guidance requires a schedule of expenditures of federal awards showing total expenditures for each federal award program as identified in the Assistance Listings in the System for Award Management.

SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity - The accompanying schedule includes all federal award programs of Preble Street and Subsidiary for the fiscal year ended June 30, 2022. The reporting entity is defined in the notes to the consolidated financial statements of Preble Street and Subsidiary.

B. Basis of Presentation - The information in the accompanying schedule of expenditures of federal awards is presented in accordance with the Uniform Guidance.

   1. Pursuant to the Uniform Guidance, federal awards are defined as assistance provided by a federal agency, either directly or indirectly, in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance or direct appropriations.

   2. Major Programs - The Uniform Guidance establishes the level of expenditures or expenses to be used in defining major federal award programs. Major programs for Preble Street and Subsidiary are identified in the summary of auditor's results in the schedule of findings and questioned costs.

C. Basis of Accounting - The information presented in the schedule of expenditures of federal awards is presented on the accrual basis of accounting, which is consistent with the reporting in Preble Street and Subsidiary's consolidated financial statements.

D. Preble Street and Subsidiary has elected not to use the 10-percent de minimis cost rate allowed under the Uniform Guidance.

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued on whether the financial statements audited were prepared in accordance with GAAP:	unmodified
Internal control over financial reporting:	
Material weaknesses identified?	no
Significant deficiencies identified?	none reported
Noncompliance material to financial statements noted?	no

Federal Awards

Internal control over major federal programs:	
Material weaknesses identified?	no
Significant deficiencies identified?	none reported
Type of auditor's report issued on compliance for major federal programs:	qualified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	yes

Identification of major federal program(s) tested:

ALN Number(s)	Name of Federal Program or Cluster
93.268	Immunization Cooperative Agreements – COVID
64.033	VA Supportive Services for Veteran Families Program
64.033	VA Supportive Services for Veteran Families Program - CARES Act

Dollar threshold used to distinguish between Type A and Type B programs:	$750,000
Auditee qualified as low-risk auditee?	yes

Section II - Findings Required to be Reported Under *Government Auditing Standards*

None

Section III - Findings and Questioned Costs for Federal Awards

2022-001: Noncompliance with Reporting Requirements

Criteria:
Preble Street and Subsidiary’s major department agreement carries with it certain periodic reporting requirements that are due 15 days following the close of each month.

Condition:
We noted one instance in which a required monthly or quarterly report for ALN 93.268 was submitted after the required deadline.

Questioned Costs:
None

Context:
With regards to ALN 93.268, the monthly performance report for the month ended May 30, 2022, due to be filed by June 15, 2022, was submitted on June 21, 2022.

Effect:
None

Cause:
Staff turnover and management oversight.

Repeat Finding:
No

Recommendation:
We encourage Preble Street and Subsidiary to continue its efforts to ensure that all contract reports are submitted timely in the future.

Views of responsible officials and planned corrective action:
We are in agreement with the finding. One of the Organization’s subrecipients was late in responding with necessary information, which resulted in the Organization being late in filing. Management is in the process of creating an updated process/system to ensure compliance with this requirement moving forward.

Section IV - Status of Prior Year Audit Findings

None

Preble Street and Subsidiary
55 Portland St.
Portland, ME 04101
207-775-0026

James Dowd, Vice President of Finance
jdowd@preblestreet.org

March 22, 2023

CORRECTIVE ACTION PLAN

FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

2022-001: Noncompliance with Reporting Requirements

Criteria: ’s major department agreement carries with it certain periodic reporting requirements that are due 15 days following the close of each month.

Condition: We noted one instance in which a required monthly or quarterly report for ALN 93.268 was submitted after the required deadline.

Questioned Costs: None

Context: With regards to ALN 93.268, the monthly performance report for the month ended May 30, 2022, due to be filed by June 15, 2022, was submitted on June 21, 2022.

Effect: None

Cause: Staff turnover and management oversight.

Repeat Finding: No

Recommendation: We encourage to continue its efforts to ensure that all contract reports are submitted timely in the future.

Views of responsible officials and planned corrective action: We are in agreement with the finding. One of the Organization’s subrecipients was late in responding with necessary information, which resulted in the Organization being late in filing. Management is in the process of creating an updated process/system to ensure compliance with this requirement moving forward.

SOCIAL SERVICE SUMMARY - *(This is the only page that goes to Council)*

Application Type	☐ Standard Social Service	
Operating Agency	Hope Acts	
Program Name	Asylum Seeker Assistance Program	
Funds Requested	$125,000.00	

Program Summary

Asylum Seeker Assistance Program (ASAP) includes the following: Housing Education, Case Management and Ongoing Support; Basic and Urgent Needs (non-housing clients) – Hope Acts maintains a walk-in service for asylum seekers who need help. These needs fall into two general areas. Increasingly, we navigate immigration-related issues and paperwork. We provide emergency food gift cards, bus passes, cell phone data, and other essential needs; Weekly Work Permit Application Assistance; Asylum Application Resource Center (AARC) at Portland Public Library - Hope Acts piloted a new program in August 2022 at the Portland Public Library to provide technical resources and language access for asylum seekers needing to complete and submit their applications.

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	Providing Decent Affordable Housing
Primary Goal	Address the Needs of the Growing Homeless Population: Prevent and reduce homelessness

Beneficiaries/ Clients Served

Client Description	Hope Acts' clients are new asylum seekers to the US/Greater Portland area.
Number of Clients Served	2,500
Number of LMI Portlanders	2,375
LMI Portland Percentage	95.00%

Units of Service

Type of Unit of Service	Client contacts (phone, video or in person). Note: Homeless clients who are staying in area GA hotels are counted as Portland because they are transient and usually started in Portland.
Number of Units Provided	4,000
Cost per Unit of Service	$129.15

Outcomes

1) Housing clients remain stably housed. 2) Client issues are resolved or progress is made toward a resolution during each meeting and 3) applicants receive positive confirmation that the federal government has accepted clients' asylum and work permit applications. An accepted asylum application usually means the client's work permit "clock" has started. An accepted work permit application means the government found no errors and a work permit will be processed and issued.

Budget

$125,000.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
$516,580.00	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]

Leveraged Funds

ARPA, Maine Dept of Labor, Maine Housing

A. Agency Information

Completed by martha@hopeacts.org on 11/21/2023 10:14 AM

Case Id: 30473
Name: Hope Acts - 2024
Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name
Hope Acts

A.2. Mailing Address
PO Box 7615 Portland, ME 04112

A.3. Federal ID Number
454804770

A.4. Unique Entity Identifier- SAM.GOV
Z1NLEJ7AA915

APPLICATION POINT OF CONTACT

A.5. First Name
Martha

A.6. Last Name
Stein

A.7. Phone
(207) 217-4456

A.8. Email
martha@hopeacts.org

EXCUTIVE DIRECTOR

A.9. First Name
Martha

A.10. Last Name
Stein

A.11. Phone
(207) 217-4456

A.12. Email
martha@hopeacts.org

PROJECT DIERECTOR

A.13. First Name
Martha

A.14. Last Name
Stein

A.15. Phone
(207) 217-4456

A.16. Email
martha@hopeacts.org

FINANCIAL DIRECTOR

A.17. First Name
Martha

A.18. Last Name
Stein

A.19. Phone
(207) 217-4456

A.20. Email
martha@hopeacts.org

B. Project Information

Please provide the following information.

B.1. Program Name
Asylum Seeker Assistance Program

B.2. Primary Address Services Are Delivered
14 Sherman Street Portland, ME 04101

Are there additional service address?
Yes

Enter additional service addresses:

Street Address	City	State	Zip Code
Portland Public Library-5 Monument Sq.	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 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:
Providing Decent Affordable Housing

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.
Hope Acts' clients are new asylum seekers to the US/Greater Portland area. We work with individuals and families, most of whom have just arrived in the U.S. with a small bag of clothes and nothing else. Most of our clients are young adults and parents with young children. Federal law prohibits asylum seekers from seeking employment until after they have received their Employment Authorization Document (EAD) also known as a work permit. Therefore, they depend on systems like General Assistance to meet their basic needs and organizations like Hope Acts that assist in accessing basic needs and navigating the complex asylum and work permit application processes.

B.6.B. How many will be served by the proposed program? (unduplicated -per year)
2,500

B.6.C. How many are low to moderate income residents of Portland?
FY 2024 HUD Low to Moderate Income Guidelines for Portland, Maine
2,375

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.
Client contacts (phone, video or in person). Note: Homeless clients who are staying in area GA hotels are counted as Portland because they are transient and usually started in Portland.

B.7.B. How many units of service will be provided by the program?
4,000

B.7.C. What is the cost per unit of service? (Please calculate this using requested CDBG funds divided by the number of units)
$129.15

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?
24.20%

B.8. **Program Objectives and Outcomes**

B.8.A. Program Objectives
The Asylum Seeker Assistance Program (ASAP) is focused on newly arrived asylum seekers to Portland. Our objectives are 1) to find housing for homeless asylum seekers and support them in maintaining their housing 2) to provide

support, resources, and referrals for asylum seekers struggling to navigate basic needs so they will maintain their housing and can move forward with their lives. 3) Provide resources and support so asylum seekers can successfully submit their asylum applications and work permit applications.

B.8.B. Program Outcomes
1) Housing clients remain stably housed. 2) Client issues are resolved or progress is made toward a resolution during each meeting and 3) applicants receive positive confirmation that the federal government has accepted clients' asylum and work permit applications. An accepted asylum application usually means the client's work permit "clock" has started. An accepted work permit application means the government found no errors and a work permit will be processed and issued.

B.9. Employees
Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	8
How many employees will be employed in this program if it receives CDBG funding?	8
How many employees will be employed in this program if it does not receive CDBG funding?	8

B.10. **Documentation**

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

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

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

C. Narrative

Please provide the following information.

C.1. Program Description
Describe the Program being proposed.
Asylum Seeker Assistance Program (ASAP) includes the following:

Housing Education, Case Management and Ongoing Support– Every person or family that comes to Hope Acts looking for a place to live, meets with our staff for an overall education about the housing process, including the difficulties in finding housing for everyone and the expense. We also review landlord and tenant responsibilities. Almost all our housing placements are through our partnership with the Quality Housing Coalition. Our case manager and language/culturally competent staff and volunteers work intensely with clients during the first several months of tenancy. We ensure the home is furnished and that the client understands how to use the appliances, heat, etc. There is never a time limit on our services; rather, we focus on problem avoidance and resolution and not allowing small issues to turn into a crisis that could lead to eviction. Examples of when asylum seeker housing clients are especially vulnerable include transitioning from general assistance (and other social supports) to independent living once they obtain a work permit, dealing with heating bills, receiving collections notices on medical bills that might be incorrect or not understood, and loss of employment or a reduction in work hours. We have maintained 100% no evictions.
Fulfilling Basic and Urgent Needs (non-housing clients) – Hope Acts maintains a walk-in service for asylum seekers who need help. These needs fall into two general areas. Increasingly, we navigate immigration-related issues and paperwork. The asylum-seeking process is cumbersome, and many of the Federal Systems are extremely complex. All paper, electronic, and phone communications from the Federal government are in English, presenting an additional challenge for most of our clients. Some of the most common work in our office is providing language interpretation, calling various immigration hotlines, and assisting asylum seekers with updating their addresses in federal systems. Keeping up to date on immigration-related matters is critical to asylum seekers' ability to move forward with their case and for them to be able to obtain a work permit without delay.
The second area for walk-in clients is meeting basic needs. We provide emergency food gift cards, bus passes, cell phone data, and other essential needs. Often clients will bring us their mail because they do not understand what is being asked of them or they have no way to pay for or otherwise access services. Examples include medical bills, and DHHS letters that might require additional information or deny the client a certain benefit.
Hope Acts regularly receives referrals from the City of Portland, public schools, our congressional delegation, partner nonprofits, and community members mentoring asylum seekers.
Weekly Work Permit Application Assistance - Federal law requires asylum seekers to wait at least 150 days after submitting their asylum application to apply for a work permit. There are many reasons why a work permit clock might "stop." A stopped clock means the Federal immigration system has flagged the applicant's case and the person is not allowed to apply for a work permit. Our staff screen clients for clock-related issues so they can successfully submit a work permit application. The application can be confusing to non-English speakers. Many clients cannot access computers or money to pay for printing, certified mail, and passport photos. Asylum seekers want and need to work. Hope Acts will work with clients to complete over 1,000 work permits in 2023.
In early 2023, Hope Acts partnered with the Maine Department of Labor/Maine Career Centers. We moved our work

permit clinic to the Portland Public Library to co-locate with Career Center staff. This new partnership allows work permit applicants to meet with career center staff to work on a resume, conduct a job search, learn about additional training and education, etc. This partnership aims to connect new workers (asylum seekers with work permits) to the needs of Maine's employers.

Asylum Application Resource Center (AARC) at Portland Public Library - Hope Acts piloted a new program in August 2022 at the Portland Public Library to provide technical resources and language access for asylum seekers needing to complete and submit their applications. The asylum application is arguably the most important document submitted to the U.S. government as it is the basis of the applicant's argument for why they should be granted asylum. We started this program because of an extreme shortage of immigration legal resources. In 2023 we completely revamped AARC with a volunteer attorney overseeing the legal aspects of this program. We expect to complete at least 250 asylum applications each year. Without a successfully submitted asylum application, many asylum seekers are denied access to housing and food benefits, and they cannot apply for a work permit.

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.

Thousands of asylum seekers have arrived in Portland over the last few years, almost all of whom do not have the means to support themselves. These individuals and families have filled Portland's shelters and hotels around the city. The high number of people arriving, a broken Federal immigration system, the affordable housing crisis, and high inflation have created an ongoing emergency in the community.

Hope Acts, along with numerous nonprofit agencies, local schools, and health care providers, have been collaborating to meet the growing needs of the new asylum seeker community. In addition to serving these newcomers, Hope Acts works with families and individuals who arrived here in the last three years, many of whom are barely getting by. We spend significant time with clients who are working, but with rising rent, utility, and food bills, they are at risk of returning to homelessness.

In the past 12 months, Hope Acts staff conducted over 5,000 client meetings. It is not unusual for our staff to arrive at our office in the morning and have a line of people waiting at the door. The AARC clinic is booked 2 months out and the work permit clinic is booked one month out. Additional data from October 1, 2022 – September 30, 2023 :

Housing Aplicants - 779 households (1,846 People - 1,138 Adults & 708 Children) received housing education and they applied for housing with us. Demand far outweighs the supply of housing, but we were able to provide housing with support services for over 250 people.

The vast majority of walk-in clients needed help with issues related to their immigration case or related to maintaining their housing.

Additional information regarding the asylum seeker crisis in Portland:

https://www.wmtw.com/article/portland-prepares-to-open-a-new-shelter-just-for-asylum-seekers/45576984#

https://www.pressherald.com/2023/05/26/asylum-seekers-immigration-what-can-maine-do/

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

Hope Acts exists for the very purpose of supporting asylum seekers until they can live independently. The community impact is to both the asylum-seeking population and the Portland social service community.

Hope Acts has been a trusted resource for asylum seekers for 10 years. Our building, Hope House, is both a home for asylum seekers (transitional housing program – not in the scope of this application) and a place where any asylum seeker is welcome to come for help. Most of our clients learn about us informally (word-of-mouth), but a significant

number of referrals come from Portland's singles and family shelters, the resettlement program, and the General Assistance office.
As the community needs grow, Hope Acts is an essential partner in providing a wide array of services focused on reducing homelessness, ensuring housing stability, addressing immigration-related services, and offering resources so asylum seekers can move forward with their lives and transition from dependence to self-sufficiency.

Program Objectives: The Asylum Seeker Assistance Program (ASAP) is focused on newly arrived asylum seekers in Portland. Our objectives are to 1) find housing for homeless asylum seekers and support them in maintaining their housing; 2) provide support, resources, and referrals for asylum seekers struggling to navigate basic needs so they will maintain their housing and be able to move forward with their lives; and 3) provide resources and support so asylum seekers can successfully submit their asylum applications and work permit applications.
Program Outcomes: 1) Housing clients remain stably housed (no client-caused evictions); 2) client issues are resolved or progress is made toward a resolution during each meeting; and 3) applicants receive positive confirmation that the federal government has accepted their asylum and work permit applications. An accepted asylum application usually means the client's work permit "clock" has started. An accepted work permit application means the government found no errors, and the work permit will be processed and issued.
All client interactions are recorded in our Salesforce Client Management System. We use this system to track individuals' progress and maintain data on each component of the program.

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**

4. Address the needs of the growing homeless population - prevent and reduce homelessness: Our Asylum Seeker Assistance Program exists to support new asylum seekers. Over the last few years, we have seen an increase in both the number of clients and the number of clients who are homeless. The complex laws and rules related to asylum are confusing, and all documents and communication from the Federal government are in English. Many of our clients speak little to no English, so they need quite a bit of assistance understanding their immigration paperwork and case status.

For clients we have housed, Hope Acts provides ongoing case management. Because of our deep support, 100% of our housing clients have remained housed over the past year. We continue to work with Quality Housing Coalition/Project Home to find safe and affordable housing. While the need for housing far outstrips supply, we remain diligent in not only looking for housing but also keeping recently housed clients from returning to homelessness. With nearly ten years of experience providing transitional housing for asylum seekers in our apartment building Hope House, Hope Acts has first-hand knowledge of the needs of newly housed asylum seekers. As a landlord, we know how to create an environment and structure services to keep people successfully housed.

Hope Acts is one of the only agencies that provides support services for adult asylum seekers. Adult asylum seekers, except for pregnant women and new mothers, do not qualify for MaineCare, so many behavioral health providers - even those dedicated to helping immigrants - cannot accept adult asylum seekers as clients. Additionally, we are among the few agencies offering walk-in services for asylum seekers.

Hope Acts staff is skilled at navigating Maine and Federal social service support, and we work with clients to obtain services and resolve issues when they are denied or when a benefit abruptly ends. We are also knowledgeable about the challenging asylum and work permit application processes and have successfully helped thousands of people understand their status and the steps they need to take to move forward.

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.**

As described in the previous question, all components of Hope Acts' Asylum Seeker Assistance Program (ASAP) are focused on High Priority activities – housing and housing services. Most of our housing clients come from homelessness and most ASAP services address basic needs. Although not specifically listed by the city, the asylum and work permit application programs are aimed at a dependent and largely homeless population. By successfully submitting an asylum application followed by a work permit application, an asylum seeker is able to move from homelessness/financial dependence to independence.

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 – Hope Acts' program expansion is consistent with Portland's need to address the growing homeless population. All of our ASAP services are free, low-barrier, and open to any asylum seeker needing to find or maintain housing and navigate basic needs.
   2. Diversity and Inclusiveness – Hope Acts' clients are asylum seekers, almost all of whom are Black/African. We have noticed more Central Americans coming to Hope Acts for assistance, but it is a very small number. We are happy to serve any asylum seekers from any country or background. Seven of our eleven staff members are African immigrants; in addition to having lived experiences similar to our clients, these staff members also speak the primary languages of most of the clients we serve. We have subcontracted with several immigrants over the last year to supplement our staff. Over half of our Board of Directors identify as BIPOC and/or immigrants. Board and staff previously attended multicultural communication workshops and we strive to be an organization that models inclusivity in all interactions.
   3. Priority to Lower Incomes – As previously stated, virtually all of our clients fall within the low-income threshold. Most are on General Assistance. Many are homeless. While some of the asylum seekers we work with might be in a first job, they fall within the category of low-income. Skyrocketing rents, cost of food and utilities, etc, have had a tremendous impact on the population we serve.
   4. Leveraged funding – In addition to CDBG, we have the following grants secured for the ASAP program: ARPA/City of Portland, Maine Department of Labor, and Maine Housing. We intend to apply for additional grants for this time period and to increase fundraising from individuals.

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.

Hope Acts works with a network of other nonprofit organizations, the City of Portland, local schools, and health care providers. Our most significant partnerships are with the Quality Housing Coalition (QHC)/Project Home, the Portland Public Library, the Maine Department of Labor/Career Center, and the Maine Immigrants' Rights Coalition (MIRC). While our services are complementary, we do not duplicate services—we look to leverage each other's expertise and our combined resources to meet client needs.
The Quality Housing Coalition (QHC) Project HOME program works to create housing opportunities for all Mainers by pairing landlord and nonprofit partners to work together to provide housing and by providing housing support services. Our partnership with QHC is extensive. We share an employee who works with landlords to secure housing and then matches Hope Acts' clients to suitable housing. Hope Acts is currently supporting approximately 100 households through this partnership. We also collaborate and share technology and resources to most effectively serve our clients. Hope Acts has committed significant time and resources to this partnership. We know that obtaining an apartment is just the first step in remaining successfully housed. We have grown our case management/client support staff and volunteer base to ensure that housing clients and their landlords can rely on us if/when any issues occur that might jeopardize the tenancy. Thanks to this strong relationship and our commitment to deep case

management, 100% of Hope Acts' Project Home clients remain securely housed.
MIRC is a collaboration of nearly 100 member organizations. Prior to starting a new program or expanding a service, we reach out to community partners to see if anyone else has the capacity, interest in a partnership, or other ideas to meet the need. Our new Asylum Assistance Resource Center (AARC) was developed after multiple meetings with partners, outreach to potential partners, and conversations with the immigrant legal community. MIRC and the Portland Public Library stepped forward as collaborators.
The Portland Public Library welcomed Hope Acts and our clients to use their meeting space beginning in mid-2022. Hope Acts now offers programs at the library three days each week – the work permit clinic on Tuesdays and the Asylum Application Resource Center (AARC) on Thursdays and Fridays. While we needed office and meeting space, the PPL/Hope Acts partnership has grown to include the Department of Labor/Career Center and ongoing collaboration to identify ways we can collectively better serve the immigrant community. PPL staff report significant increases in immigrants accessing library services throughout the week since the start of Hope Acts programming. The new PPL Executive Director, Sarah Moore, shared that the Hope Acts/PPL partnership positively influenced her decision to move from the Midwest and accept the leadership position at PPL. PPL's generous partnership provides the means for Hope Acts to run programs simultaneously; When some of our staff and volunteers are at the library assisting with work permits and asylum applications, other staff are at Hope House focusing on housing and other urgent needs.
Hope Acts and MIRC regularly collaborate to meet the urgent needs of asylum seekers. We have worked together to provision and distribute emergency food gift cards, cell phone support, and bus tickets. We regularly work together to advocate for solutions to homelessness and immigration reform. Hope Acts is often the first agency to notice a new issue impacting asylum seekers because of changes to the Federal Immigration system. We are able to bring issues to MIRC for discussion and problem-solving with immigration attorneys and Maine's congressional delegation.

Maine Department of Labor/Career Center – Beginning in early 2023, Hope Acts and the Maine DOL/Career Center entered a partnership to provide Career Center services to asylum seekers entering Maine's workforce by col-locating Career Center and Hope Acts staff at our work permit clinic. Every Hope Acts work permit client can meet with Career Center staff while they are waiting for their work permit appointment or they can make an appointment for a future date. Diane Uwera, the lead Career Center staff member at our clinic, is a multi-lingual immigrant who understands the barriers faced by our clients. Thanks to this partnership, we can connect new workers to the needs of Maine employers. With this close partnership, Hope Acts staff refer walk-in clients to Diane and the Career Center throughout the week.
Other valued partners in our work include the City of Portland (General Assistance and Shelters), Portland schools, Cultivating Community, and many other immigrant-serving nonprofit organizations.

C.8. Readiness to Proceed

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

Hope Acts has been working with homeless and very low-income asylum seekers for over ten years. We have more than doubled the size of the organization since 2021 to address the unmet needs of new asylum seekers.
Over half of our staff are members of the immigrant community with lived experiences similar to the clients we serve; in fact, several staff members we first met as clients. We also have many community volunteers providing services in all our programs, allowing Hope Acts to serve more clients than we could with just our small staff.
In 2021 and 2022, Hope Acts invested significant resources in a customized client management system (Salesforce) that allows us to better manage and report on our work. We can now better serve our clients and provide detailed demographic information to funders.
CDBG funds will allow us to maintain all aspects of the Asylum Seeker Assistance Program and continue to serve a high volume of clients.

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.

Hope Acts has been providing transitional housing and year-round services for asylum seekers for nearly 10 years. Over 100 asylum seekers have lived in our building, Hope House, and thousands of others have sought assistance from us.

The Asylum Seeker Assistance Program (ASAP) was launched in 2018 with a focus solely on social services. Our social services work is bolstered by our partnership with the University of Southern Maine School of Social work. Since 2018, two master's level Social work students intern at Hope Acts for the academic year. The interns are supervised by USM Social Work staff or a credentialed Social Worker in the community. In 2019 we added the Work Permit Clinic. Hope Acts continued to offer programming throughout the pandemic because we felt a deep sense of responsibility to the asylum seekers who live in our building and to the immigrant population that was so severely impacted by COVID. With the return of many volunteers in 2021, we continued to add capacity to serve an increasing number of clients and the complexity of issues they face. In August 2022 we launched the Asylum Application Resource Center (AARC) at Portland Public Library. Betsy Mahoney, a local attorney, provides legal oversight of AARC.

Hope Acts' strong partnerships with other nonprofits and the City of Portland, and our ability to attract and retain staff and volunteers, puts us in a strong position to continue delivering much-needed services to asylum seekers. Our staff has deep experience working with immigrants and in program development and execution. Key staff for the Asylum Seeker Assistance Program (ASAP):

Martha Stein – Executive Director

Martha served on the Board of Hope Acts for 18 months before taking over the organization's leadership in January 2018. She previously worked for Tedford Housing in Brunswick and for a variety of other non-profits in the past 15 years. Hope Acts has grown from a 2 person staff to a staff of 11 under her leadership.

Alice Kabore – Program Director

Alice oversees Hope Acts' Asylum Seeker Assistance Program, including Project HOME, the Asylum Application Resource Center, the Work Permit Program, and direct service for clients at Hope House. Before joining Hope Acts in 2023, she was the Multicultural and Multilingual Coordinator for the South Portland School Department, where she collaborated with staff, families, and the community to build stronger connections and achieve equitable educational access for families whose primary language is other than English. Alice was one of Hope Acts' early clients (she lived at Hope House in 2016 when she first arrived in Maine).

Rod Mahoua – Housing Manager for Hope Acts and Housing Director for Quality Housing Coalition/Project Home

Rod is originally from the Republic of Congo. He volunteered at Hope House in 2018 and joined Hope House in March 2021. He speaks English, French, and Lingala. Rod has a Diploma in International Trade and Transport and experience in the Logistics & Relocation industry. Rod also works as Housing Director for our partner organization, Quality Housing Coalition (QHC)/Project HOME, managing relationships with area landlords.

Samuel Rucogoza - Case Manager. As Project Home Case Manager, Samuel works with our partners at the Quality Housing Coalition to find housing and support newly housed individuals and families.. Previously he worked for an organization supporting people with developmental disabilities. Samuel holds a Management Degree from the Kigali Independent University (ULK) in Rwanda.

Most staff members working in ASAP are multi-lingual members of the immigrant community. Our Systems/Admin staff member (new in 2023) has over 15 years of experience in data analytics and administration.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

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

Hope Acts needs this funding to maintain staffing to meet the needs of the growing number of asylum seekers in Portland and the complexity of their needs. If we do not receive CDBG funds or sufficient funds from other sources, Hope Acts will likely need to make a difficult decision to reduce services in one or more areas. Hope Acts is the only organization in southern Maine running an asylum application and work permit clinic every week. Our housing support and other case management services are all geared toward moving people from homelessness to self-sufficiency or to helping asylum seekers maintain their housing.

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 following grant funds for the ASAP program are secured: City of Portland/ARPA funds: $100,000; Maine Department of Labor $130,000, Maine Housing, $50,000. We expect to be granted a new 3 year grant from the Clowes Fund for $90,000 ($30,000 per year) - pending and $15,000 - $20,000 from the Sam L. Cohen Foundation - pending. We have had a preliminary discussion with MIRC and submitted a grant appliction for $40,500 for direct client expenses such as foold gift cards, cleaning supplies and language interpreter support. In-kind donations include meeting space - Portland Public Library, Legal Services - Attorney Betsy Mahoney and services of numerous volunteers throughout all of our programs.

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.

We request that CDBG fund a portion of our staff members who provide direct services to clients through the ASAP program and a small portion of management/systems staff who support ASAP. Our program is labor-intensive, so the majority of costs are staff-related. The ASAP program includes a lot of computer work and printing/related expenses. We also allocated a portion of our insurance-related expenses to this CDBG. Finally, ASAP operates out of our building, Hope House, five days a week. We have built in a monthly chargeback to the ASAP program that covers the use of space.

ASAP is partially funded by ARPA, the Maine Dept. of Labor, and Maine Housing. These grants cover a portion of staff time and largely cover direct client expenses. But, because we do not have confirmation yet from other funders, we have listed most payroll and related costs as pending in the budget chart. Contracted services include bookkeeping/accounting and language interpretation. Existing grants cover language interpretation, and some of the other contracted services are also included. Other contracted services will be covered by new grants and individual donations.

Hope Acts operates on a calendar budget. The ARPA, Maine DOL, and Maine Housing grants are 2-year grants, so those are secured. We have been in conversation with the Clowes Fund (general operating), Sam L. Cohen Foundation (general operating) and MIRC (direct client expenses). All are long-time funders, and all conversations were positive. But, because the funds are not formally secured yet, they are still listed as pending. All other expenses will be covered by future grants (TBD), individual donations, and Hope Acts reserves.

D. Program Budget Detail

Completed by martha@hopeacts.org on 11/20/2023 1:23 PM

Case Id: 30473
Name: Hope Acts - 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.
$125,000.00

D.2. Total Program Budget
$516,580.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
payroll-salary & benefits	$389,128.00	$110,000.00	$289,128.00	see narrative	Pending
contracted services	$37,800.00	$0.00	$37,800.00	see narrative	Pending
direct client expenses	$50,000.00	$0.00	$50,000.00	multiple/see narrative	Pending
insurance, supplies & equipment	$24,962.00	$10,000.00	$4,962.00	see narrative	Pending
office space - Hope House	$14,690.00	$5,000.00	$9,690.00	Hope Acts	Committed
	$516,580.00	$125,000.00	$391,580.00		

E. Required Documents

Completed by martha@hopeacts.org on 11/20/2023 1:31 PM

Case Id: 30473
Name: Hope Acts - 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**

Hope Acts Staff - November 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.

Hope Acts Bylaws REV 8_22_23.docx

☑ **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.

CDBG Authorization Letter 2024.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**

Board of Directors with contact information.xlsx - Sheet1.pdf

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

Letters of Support Hope Acts CDBG 2024-25.pdf

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

***No files uploaded*

☑ **Most Recent Agency Operating Budget** ***Required**

Hope Acts Budget 2023.pdf

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

Hope Acts - 2022 - Public Disclosure Copy.PDF

☑ **Project Timeline** ***Required**

Hope Acts CDBG timeline statement 2024-25.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**

501 c3 letter single page.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 martha@hopeacts.org on 11/21/2023 10:51 AM

Case Id: 30473
Name: Hope Acts - 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
Martha Stein
Electronically signed by martha@hopeacts.org on 11/21/2023 10:50 AM

Title
Executive Director

Bylaws of
Hope Acts
Version Date: August 22, 2023

ARTICLE I
Name, Purposes, and Location

The name of this Corporation shall be “Hope Acts” (hereinafter the “Corporation”). The Corporation’s initial principal place of business shall be Portland, Maine. The Corporation is organized as a public benefit corporation under the Maine Nonprofit Corporation Act, Title 13-B M.R.S., as amended, and shall carry on business and operate anywhere within the State of Maine or in any state where it has a legal authority to carry on business and operate.

The Corporation is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, including the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Code. The specific purposes to be promoted or carried out by the Corporation, are as follows:

Hope Acts offers asylum seekers access to housing and basic needs, assistance in navigating complex immigration processes, and resources for learning English to help them successfully transition to a new life in Maine.

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

The foregoing enumeration of specific purposes and activities shall not be deemed to be exclusive, and in general the Corporation shall have the power to do all things incidental, necessary or convenient to the carrying out of its general aims and as permitted by the laws of the State of Maine as amended from time to time and Section 501(c)(3) of the Internal Revenue Code, as amended.

ARTICLE II
Officers and Directors

Section 1 **General Powers.** The property, affairs and activities of the Corporation shall be managed by a Board of Directors. The Board of Directors shall have and may exercise all the powers allowed to nonprofit corporations under the laws of the State of Maine except as may otherwise be limited by the provisions of these Bylaws and the Articles of Incorporation.

Section 2 **Composition.** The Board of Directors shall consist of a minimum of three (3) and a maximum of twenty-one (21) members and shall include the Officers.

Section 3 **Election of Directors.** The Board of Directors shall be elected by Directors at the Annual Meeting or any regular meeting of the Directors and each Director shall serve for a term of three years (such term to end at the third next Annual Meeting after said Director's election) or until his or her successor is elected. However, at the organizational meeting of the Corporation the initial Board of Directors shall be appointed by the Incorporators to staggered terms so that one third (1/3) of the Directors shall serve for a term of the three (3) years, one third (1/3) of the Directors shall serve for a term of two (2) years, and one third (1/3) of the Directors shall serve for a term of one (1) year. These initial terms shall begin on the date of the organizational meeting and shall end on the date of the Annual Meeting in the year in which the term expires. At each Annual Meeting thereafter the Directors shall elect successor Directors for a term of three (3) years.

Section 4 **Vacancies.** Vacancies in the Board of Directors or in any of the officer positions due to a resignation, removal or death of a Director may be filled at any time by a majority vote of the existing Board, and the Director elected to fill a vacancy shall serve for the period remaining in the former Director's term.

Section 5 **Resignations.** Any Director may resign at any time by giving written notice to the President, or if the President wishes to resign, to the Secretary. Such resignations shall take effect at the time specified therein, and, unless required by the terms thereof, the acceptance of such resignation shall not be necessary to make it effective.

Section 6 **Removal.** A Director or Officer may be removed if s/he has committed or engaged in any act or omission or practice which, in the sole discretion of the Board of Directors, has been or would be detrimental to the best interests of the Corporation. Said removal shall occur at any meeting of the Board of Directors, and upon a two-thirds (2/3) vote of those disinterested Directors present in person. The Director or Officer considered for removal shall be given at least five days written notice of the proposed removal, as well as an opportunity to be present and to be heard at said meeting. Each member of the Board of Directors is expected to regularly attend scheduled meetings; failure to attend meetings may constitute cause for removal. Notwithstanding the foregoing, a Director shall be automatically removed if s/he is or has been adjudged mentally incompetent.

Section 7 **Board of Directors Meetings.**

7.1 The Board of Directors shall meet a minimum of four (4) times per year, including one Annual Meeting of the Directors.

7.2 Directors may participate in a meeting of the Board of Directors by means of conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other, and such participation in a meeting pursuant to this subsection shall constitute the presence in person at such meeting.

7.3 Notice of all meetings of the Board of Directors shall be sent at least fifteen (15) days previously thereto (except for Special Meetings, in which case at least five (5) days previously thereto) by written notice delivered by first class mail, fax, personal delivery, or electronic mail. Any Director may waive notice of any meeting. The attendance of a Director at any 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. The business to be transacted at the meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by law or these Bylaws.

7.4 A majority of the Directors shall constitute a quorum for the transaction of business, but the Directors present in person at any meeting may adjourn such meeting from time to time until such quorum is present.

7.5 Unless provided otherwise in these Bylaws or by law, a majority of the votes entitled to be cast on a matter to be voted upon by the Directors present in person at a meeting at which a quorum is present shall be necessary for the adoption thereof. There shall be no proxy voting.

7.6 At any meeting of the Board of Directors, the Chair may enter the meeting into Executive Session. In Executive Session, only Directors and, at the discretion of the Chair, certain employees, shall be present. Executive Session may be called for discussion of sensitive or confidential issues such as but not limited to personnel, legal matters, or transaction negotiations. Any decisions made in Executive Session shall, without violation of confidentiality and as appropriate, be recorded in the general minutes of the meeting. The Secretary or his/her designee may keep notes of the Executive Session, but such notes shall be separate from the minutes and shall be treated as confidential by the participants in the Executive Session.

7.7 Meetings of the Board of the Directors shall not be open to the public, although the Board may choose, in its sole discretion, to invite guests to all or portions of such meetings. Minutes of meetings shall not be available to the public, although the Board may choose, in its sole discretion, to share all or portions of minutes with specific third parties or with the public.

7.8 Meetings of the Board of Directors shall be conducted in accordance with the Rules for Meetings, attached hereto and incorporated herein as Exhibit A.

Section 8 **Special Meetings of the Board of Directors.** Special Meetings of the Board of Directors shall be held at the call of the President or at the call of the Secretary upon the written request of at least one-third of the Board of Directors. The person or persons calling the Special Meeting shall fix the date, time and place thereof, although such date, time and place shall be reasonable and convenient for the other Directors.

Section 9 **Board or Committee Action Without a Meeting.** Any action which might be taken at a meeting of the Board of Directors or of a committee may also be taken without a meeting if (a) all Directors or committee members are notified in writing of the proposed action, (b) three quarters (75%) of the total number of Directors or of the committee members send written consents to the action taken or to be taken, at any time before or after the intended effective date of such action, and (c) the Secretary, committee chair, or his/her designee, receives no written objection to such action from a Director or committee member within forty-eight (48) hours of the notification to the Directors and committee members. Such notifications, consents, and objections shall be filed with the minutes of next Directors' meeting or committee meeting, and shall have the same effect as a regular meeting vote. For the purposes of this section, notifications, consents, and objections may be communicated by regular mail, personal delivery, fax, or electronic mail.

Section 10 **Officers.** The Officers of the Corporation shall be a President, a Vice President, a Secretary, and a Treasurer, all of whom shall be elected by the Board of Directors to serve for two-year terms beginning and ending on the date of the Annual Meeting of the Directors. However, the initial Officers shall be elected at the organizational meeting of the Corporation and the initial terms shall begin as of the date of the organizational meeting and end on the date of the next Annual Meeting.

a) The President shall preside at all meetings of the Board of Directors and shall exercise general supervision over the management of the property and affairs of the Corporation. The President shall do and perform such other duties from time to time as may be assigned by the Board of Directors. If there is no Executive Director, then the President shall be the Chief Executive Officer of the Corporation.

b) The Vice President, in the absence or inability to act of the President, shall exercise the powers and perform the duties of the President. The Vice President shall also generally assist the President and shall have such other powers and perform such other duties as may from time to time be designated by the President or by the Board of Directors.

c) The Treasurer or such other persons (including the Executive Director, Business Manager, or other Officers or employees of the Corporation) as may be designated by the Board of Directors, shall act under the supervision of the Board and shall have charge and custody of, and be responsible for, all the funds of the Corporation and shall keep or cause to be kept, and shall be responsible for the keeping of, accurate and adequate records of the assets, liabilities and transactions and membership contributions of the Corporation. He or she shall deposit, or cause to be deposited, all monies and other valuable effects of the Corporation in the name of and to the credit of the Corporation in such banks, trust companies, or other depositories as may be designated from time to time by the Board of Directors. He or she shall disburse, or cause to be disbursed, the funds of the Corporation based upon proper vouchers of such disbursement. In general, he or she shall perform all the duties incident to the office of Treasurer and such other duties as may from time to time be assigned to him or her by the President or the Board.

d) The Secretary, shall keep, or cause to be kept, the minutes of all meetings of the Board in one or more books provided for that purpose and shall see that the minutes of meetings of the Board are distributed promptly to all members of the Board of Directors. He or she shall see that all notices are duly given in accordance with these bylaws and as required by law. He or she shall have charge of all of the books, records, and papers of the Corporation relating to its organization as a corporation and shall see that all reports, statements, and other documents required by law are properly kept or filed, except to the extent that the same are to be kept or filed by the Treasurer. In general, he or she shall perform or cause to be performed all duties incident to the office of the Secretary and such other duties as may from time to time be assigned to him or her by the President or the Board of Directors.

ARTICLE III
Committees

Section 1 **Executive Committee.** Those Directors who are Officers are designated as and shall constitute the Executive Committee of the Board of Directors. The Executive Committee may exercise all of the powers of the Board of Directors in the interim between Board of Directors' meetings except to: (a) amend or repeal the Articles of Incorporation or these Bylaws, or adopt new Bylaws; (b) approve any merger, consolidation, sale or lease of substantially all of the assets of the Corporation, dissolution, or distribution of assets; (c) elect Officers, Directors and Executive Committee members; (d) adopt the Corporation's budget; (e) fix compensation of any Directors or Officers for serving on the Board or any committee; and (f) amend, repeal, or act contrary to any resolution or direction of the Board of Directors. The Executive Committee shall submit reports to the Board of Directors on any actions taken. Any member of the Executive Committee may call meetings of the Committee. Seven days written notice as to the time and place of meetings shall be given to each officer. Any officer may waive written notice of meetings in which case verbal notice shall suffice. A majority of the members of the Executive Committee present in person shall constitute a quorum permitting the transaction of business at such meetings. In the absence of a quorum, a meeting may adjourn until a quorum can be present.

Section 2 **Committees.** The Board of Directors may, from time to time and for terms as they may see fit, establish committees other than the Executive Committee, as necessary for the smooth functioning of the Corporation. The President shall appoint committee members from among the members of the Board of Director, supporters of the Corporation and members of the community. Such committees shall be chaired by a Director of the Corporation. The chair of such committee shall fill any vacancies in committees. A majority of the members of such committee present in person shall constitute a quorum for the transaction of business, and the vote of a majority of all the members of the committee shall be the act of the committee. Committee meetings shall be conducted in accordance with the Rules for Meetings (Exhibit A).

ARTICLE IV
No Members

The Corporation shall have no members. Notwithstanding the foregoing, the Corporation may from time to time refer to financial supporters as "members," but such individuals or entities shall not be formal members within the meaning of the Maine Nonprofit Corporation Act and shall have no membership rights under said Act.

ARTICLE V
Financial Affairs

Section 1 **Fiscal Year.** The fiscal year of the Corporation shall commence on the first day of January and end on the thirty first day of December of each year.

Section 2. **Internal Controls**. The Board of Directors shall ensure that customary financial internal controls are established and followed. The funds of the Corporation shall be deposited in one or more banks or other investment institutions as designated by the Board of Directors. All checks, drafts or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer(s) or agent(s) of the Corporation and in such manner as shall from time to time be determined by a resolution of the Board of Directors.

Section 3 **Execution of Documents.** All contractual documents to be executed by the Corporation including deeds, mortgages, leases, promissory notes or other instruments, except checks, shall be executed by the President, Treasurer or the Executive Director on behalf of the Corporation, or as stated by specific resolution of the Board of Directors.

Section 4 **Loans.** No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances. In accordance with 13-B M.R.S. §712, in no event shall a loan be issued to a director or officer of the Corporation.

Section 5. **Budget.** The Board of Directors shall periodically (at least bi-annually) approve a budget. Any material expenditures beyond the scope of the approved budget shall require the approval of the Board of Directors.

Section 6. **Compensation.** The Board of Directors shall be responsible for setting compensation levels and for determining that any compensation amounts paid to employees or contractors are "reasonable" for the purposes of Internal Revenue Code Section 4958 and accompanying regulations.

ARTICLE VI
Executive Director and Other Employees

The Board of Directors shall determine the staffing needs of the Corporation, and may select, evaluate, and supervise an Executive Director. If an Executive Director is hired or appointed, that person shall be the Chief Executive Officer of the Corporation. The Executive Director shall be in charge of and shall exercise general management of the business of the Corporation with such powers and functions as the Board of Directors may direct. The Executive Director shall act as technical advisor to the Board and its committees and shall attend Board meetings but shall not be a Director and shall have no vote. The Executive Director shall be responsible for hiring, terminating, and determining the terms and duties of all other employees and consultants, in consultation with the Board of Directors.

ARTICLE VII
Liability Protection and Indemnification

The Corporation shall have the power to indemnify and, without formal action by the Directors or other persons, shall indemnify any Officer or Director, in respect of any and all matters or actions for which indemnification is permitted by the laws of the State of Maine, including, without limitation, liability for expenses incurred in any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative. Indemnification under the preceding sentence with respect to persons other than Officers and Directors, such as employees, agents, or other persons acting for or on behalf of the Corporation may be made only upon the affirmative vote of the Board of Directors in specific instances. The Corporation may purchase and maintain insurance on behalf of any person who is or was a Director, Officer, employee, or agent of the Corporation, or who is or was serving at the request of the Corporation as Director, Officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against any liability asserted against such person and incurred by such person in any of the above-stated capacities, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify such person.

ARTICLE VIII
Prohibition Against Private Inurement and Private Benefit

No part of the net earnings of the Corporation shall inure to the benefit of any Director or Officer of the Corporation, or any private individual, excepting solely such reasonable compensation that the Corporation shall pay for services actually rendered to the Corporation, or allowed by the Corporation as a reasonable allowance for authorized expenditures incurred on behalf of the Corporation, and no Director or Officer of the Corporation, and no private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Corporation (except that a Director or Officer may receive property of the Corporation in exchange for fair market value compensation to the Corporation).

These Bylaws shall not prohibit the reimbursement of incidental expenses necessarily incurred in the business of the Corporation by any Director duly authorized and also shall not prohibit the employment of persons, including Directors and Officers, to perform duties for the Corporation and receive compensation therefor, upon proper authorization of the Board of Directors.

ARTICLE IX
Dissolution

The Corporation is intended to exist in perpetuity, but in the event of dissolution of the Corporation or the termination of its activities, the assets of the Corporation remaining after the payment of all its liabilities shall be distributed exclusively to one or more organizations organized and operated exclusively for such purposes as shall then qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended and as a charitable, religious, eleemosynary, benevolent or educational **c**orporation within the meaning of Title 13-B, of the Maine Revised Statutes as amended, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE X
Amendments

These Bylaws may be amended by a two-thirds (2/3) affirmative vote of the Directors present in person at any Regular or Special Meeting of the Board of Directors, provided that the subject matter of any such proposed amendment shall have been provided to each Director at least ten (10) days prior to said meeting.

CERTIFICATION

I, the undersigned, do hereby certify that the above and foregoing bylaws were duly adopted on ____________ by Hope Acts at a regular meeting of the Board of Directors held on due notice and in compliance with its Articles of Incorporation at which time a quorum was present.

__________________________ Date: _____________________

__________________________ (Print Name) Secretary

Exhibit A to Bylaws
Guidelines for Meetings
Hope Acts

Rule 1: Use of Rules

(a) These Rules for Meetings (the "Rules") are to be used as the regular meeting method for the Board of Directors and committees, teams, or task forces and other decision-making groups of Hope Acts (the "Corporation"). The Rules are subordinate to (1) the Corporation's bylaws, (2) the Articles of Incorporation and any applicable Restated Articles of Incorporation or Amended Articles of Incorporation, and (3) current state and federal laws for nonprofit public benefit corporations.

(b) These Rules may be further modified by a two-thirds majority of the Board of Directors. This voting threshold does not prevent striving for consensus.

(c) In the case of committees, teams, task forces, or other decision-making groups, the role of President will be assumed by the Chair of the group, and any reference to Directors shall be read as a reference to the members of the group.

Rule 2: Meeting Roles

(a) The President (or Chair, where applicable) of the Board or a Director that she or he appoints, will preside at the meeting. The President is responsible for conducting a focused and fair meeting, and may appoint a Facilitator to assist with this role. The President will make final decisions regarding the meeting content and Agenda after gathering input.

(b) The Secretary, or a person designated by the Secretary, shall be the Minutes Taker.

(c) The President will appoint a Timekeeper. The Timekeeper will keep the President and the group aware of time. If the group has agreed upon a specified time limit for any individual to speak, the Timekeeper will give the speaker a one-minute warning. At the end of the time, the speaker will be asked to stop. This person cannot speak again until all the other Directors have had an opportunity to speak.

(d) All participants in meetings are expected to conduct themselves courteously. Courtesy is demonstrated by, among other practices, active listening, waiting until others are finished before speaking, and being punctual. Whenever possible, Directors who cannot attend a meeting are expected to communicate their absence in advance to the President.

Rule 3: Agenda

(a) The President, with suggestions from the other Directors, will draft an Agenda. It will include the meeting purpose (if other than a regular meeting), and the meeting outcomes or intended results. The Agenda will focus on accomplishing the current major strategies or goals of the Corporation.

(b) The Agenda will state expected start and end times, topics in order of priority, estimated time limits in minutes for each topic, and the name of the person leading the presentation and dialogue on each topic.

(c) Whenever possible the Agenda and other pertinent material will be distributed in advance by e-mail or regular mail.

Rule 4: Starting the Meeting

(a) The tone of the meeting will be informal and friendly.

(b) Anyone visiting a meeting at the discretion of the Board or committee will be introduced to everyone, and the group members to the visitor, with every attempt to include the visitor quickly.

(d) If desired there may be an invocation, spiritual practice, or moment of meditation or reflection to set a positive tone.

(e) Directors will be given a chance to read and modify the Agenda at the beginning of the meeting.

Rule 5: Routine Reports and Consent Agenda

(a) The minutes of the previous meeting and routine reports not requiring individual consideration will be placed on the Agenda at the beginning in a Consent Agenda section. This information will be provided to participants ahead of time or before the start of the meeting.

(b) The Consent Agenda items will not be discussed individually unless any member requests that an item be removed from this section and placed on the regular Agenda as a separate item for discussion. The President will check with the Board for agreement to file route reports as part of the Corporation's records.

Rule 6: Discussion of Issues

(a) Any item may be discussed that is on or added to the Agenda prior to or at the beginning of the meeting. A motion or a second is not required.

(b) The Director(s) who presents an issue for consideration should present it in the form of a Simple (verbal) or Structured (written) Proposal. Proposals are encouraged to address the problem and its causes before the solution.

(c) When possible, Structured Proposals will be available for Directors to read in advance of the meeting.

(d) All Directors will be given an opportunity to speak or ask questions. No one member may speak a second time until all wanting to speak have spoken once.

(e) When discussing a Proposal, the President or Facilitator will structure the discussion to proceed from opening (idea generation) to narrowing (evaluating ideas) to closing (making decisions).

(f) The President or Facilitator will ensure that the discussion is balanced between pros and cons and that all points of views are encouraged. Directors understand that respectful disagreement is a mark of a healthy Board.

(g) Any Director can suggest changes to a Proposal. The Proposal can be modified by Board agreement.

Rule 7: Decision Making

(a) All Directors will be given an opportunity to speak at least once and not more than twice on each Proposal.

(b) After a Proposal has been presented and thoroughly discussed, the President will ask if the Board is ready to vote on the Proposal. No one Director or a minority may block a decision.

(c) If the Board is not ready to vote, the President may call for a nonbinding simple straw poll (show of hands) and further discussion. As a result of the discussion, the President may suggest or request modifications and check again for agreement on whether to vote.

(d) Votes shall be by a show of hands. If the Board agrees, however, votes can be held by written ballot.

Rule 8: Ending the Meeting

(a) There will be time on the Agenda at the end of the meeting for the President to summarize the progress made at the meeting.

(b) The Minute Taker will summarize agreements made and the follow-up action steps agreed to by the Board, clarifying the tasks, the person(s) responsible, and the task time limits.

(c) The Directors will remark on their personal experience (meaning, learning, or impressions) during the meeting and make suggestions on what to continue doing and what to change to improve future meetings. The President and Facilitator will implement feasible ideas at the next meeting.

(d) When the Agenda is complete, or the time established for the end of the meeting is reached, the President will close the meeting. However, the meeting can continue after the established time limit if there is at least two-third majority agreement to extend the meeting for a specified time period.

Hope Acts

November 2023

To: Ms. Rowen McAllister
HCD Program Manager
City of Portland
389 Congress Street, Room 313
Portland ME 04101

John Thibodeau

From: John Thibodeau, President Hope Acts Board of Directors

Dear Ms. McAllister:

I am writing to confirm that Hope Acts' Board of Directors authorizes Hope Acts' Executive Director, Martha Stein, to act as our representative of the agency, to submit the funding request and associated documentation for the CDBG application, negotiate for, and contractually bind the agency.

P.O. Box 7615
Portland, Maine 04112
207-228-1140
www.hopeacts.org

Hope Acts Board of Directors - Updated October 2023

Ellie	Miller	Ret. Nonprofit Executive	Treasurer	cmiller3@maine.rr.com	54 Dylan Dr. Scarborough ME 04074	207-289-6021
Felix	Hagenimana	Attorney, Hagenimana Law	Director	felix@hagenimanalaw.com	349 Stevens Ave. Portland ME 04103	415-900-8653
Andy	Nsimundele	Benefits Specialist, UNUM	Director	andymengi@gmail.com	5152 Thomaston Dr. Belmont NC 28012	(207) 918-0936
Don	Rudalevige	Ret.Minister	Director	donrudalevige@gmail.com	34 McAuley Rd. Cape Elizabeth ME 04107	(207) 799-6454
MaryEllen	Schaper	Ret. Teacher	Secretary	schapesbe@gmail.com	29 Summit St. #2 South Portland ME 04106	(207) 671-3147
John	Thibodeau	Self-employed Social Worker	President	jet627@icloud.com	114 Clinton St. Portland ME 04103	(207) 415-6649
Leslie	Tremberth	Self-employed, Organization Consultant	Director	ltremberth@hotmail.com	22 Bowers St., South Portland ME 04106	(202) 577-7676
Innocent	Ilunga	Staff Accountant, Red Fern Properties	Director	ilungainnocent1@gmail.com	45 Forest Avenue #101, Portland, ME 04101	207 409 660
Behzad	Habibzai	Self-employed Salesforce Consultant	Director	behzad10@gmail.com	94 S. Richland St. South Portland ME 04106	(703) 475-9452
Helio	Medina	Dir of HR., Catholic Charities	Director	medinahelio@outlook.com	306 Spring Street Portland ME 04102	207-317-1573
Erin	Oldham	Real Estate Agent, Portside Real Estate	Director	erin@portsidereg.com	61 Sherman Street, Portland ME 04101	207.415.6754
Bethany	Smart	Admin and Program Coordinator	Director	bethany@hopegateway.com	3 Marston Way, North Yarmouth ME	207.712.1640
Elizabeth	Jackson	Executive Director, Institute for Quantitative Social Sciences, Harvard University, Cambridge, MA	Director	elizabeth.k.jackson@gmail.com	North Yarmouth, ME 04097	603-767-8124
Cadeau	Assoumani	Immigrant Support Specialist, Cumberland County Public Health	Director	cadoism@gmail.com	Portland ME	347-720-0732
MaryPat	Donnellon	Ret. Technology Executive	Director	marypat.donnellon@gmail.com	Old Orchard Beach, ME	717-519-7569

Hope Acts

Budget 2023

	Budget 2023	
Revenue		
4000 Contributed Support		
Total 4000 Contributed Support	$	155,000
Total 4100 Rent - HH	$	95,000
4150 Other Income Sources	$	-
4200 Grants	$	469,800
4210 Government Grants		
5310 Bank Interest	$	500
Total Revenue	$	720,300
Expenditures		
Payroll	$	586,760
Contract Services	$	49,000
Operations & Program Expenses	$	78,255
Hope House Expenses	$	91,450
Total Expenditures	$	805,465
Net Operating Revenue	$	(85,165)
Other Misc Income		
Total Other Revenue		
Net Other Revenue		
Net Revenue	$	(85,165)

** PUBLIC DISCLOSURE COPY **

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 **2022** **Open to Public Inspection**

A For the 2022 calendar year, or tax year beginning and ending

B Check if applicable: [ ] Address change [ ] Name change [ ] Initial return [ ] Final return/terminated [ ] Amended return [ ] Application pending

C Name of organization: Hope Acts
Doing business as
Number and street (or P.O. box if mail is not delivered to street address) Room/suite: P.O. Box 7615
City or town, state or province, country, and ZIP or foreign postal code: Portland, ME 04112

D Employer identification number: 45-4804770
E Telephone number: 207-228-1140
G Gross receipts $ 1,592,627.

F Name and address of principal officer: Martha Stein same as C above

H(a) Is this a group return for subordinates? [ ] Yes [X] 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: [X] 501(c)(3) [ ] 501(c) ( ) (insert no.) [ ] 4947(a)(1) or [ ] 527
J Website: www.hopeacts.org
K Form of organization: [X] Corporation [ ] Trust [ ] Association [ ] Other
L Year of formation: 2012 **M** State of legal domicile: ME

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities: To provide housing, English classes and services for new immigrants.

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	12
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	12
5	Total number of individuals employed in calendar year 2022 (Part V, line 2a)	5	8
6	Total number of volunteers (estimate if necessary)	6	70
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.

			Prior Year	Current Year
Revenue	8	Contributions and grants (Part VIII, line 1h)	255,125.	1,487,648.
	9	Program service revenue (Part VIII, line 2g)	94,109.	102,206.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	192.	660.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	316.	1,710.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	349,742.	1,592,224.
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)	202,631.	293,594.
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	b	Total fundraising expenses (Part IX, column (D), line 25) 30,204.		
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	88,935.	178,434.
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	291,566.	472,028.
	19	Revenue less expenses. Subtract line 18 from line 12	58,176.	1,120,196.
			Beginning of Current Year	**End of Year**
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	283,120.	1,420,507.
	21	Total liabilities (Part X, line 26)	13,420.	30,611.
	22	Net assets or fund balances. Subtract line 21 from line 20	269,700.	1,389,896.

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

Martha Stein, Executive Director
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check [ ] if self-employed	PTIN
Maria Happnie, CPA	Maria M Happnie, CPA	11/15/23		P01793776

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 [X] 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:

To provide housing, English classes, and services for new immigrants.

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 $ 124,142. including grants of $) (Revenue $ 102,206.)

Transition Housing at Hope House: Hope House is the first American home for up to 13 asylum seekers at a time in Greater Portland. In addition to a safe place to live, residents are provided individualized assistance to support them on the first step of their journey to an independent, fulfilling life in the U.S.

4b (Code:) (Expenses $ 55,021. including grants of $) (Revenue $)

Hope House English Language Program (HHELP) - HHELP offers English classes for beginner through intermediate level English language learners. HHELP classes are open to any adult wishing to learn or progress in their English comprehension, reading, and writing skills.

4c (Code:) (Expenses $ 180,108. including grants of $) (Revenue $)

Asylum Seeker Assistance Program (ASAP) - ASAP provides help to any asylum seeker needing assistance accessing and navigating resources in the greater Portland community. ASAP activities include help finding housing, completing job applications and making appointments. ASAP also provides asylum seekers assistance in completing Federal Employment Authorization documents so asylum seekers are able to obtain work permits.

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

(Expenses $ including grants of $) (Revenue $)

4e Total program service expenses 359,271.

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)? *If "Yes," complete Schedule A*	1	X	
2	Is the organization required to complete *Schedule B, Schedule of Contributors*? 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? *If "Yes," complete Schedule C, Part 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? *If "Yes," complete Schedule C, Part II*	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? *If "Yes," complete Schedule C, Part III*	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? *If "Yes," complete Schedule D, Part 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? *If "Yes," complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	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? *If "Yes," complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? *If "Yes," complete Schedule D, Part V*	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? *If "Yes," complete Schedule D, Part VI*	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? *If "Yes," complete Schedule D, Part VII*	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? *If "Yes," complete Schedule D, Part VIII*	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? *If "Yes," complete Schedule D, Part IX*	11d		X
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	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)? *If "Yes," complete Schedule D, Part X*	11f		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a		X
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	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? *If "Yes," complete Schedule F, Parts I and IV*	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? *If "Yes," complete Schedule F, Parts II and IV*	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? *If "Yes," complete Schedule F, Parts III and IV*	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? *If "Yes," complete Schedule G, Part I.* See instructions	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? *If "Yes," complete Schedule G, Part II*	18		X
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	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? *If "Yes," complete Schedule I, Parts I and II*	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*	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? *If "Yes," complete Schedule J*	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? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	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? *If "Yes," complete Schedule L, Part 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? *If "Yes," complete Schedule L, Part 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? *If "Yes," complete Schedule L, Part II*	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? *If "Yes," complete Schedule L, Part III*	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? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M*	29	X	
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		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*	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? *If "Yes," complete Schedule R, Part I*	33		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*	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)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
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*	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? *If "Yes," complete Schedule R, Part VI*	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 Compliance

Check 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	11			
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 8			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?		2b	X	
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? **Note:** See the instructions for additional information the organization must report on Schedule O.		13a		
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? If "Yes," see the instructions and file Form 4720, Schedule N.		15		X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.		16		X
17	**Section 501(c)(21) organizations.** Did the trust, or any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.		17		

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 X

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	1a	12		
	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	1b	12		
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

Martha Stein - 207-228-1140

PO Box 7615, Portland, ME 04112

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, box 6 of 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: Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(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
(1) Martha Stein Executive Director	35.00			X				65,811.	0.	522.
(2) John Thibodeau President	2.00	X		X				0.	0.	0.
(3) Linda Carleton Vice President	2.00	X		X				0.	0.	0.
(4) MaryEllen Schaper Secretary	2.00	X		X				0.	0.	0.
(5) Ellie Miller Treasurer	2.00	X		X				0.	0.	0.
(6) Behzad Habibzai Director	1.00	X						0.	0.	0.
(7) Felix Hagenimana Director	1.00	X						0.	0.	0.
(8) Andy Nsimundele Director	1.00	X						0.	0.	0.
(9) Don Rudalevige Director	1.00	X						0.	0.	0.
(10) Leslie Tremberth Director	1.00	X						0.	0.	0.
(11) Rachna Bhatia Director	1.00	X						0.	0.	0.
(12) Innocent Ilunga Director	1.00	X						0.	0.	0.
(13) Helio Medina Director	1.00	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): Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(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
1b Subtotal								65,811.	0.	522.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								65,811.	0.	522.

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? *If "Yes," complete Schedule J for such individual*	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? *If "Yes," complete Schedule J for such individual*	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? *If "Yes," complete Schedule J for such person*	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 NONE	(B) Description of services	(C) Compensation

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 Revenue**

Check 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					
b Membership dues	1b					
c Fundraising events	1c	97.				
d Related organizations	1d					
e Government grants (contributions)	1e	72,373.				
f All other contributions, gifts, grants, and similar amounts not included above	1f	1,415,178.				
g Noncash contributions included in lines 1a-1f	1g	$1,010,000.				
h **Total.** Add lines 1a-1f			1,487,648.			
Program Service Revenue		Business Code				
2 a Hope House		900099	102,206.	102,206.		
b						
c						
d						
e						
f All other program service revenue						
g **Total.** Add lines 2a-2f			102,206.			
Other Revenue						
3 Investment income (including dividends, interest, and other similar amounts)			660.			660.
4 Income from investment of tax-exempt bond proceeds						
5 Royalties						
		(i) Real / (ii) Personal				
6 a Gross rents	6a					
b Less: rental expenses	6b					
c Rental income or (loss)	6c					
d Net rental income or (loss)						
		(i) Securities / (ii) Other				
7 a Gross amount from sales of assets other than inventory	7a					
b Less: cost or other basis and sales expenses	7b					
c Gain or (loss)	7c					
d Net gain or (loss)						
8 a Gross income from fundraising events (not including $ 97. of contributions reported on line 1c). See Part IV, line 18	8a	403.				
b Less: direct expenses	8b	403.				
c Net income or (loss) from fundraising events			0.			
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					
b Less: cost of goods sold	10b					
c Net income or (loss) from sales of inventory						
Miscellaneous Revenue		Business Code				
11 a Miscellaneous Income		900099	1,710.			1,710.
b						
c						
d All other revenue						
e **Total.** Add lines 11a-11d			1,710.			
12 **Total revenue.** See instructions			1,592,224.	102,206.	0.	2,370.

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	66,310.	48,108.	8,580.	9,622.
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	188,669.	175,029.	8,678.	4,962.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	7,619.		7,619.	
9 Other employee benefits	6,330.		6,330.	
10 Payroll taxes	24,666.	21,854.	1,492.	1,320.
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting	7,390.		7,390.	
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.)	45,750.	17,262.	28,488.	
12 Advertising and promotion				
13 Office expenses	5,846.	3,907.	1,939.	
14 Information technology	4,198.	3,120.	1,078.	
15 Royalties				
16 Occupancy	30,627.	29,795.	832.	
17 Travel	446.	334.	112.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	141.	109.	22.	10.
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	490.	490.		
23 Insurance	8,832.	2,962.	5,870.	
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 Resident Assistance	26,073.	26,073.	0.	0.
b Repairs & Maintenance	18,344.	18,344.	0.	0.
c Printing & Postage	14,939.	7.	662.	14,270.
d Supplies	9,893.	8,920.	973.	0.
e All other expenses	5,465.	2,957.	2,488.	20.
25 **Total functional expenses.** Add lines 1 through 24e	472,028.	359,271.	82,553.	30,204.
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 ☐

			(A) Beginning of year		(B) End of year
Assets	1	Cash - non-interest-bearing	95,661.	1	53,733.
	2	Savings and temporary cash investments	166,435.	2	281,275.
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net	5,300.	4	37,306.
	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	4,316.	9	15,622.
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D — 10a 1,060,175.			
	b	Less: accumulated depreciation — 10b 27,604.	11,408.	10c	1,032,571.
	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)	283,120.	16	1,420,507.
Liabilities	17	Accounts payable and accrued expenses	13,420.	17	30,611.
	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	13,420.	26	30,611.
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	259,131.	27	1,378,230.
	28	Net assets with donor restrictions	10,569.	28	11,666.
		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	269,700.	32	1,389,896.
	33	Total liabilities and net assets/fund balances	283,120.	33	1,420,507.

Part XI Reconciliation of Net Assets

Check 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	1,592,224.
2	Total expenses (must equal Part IX, column (A), line 25)	2	472,028.
3	Revenue less expenses. Subtract line 2 from line 1	3	1,120,196.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	269,700.
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	1,389,896.

Part XII Financial Statements and Reporting

Check 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?	2a		X
	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			
b	Were the organization's financial statements audited by an independent accountant?	2b		X
	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			
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?	2c		
	If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?	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		

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
2022
Open to Public Inspection

Name of the organization
Hope Acts

Employer identification number
45-4804770

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? Yes	No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
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) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(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) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(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 2022 (line 6, column (f), divided by line 11, column (f)) ..... 14 %

15 Public support percentage from 2021 Schedule A, Part II, line 14 ..... 15 %

16a **33 1/3% support test - 2022.** 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 - 2021.** 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 - 2022.** 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 - 2021.** 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 ..... ☐

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) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	109,835.	154,220.	227,319.	255,125.	477,648.	1224147.
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	76,556.	95,674.	92,782.	94,109.	102,206.	461,327.
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	186,391.	249,894.	320,101.	349,234.	579,854.	1685474.
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.)						1685474.

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
9 Amounts from line 6	186,391.	249,894.	320,101.	349,234.	579,854.	1685474.
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	250.	869.	208.	192.	660.	2,179.
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	250.	869.	208.	192.	660.	2,179.
11 Net income from unrelated business activities not included on 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.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)	186,641.	250,763.	320,309.	349,426.	580,514.	1687653.

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 2022 (line 8, column (f), divided by line 13, column (f))	15	99.87	%
16 Public support percentage from 2021 Schedule A, Part III, line 15	16	99.88	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for **2022** (line 10c, column (f), divided by line 13, column (f))	17	.13	%
18 Investment income percentage from **2021** Schedule A, Part III, line 17	18	.12	%

19a **33 1/3% support tests - 2022.** 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 [X]

b **33 1/3% support tests - 2021.** 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 on line 12 of 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? *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.*	1		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in* **Part VI** *how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer lines 3b and 3c below.*	3a		
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)? *If "Yes," describe in* **Part VI** *when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in* **Part VI** *what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.*	4a		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *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.*	4b		
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)? *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.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *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).*	5a		
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?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
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? *If "Yes," provide detail in* **Part VI.**	6		
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? *If "Yes," complete Part I of Schedule L (Form 990).*	7		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? *If "Yes," complete Part I of Schedule L (Form 990).*	8		
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))? *If "Yes," provide detail in* **Part VI.**	9a		
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? *If "Yes," provide detail in* **Part VI.**	9b		
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? *If "Yes," provide detail in* **Part VI.**	9c		
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)? *If "Yes," answer line 10b below.*	10a		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

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

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).*

			Yes	No
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 (*explain in detail in* **Part VI**):			
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 - *provide details in* **Part VI**)	5	
6 Other distributions (*describe in* **Part VI**). 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 (*provide details in* **Part VI**). See instructions.	8	
9 Distributable amount for 2022 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-2022	**(iii)** Distributable Amount for 2022
1 Distributable amount for 2022 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2022 (reasonable cause required - *explain in* **Part VI**). See instructions.			
3 Excess distributions carryover, if any, to 2022			
a From 2017			
b From 2018			
c From 2019			
d From 2020			
e From 2021			
f **Total** of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2022 distributable amount			
i Carryover from 2017 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2022 from Section D, line 7: $			
a Applied to underdistributions of prior years			
b Applied to 2022 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2022, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, *explain in* **Part VI.** See instructions.			
6 Remaining underdistributions for 2022. Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in* **Part VI**. See instructions.			
7 **Excess distributions carryover to 2023.** Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2018			
b Excess from 2019			
c Excess from 2020			
d Excess from 2021			
e Excess from 2022			

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.)

** PUBLIC DISCLOSURE COPY **

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

2022

Name of the organization: Hope Acts

Employer identification number: 45-4804770

Organization type (check one):

Filers of:	**Section:**
Form 990 or 990-EZ	[X] 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

[X] 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
Hope Acts	45-4804770

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		$ 22,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
2		$ 31,750.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
3		$ 17,625.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
4		$ 15,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
5		$ 5,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
6		$ 5,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
Hope Acts	45-4804770

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		$ 37,830.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
8		$ 40,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
9		$ 58,994.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
10		$ 7,925.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
11		$ 5,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
12		$ 20,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
Hope Acts	45-4804770

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		$ 34,704.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
14		$ 5,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
15		$ 5,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
16		$ 5,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
17		$ 5,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
18		$ 20,741.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
Hope Acts	45-4804770

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		$ 1,010,000.	Person [ ] Payroll [ ] Noncash [X] (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.)

Name of organization	Employer identification number
Hope Acts	45-4804770

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
19	14 Sherman Street, Portland ME	$ 1,010,000.	12/20/22

(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: Hope Acts

Employer identification number 45-4804770

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

(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

(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

(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

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
2022
Open to Public Inspection

Name of the organization Hope Acts | **Employer identification number** 45-4804770

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)
- ☐ Protection of natural habitat
- ☐ Preservation of open space
- ☐ Preservation of a historically important land area
- ☐ Preservation of a certified historic structure

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 July 25,2006, 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
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange program
e ☐ Other

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					
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:

		Yes	No
(i) Unrelated organizations	3a(i)		
(ii) Related organizations	3a(ii)		
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

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		393,900.		393,900.
b Buildings		627,753.		627,753.
c Leasehold improvements				
d Equipment		13,470.	2,552.	10,918.
e Other		25,052.	25,052.	0.
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, column (B), line 10c.)*				1,032,571.

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.

SCHEDULE M (Form 990)

Department of the Treasury
Internal Revenue Service

Noncash Contributions

Complete if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

Name of the organization: Hope Acts

Employer identification number 45-4804770

Part I Types of Property

		(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1	Art - Works of art				
2	Art - Historical treasures				
3	Art - Fractional interests				
4	Books and publications				
5	Clothing and household goods				
6	Cars and other vehicles				
7	Boats and planes				
8	Intellectual property				
9	Securities - Publicly traded				
10	Securities - Closely held stock				
11	Securities - Partnership, LLC, or trust interests				
12	Securities - Miscellaneous				
13	Qualified conservation contribution - Historic structures				
14	Qualified conservation contribution - Other				
15	Real estate - Residential	X	1	1,010,000.	Fair Market Value
16	Real estate - Commercial				
17	Real estate - Other				
18	Collectibles				
19	Food inventory				
20	Drugs and medical supplies				
21	Taxidermy				
22	Historical artifacts				
23	Scientific specimens				
24	Archeological artifacts				
25	Other ( )				
26	Other ( )				
27	Other ( )				
28	Other ( )				

29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part V, Donee Acknowledgement **29**

			Yes	No
30a	During the year, did the organization receive by contribution any property reported in Part I, lines 1 through 28, that it must hold for at least 3 years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period?	30a		X
b	If "Yes," describe the arrangement in Part II.			
31	Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions?	31		X
32a	Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?	32a		X
b	If "Yes," describe in Part II.			
33	If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.			

LHA **For Paperwork Reduction Act Notice, see the Instructions for Form 990.** **Schedule M (Form 990) 2022**

232141 09-09-22

Part II **Supplemental Information.** Provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both. Also complete this part for any additional information.

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

2022

Open to Public Inspection

Name of the organization: Hope Acts

Employer identification number: 45-4804770

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

The Bookkeeper, Executive Director, and Treasurer do a preliminary review individually. The draft 990 is then sent to the Board for further discussion, questions, comments, and approval.

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

Board members are required to sign annual disclosures regarding any conflict of interest.

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

The Board of Directors in consultation with the Executive Director review results (financial and programmatic) at the end of each year to guide the conversation for the Executive Director compensation for the following year. The Board also considers the number of hours worked beyond the traditional work week (ED is salaried, but compensation based on 35 hours per week). The Board also used the Maine Association of Nonprofits (MANP) Annual Compensation survey and results to benchmark compensation.

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

Documents are available upon request.

2022 DEPRECIATION AND AMORTIZATION REPORT

Form 990 Page 10 990

Asset No.	Description	Date Acquired	Method	Life	Conv	Line No.	Unadjusted Cost Or Basis	Bus % Excl	Section 179 Expense	* Reduction In Basis	Basis For Depreciation	Beginning Accumulated Depreciation	Current Sec 179 Expense	Current Year Deduction	Ending Accumulated Depreciation
	Buildings														
7	14 Sherman St - Building	12/20/22	SL	27.50		16	627,753.				627,753.			0.	
	* 990 Page 10 Total Buildings						627,753.				627,753.	0.		0.	0.
	Furniture & Fixtures														
1	Furniture & Equipment	10/18/13	SL	5.00		16	17,584.				17,584.	17,584.		0.	17,584.
2	Furniture & Equipment	10/31/13	SL	5.00		16	2,651.				2,651.	2,651.		0.	2,651.
3	Furniture & Equipment	01/08/14	SL	5.00		16	1,371.				1,371.	1,371.		0.	1,371.
4	Furniture & Equipment	06/02/14	SL	5.00		16	1,870.				1,870.	1,870.		0.	1,870.
5	Furniture & Equipment	08/05/14	SL	5.00		16	1,576.				1,576.	1,576.		0.	1,576.
	* 990 Page 10 Total Furniture & Fixtures						25,052.				25,052.	25,052.		0.	25,052.
	Machinery & Equipment														
6	Boiler	10/26/17	SL	27.50	MM	16	13,470.				13,470.	2,062.		490.	2,552.
	* 990 Page 10 Total Machinery & Equipment						13,470.				13,470.	2,062.		490.	2,552.
	Land														
8	14 Sherman St - Land	12/20/22	L				393,900.				393,900.			0.	
	* 990 Page 10 Total Land						393,900.				393,900.	0.		0.	0.
	* Grand Total 990 Page 10 Depr						1,060,175.				1,060,175.	27,114.		490.	27,604.

2022 DEPRECIATION AND AMORTIZATION REPORT

Form 990 Page 10 990

Asset No.	Description	Date Acquired	Method	Life	Conv	Line No.	Unadjusted Cost Or Basis	Bus % Excl	Section 179 Expense	* Reduction In Basis	Basis For Depreciation	Beginning Accumulated Depreciation	Current Sec 179 Expense	Current Year Deduction	Ending Accumulated Depreciation
	Current Year Activity														
	Beginning balance						38,522.			0.	38,522.	27,114.			27,604.
	Acquisitions						1,021,653.			0.	1,021,653.	0.			0.
	Dispositions/Retired						0.			0.	0.	0.			0.
	Ending balance						1,060,175.			0.	1,060,175.	27,114.			27,604.
	Ending accum depr											27,604.			
	Ending book value											1,032,571.			

(D) - Asset disposed

* ITC, Salvage, Bonus, Commercial Revitalization Deduction, GO Zone

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

DEPARTMENT OF THE TREASURY

Date: FEB 13 2013

HOPE ACTS
185 HIGH ST
PORTLAND, ME 04101

Employer Identification Number:
45-4804770
DLN:
17053107347002
Contact Person:
REGINA M PARKER ID# 31274
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
March 19, 2012
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.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

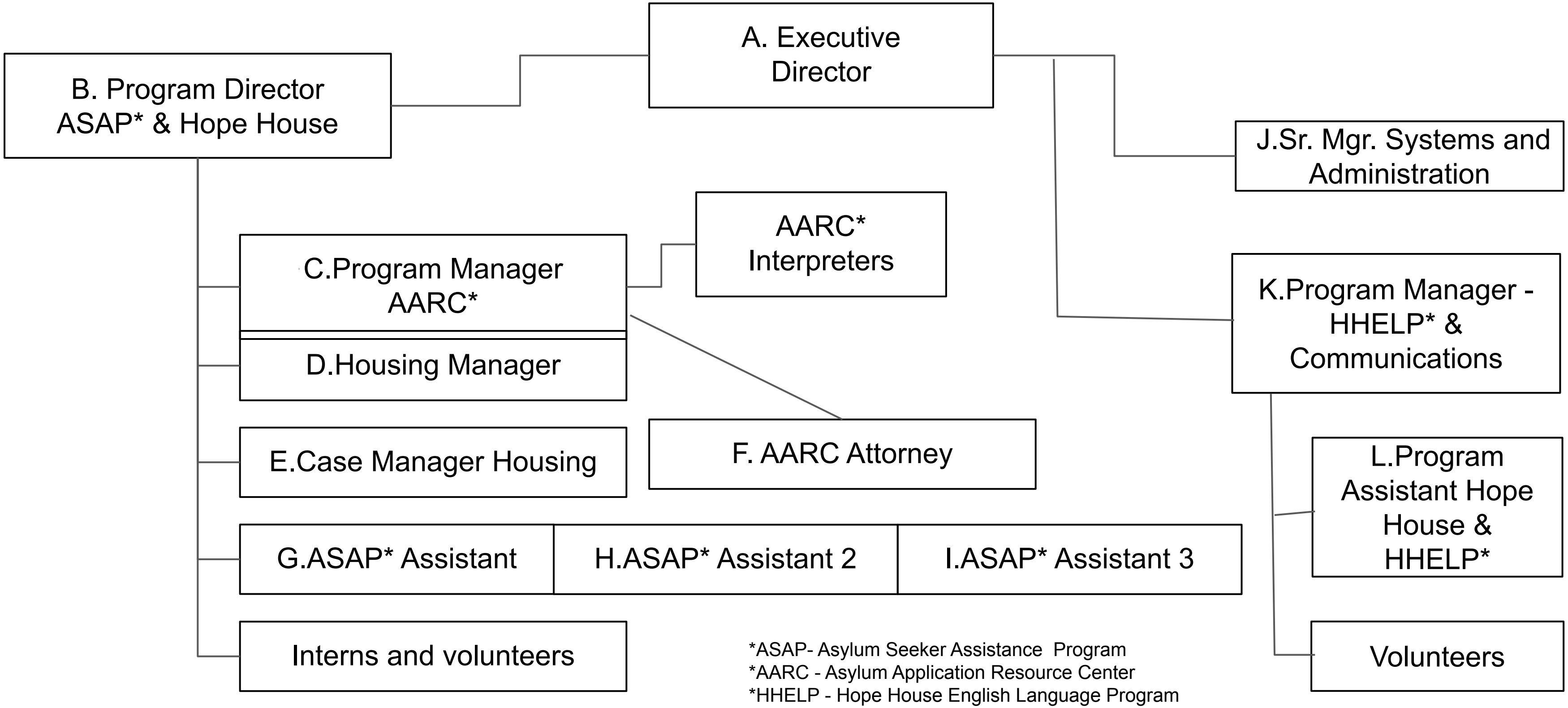
Sincerely,

Holly O. Paz

Holly O. Paz
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

Hope Acts Staffing



Hope Acts Staff as of November 2023

A. Martha Stein - ED
B. Alice Kabore - Program Director - Full-time 80% ASAP
C. Mathurin Ngoy - Program Manager - Full-time 100% ASAP
D. Rod Mahoua - Housing Manager - Part-time 100% ASAP
E. Samuel Rucogoza - Case Manager - Full-time 100% ASAP
F. AARC Attorney - Part-time Volunteer (we pay her legal license,insurance and out of pocket expenses) 100% ASAP
G. Mariam Abdourahman - Program Assistant - Part-time 100% ASAP
H. Bernard Kabore - Program Assistant - Full-time 100% ASAP
I. Lisa Markushewski - Program Assistant - Part-time 100% ASAP
J. Dawna Lamson - Sr. Manager - Systems and Administration - Full-time 70% ASAP
K. Sarah Gauvin - Program Manager - HHELP and Communications - Part-time 0% ASAP
L. Francois Mayesi -Program Assistant - Hope House and HHELP - Full-time 10% ASAP

Note: Staff members allocation to ASAP program are noted.

QUALITY HOUSING
COALITION

Where every tenant has access to housing, health, and financial security

November 16, 2023

To whom it may concern:

Please accept this letter of support on behalf of Hope Acts's CDBG application. A major reason why QHC has been able to house 650 households, 1,500 adults and children since 2018, with 60%-70% of our residents being asylum seekers, is because of our strategic partnership with Hope Acts to provide the housing preparedness, case management, and housing mentorship for each prospective tenant through Project HOME. The way our Project HOME partnership works is that Hope Acts recommends prospective tenants to Project HOME who have completed their housing readiness programming. Project HOME, through our over 50 landlord partnerships spanning 6 counties, identifies an available unit, financially guarantees each unit, and provides resident relations management services together with Hope Acts for each household to prevent evictions. It is important to note that among our shared asylum seeking clients, at the end of their first year of tenancy, 100% have either signed a new lease to stay in the unit or have moved on with a positive landlord reference.

In addition to our Project HOME partnership, Hope Acts provides transitional housing, assistance with immigration resources, essential needs, and is simply the most reliable, accountable, and transparent organization we partner with.

Accordingly, we wholeheartedly support CDBG funding for Hope Acts to continue these essential services to increase our collaborative capacity to provide permanent supportive housing to asylum seekers.

Sincerely,

Victoria Morales

Victoria Morales
Executive Director, Quality Housing Coalition
victoria@qualityhousingcoalition.org
207.216.0643

STATE OF MAINE
DEPARTMENT OF LABOR
BUREAU OF EMPLOYMENT SERVICES
55 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0055

JANET T. MILLS
GOVERNOR

LAURA A. FORTMAN
COMMISSIONER

November 17, 2023

Dear Members of the City of Portland CDBG Committee,

The Department of Labor Bureau of Employment Services supports Hope Acts' CDBG application for a grant to support individualized services for asylum seekers through their Asylum Seeker Assistance Program (ASAP).

Hope Acts and Maine DOL recently entered a 2-year contract that both funds and partners Maine DOL Bureau of Employment Services with the Hope Acts Work Permit Clinic at the Portland Public Library. So far in 2023, the Clinic has completed over 1,000 work permit applications. Multilingual Career Consultants from our CareerCenter attend the Hope Acts work permit clinic at the Portland Public Library every Tuesday and the partnership focuses on connecting work permit applicants with CareerCenter services. These early connections ensure New Mainers will be prepared to quickly enter and thrive in Maine's workforce once their work permit arrives.

The ASAP program helps new asylum seeker arrivals connect to housing, support services, and navigate their basic needs to help with work readiness- making them a key partner for our work both at the CareerCenter or through the Clinics. Through this partnership, we know Hope Acts understands the intricacies of issues faced by asylum seekers as they move from safety net programs to financial independence. MDOL is proud to support and partner with their continued work.

Sincerely,

Kimberley Moore
Director, Bureau of Employment Services
Maine Department of Labor

PHONE: (207) 623-7981 TTY users call Maine Relay 711 FAX: (207) 287-5933

PORTLAND PUBLIC LIBRARY

December 5, 2022

Ms. Rowen McAllister
Housing and Community Development Program Manager
City of Portland
389 Congress Street Room 313
Portland ME 04101

Dear Ms. McAllister,

I am writing in support of Hope Acts' application for a Community Development Block Grant.

Hope Acts and the Portland Public Library (PPL) have expanded our partnership to serve new asylum seekers to Portland Maine. Through our collaboration, hundreds of asylum seekers have been assisted with asylum applications and work permit applications. These individuals and families, many of whom are homeless, experience the PPL for the first time when they access Hope Acts' services in our building.

Asylum Seekers are accustomed to Hope Acts' staff providing services at the library every Tuesday (work permit clinic), Thursday and Friday (asylum application resource center). Hope Acts and PPL staff collaborate to introduce asylum seekers to library services including free use of computers, access to career services, children's books, and more.

The Portland Public Library is committed to serving all community including New Mainers, those for whom English is not a first language; those who are in transition, and those experiencing homelessness, --anyone in need of a safe space to gather, learn and work. Hope Acts' programs fit well within our mission to serve the community. Collaborating with Hope Acts has been the most effective way for New Mainers to feel safe and welcome at the library and in their community.

PPL staff have been impressed with Hope Acts' leadership in setting up and managing Asylum Application Resource Center (AARC) and work permit clinic. We strongly supports Hope Acts' application for Community Development Block Grant funds. We are glad to host Hope Acts and their clients, and to continue to collaborate as partners in a community that welcomes all.

Sincerely,

Zoë Alexis Scott, Director of Advancement and External Relations

MAINE IMMIGRANTS' RIGHTS COALITION

Tuesday, November 20, 2023

Ms. Rowen McAllister
City of Portland
Housing and Economic Development Department
389 Congress Street Room 313
Portland ME 04101

Dear Ms. McAllister,

I am writing in support of Hope Acts' application for a Community Development Block Grant to increase support for asylum seekers who are homeless and those who are at risk of becoming homeless. Hope Acts is a valued member and trusted partner of the Maine Immigrants' Rights Coalition.

The Maine Immigrants' Rights Coalition (MIRC) is a coalition of 100 members and partners including the Hope Acts 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

Hope Acts' provides deep levels of support and advocacy for new asylum seekers in our state. As the only agency in the state with dedicated transitional housing on-site and running a resource center for asylum seekers, Hope Acts has a deep understanding of the challenges encountered by asylum seekers. The organization provides housing, housing case management, individualized support, and programs that help asylum seekers move from dependence to independence. Other Hope Acts programs and services that benefit MIRC members state-wide are:

- Provision of emergency food gift cards, bus tickets, and cell phone recharge support.
- Housing Navigations Support Services for homeless asylum seekers in hotels and shelters.
- Partner in advocacy for systemic, statewide solutions for housing and other critical support for new asylum seekers.

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 Hope Acts will advance the lives of Maine's immigrant and refugee communities. Thank you for your consideration of Hope Act's application to expand services to Maine's growing asylum-seeker population.

Sincerely,

Mufalo Chitam
Executive Director

Furniture
Friends
Creating homes. Rebuilding lives.

17 November 2023

Rowen McAllister
Housing and Community Development Program Manager
City of Portland
Housing and Economic Development Dept.
389 Congress St., Room 313
Portland, ME 04101

Dear Ms. McAllister,

I am writing to express my support for Hope Acts' application to the City of Portland's CDBG grant program to support urgent needs of newly arrived asylum seekers to Greater Portland. Our organizations regularly collaborate to ensure that immigrants who have recently arrived in Maine have a place to live that is safe and comfortable and includes furniture.

Furniture Friends and Hope Acts share common values and many clients. Both organizations provide essential services with staff and volunteers who go the extra mile to ensure that the people we serve truly feel "at home." We are grateful for our partnership with Hope Acts so that we both can focus on the specific services we provide without worrying about overlap. Most importantly, we are grateful for the fact that Hope Acts works with our mutual clients beyond the "move-in" week helping them to navigate the immigration process and ensure they can access basics – like food and medical care, and even spending time with them reading and helping the understand their mail. This work is time and labor intensive but work that is necessary to ensure the transition to building stable and productive lives. Thanks to strong case management and positive landlord relationships, Hope Acts maintains a zero-eviction rate with their housing clients. They also maintain an open-door policy so that any asylum seeker needing help navigating systems and maintaining their housing can remain a client, without time limit.

We are grateful for our ongoing partnership with Hope Acts as we work together to move people from homelessness to home.

All the best,

Jenn McAdoo

Jenn McAdoo, Executive Director

P. O. Box 631, Westbrook, ME 04098
https://furniturefriends.org

Furniture Friends is a nonprofit 501(c)(3) organization dedicated to acquiring and delivering donated furniture to people in need.

Hope Acts – Asylum Seeker Assistance Program Project Timeline 2024-2025

The Asylum Seeker Assistance Program operates year-round. Hope Acts CDBG request is to maintain the existing program. CDBG funds will provide for two of eight staff members plus other expenses related to this program.

Hope Acts grew ASAP in response to the enormous number of asylum seekers coming to Portland needing assistance. Most program growth is related to housing and housing support and the Asylum Application Resource Center.

SOCIAL SERVICE SUMMARY - ***(This is the only page that goes to Council)***

Application Type	☐ Standard Social Service	
Operating Agency	Catherine Morrill Day Nursery	
Program Name	Portland CDBG Childcare Voucher Collaborative	
Funds Requested	$81,295.00	

Program Summary
The Portland CDBG Childcare Voucher Collaborative (PCCCVC) is seeking assistance for the continuation of the childcare scholarship assistance program. The PCCCVC scholarship assistance program helps Portland's most vulnerable low-to-moderate (LMI) families. It is intended to be temporary to fill the critical gaps in the administration of Maine's other subsidy programs.

HUD National Objective	Low and Moderate Income Clientele (LMC) Will this serve a population HUD presumes to be low income? No
	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	Low to moderate income (LMI) families in need of affordable, quality childcare so they can work, attend classes, or participate in substance use treatment or mental health services.
Number of Clients Served	25
Number of LMI Portlanders	25
LMI Portland Percentage	100.00%

Units of Service	
Type of Unit of Service	1 unit of service equals 1 full week (5 days or 30-55 hours) of subsidized Infant, Toddler & Preschool childcare.
Number of Units Provided	299
Cost per Unit of Service	$303.00

Outcomes
1. LMI Portland parents will increase their participation in workforce productivity and job retention, sustaining or improving their financial stability moving them toward self-sufficiency. 2 Families will have access to reduced fee childcare as a workforce support that will support accepting immediate employment or participating in activities (job training, ELL classes, social services, counseling" that will help remove barriers that prevent them from participating in the workforce. 3. LMI Portland children will enter kindergarten with requisite skills to be proficient in reading & math, reducing special education costs and increasing graduation rates from high school.

Budget	
$81,295.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
$163,090.00	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]

Leveraged Funds
CMDN Operating Budget and United Way

A. Agency Information

Completed by catherinemorrill.director@gmail.com on 11/17/2023 10:34 AM

Case Id: 30477
Name: Catherine Morrill Day Nursery - 2024
Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name
Catherine Morrill Day Nursery

A.2. Mailing Address
96 Danforth St Portland, ME 04101

A.3. Federal ID Number
01-0211542

A.4. Unique Entity Identifier- SAM.GOV
FU68ZU2LXJC8

APPLICATION POINT OF CONTACT

A.5. First Name
Karen

A.6. Last Name
Peters

A.7. Phone
(207) 874-1115

A.8. Email
catherinemorrill.director@gmail.com

EXCUTIVE DIRECTOR

A.9. First Name
Karen

A.10. Last Name
Peters

A.11. Phone
(207) 874-1115

A.12. Email
catherinemorrill.director@gmail.com

PROJECT DIERECTOR

A.13. First Name
Karen

A.14. Last Name
Peters

A.15. Phone
(207) 874-1115

A.16. Email
catherinemorrill.director@gmail.com

FINANCIAL DIRECTOR

A.17. First Name
Lana

A.18. Last Name
Gendreau

A.19. Phone
(207) 874-1115

A.20. Email

catherinemorrill.finance@gmail.com

B. Project Information

Completed by catherinemorrill.director@gmail.com on 11/20/2023 11:42 AM

Case Id: 30477
Name: Catherine Morrill Day Nursery - 2024
Address: *No Address Assigned

B. Project Information

Please provide the following information.

B.1. Program Name
Portland CDBG Childcare Voucher Collaborative

B.2. Primary Address Services Are Delivered
96 Danforth St. Portland, ME 04101

Are there additional service address?
Yes

Enter additional service addresses:

Street Address	City	State	Zip Code
331 Cumberland Avenue	Portland	Maine	04101
215 Congress St. (multiple sites in Portland)	Portland	Maine	04101
87 High St.	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 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?
No

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

B.6. **Beneficiaries**

B.6.A. Describe the beneficiaries or clients served by the program.
Low to moderate income (LMI) families in need of affordable, quality childcare so they can work, attend classes, or participate in substance use treatment or mental health services.

B.6.B. How many will be served by the proposed program? (unduplicated -per year)
25

B.6.C. How many are low to moderate income residents of Portland?
FY 2024 HUD Low to Moderate Income Guidelines for Portland, Maine

25

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.
1 unit of service equals 1 full week (5 days or 30-55 hours) of subsidized Infant, Toddler & Preschool childcare.

B.7.B. How many units of service will be provided by the program?
299

B.7.C. What is the cost per unit of service? (Please calculate this using requested CDBG funds divided by the number of units)
$303.00

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.)
Yes

Enter the additional costs per unit of service:

Notes	Cost Per unit of Service
Infant	$303.00
Toddler	$279.00
Preschooler	$263.00

B.7.D. What percentage of the total budget is CDBG?
50.00%

B.8. **Program Objectives and Outcomes**

B.8.A. Program Objectives
1. LMI Portland parents will have access to affordable, quality childcare services to seek, accept, and maintain employment, participate in education/training and/or receive needed services.
2. To provide gap funding for LMI Portland parents whose other options for childcare vouchers from other subsidy programs are denied or delayed.
3. LMI Portland children who attend one of our quality early care and education programs will receive a healthy start.

B.8.B. Program Outcomes
1. LMI Portland parents will increase their participation in workforce productivity and job retention, sustaining or improving their financial stability moving them toward self-sufficiency.
2 Families will have access to reduced fee childcare as a workforce support that will support accepting immediate employment or participating in activities (job training, ELL classes, social services, counseling" that will help remove barriers that prevent them from participating in the workforce.
3. LMI Portland children will enter kindergarten with requisite skills to be proficient in reading & math, reducing special education costs and increasing graduation rates from high school.

B.9. Employees

Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	137
How many employees will be employed in this program if it receives CDBG funding?	137
How many employees will be employed in this program if it does not receive CDBG funding?	137

B.10. **Documentation**

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

Families complete an application including demographic info: Portland residency, race/ethnicity, gender, income (2024 HUD guidelines), and childcare needs. Documentation includes 2 recent paystubs or employer/school/social services verification letter.

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

Enrollment applications, eligibility documentation, children's files, Excel spreadsheets, individual program invoices, QuickBooks, daily attendance sheets, CDBG Performance, Unit & Finance Reports. Each program will keep financial records of co-payments.

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

Documentation of parents' work/school/social services status, # of parents who move off PCCCVC voucher to other subsidy, quarterly eligibility determinations, # and % of children meeting developmental milestones for school readiness.

C. Narrative

Please provide the following information.

C.1. Program Description

Describe the Program being proposed.

The Portland CDBG Childcare Voucher Collaborative (PCCCVC) is seeking assistance for the continuation of the childcare scholarship assistance program. The PCCCVC scholarship assistance program helps Portland's most vulnerable low-to-moderate (LMI) families. It is intended to be temporary to fill the critical gaps in the administration of Maine's other subsidy programs. This PCCCVC voucher will only be used when no other childcare assistance is available. The PCCCVC is a partnership between Catherine Morrill Day Nursery (CMDN), Youth & Family Outreach (YFO), The Opportunity Alliance (TOA), and St. Elizabeth's Child Development Center (St. E's). Our collective goal is to provide affordable childcare by removing cost as a barrier for LMI Portland families with you children so that they can work. Our collaborative is the only program in Portland that provides childcare assistance to LMI families while they are waiting for a state voucher or that serves families who aren't eligible for other financial support. Maine's Child Care Subsidy Program (CCSP) is a catch-22. Parents need to be currently working or attending school to qualify for the subsidy, but parents can't seek or accept employment if they don't have child care assistance. High risk families are often denied access to childcare subsidies because of their lack of eligibility due to the complicated application process, homelessness, status as new Mainers, or needing to participate in substance use treatment or mental health services, which are ineligible activities.

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 PCCCVC was formed to address a specific need we experienced in our community. Some of Portland's most vulnerable children were either denied access to child care or would lose their current childcare spot because they were ineligible or waiting for state subsidies. While this is a known issue with the State's voucher programs, the PCCCVC has not been able to find any funding source other than the CDBG to help these families. This program is truly filling a gap within our community, without the help of the PCCCVC through CDBG funding, there is no other option for these families. The already tight childcare market got even tighter due to the pandemic, where many childcare programs closed, reduced hours or reduced enrollment. To make matters worse, 55% of the licensed centers in Portland do not accept state childcare vouchers. For LMI parents to qualify for a CCSP voucher, both parents must already be working and be income eligible (250% of the Federal Poverty Level or 85% of the State Median Income). Families who receive TANF or are transitioning to a job may be eligible for FedCap or Transitional Vouchers, and that system is not stable when they are approved for a four week voucher and then it ends. Many LMI families' lives are not stable, often due to lack of housing, which was exacerbated by the pandemic, causing their eligibility to fluctuate. This, in turn, causes instability for the family and inconsistency for the children. Starting out in a quality, stable early learning environment can make a huge difference in the trajectory of a child's life. The gap between the need for high quality children and the number of available quality slots is high. In 2019, the Maine Children's Alliance Child State of Child Care Report when highlighting Maine's Quality Rating System, states "Unfortunately, just 57 of Maine child care providers are even enrolled in the (QRIS) system; and of these, only 15% have reached the highest standard of quality." All 4 of the programs in the PCCCVC are at the highest standard of quality. If LMI Portland children are in unsafe early childhood setting during their formative years, the likelihood of succeeding in school is diminished as is their ability to break the cycle of poverty. There is also a correlation between a lack of access to quality childcare and child maltreatment rates.1

1 Maine Child Welfare Priority Reform Recommendations, 2017

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

This program will increase the number of LMI families who can enter or remain in the workforce because they have access to reliable, affordable childcare. Equally as compelling, quality childcare influences children's ability to be prepared for school, which affects their ability to be a contributing citizen down the line. Investing in high quality early childhood education yields an estimated 7-10% return on investment. Investing in quality early childhood programs is a cost-effective strategy...to promoting economic growth. 2 "Quality early childhood education produces higher levels of future school readiness, social and emotional resilience, and even better long-term physical health. Maine's future success relies upon the accessibility of high quality, affordable early childhood education for all Maine families." 3 The opposite is true as well, with poor child outcomes associated with societal costs in remediation, crime, and dependency. "every student who does not complete high school costs our society an estimated "260,000 in lost earnings, taxes, and productivity." 4 "Strong human capital, supported by welcoming communities, will help the economy grow and thrive and support a high quality of life for Mainers." 5 Understandably, the first goal of United Way of Southern Maine's Thrive 2027 community impact initiative is that "every child has quality early learning experiences beginning at birth' Maine is the oldest state in the nation with more deaths than births. 6 The impact of children succeeding or failing will have an enormous impact on the future of our state, "Maine's labor force shortage is putting a lid on our potential job, income and economic growth." 7 Clearly, investment in the early years has a huge community impact in both the short and the long run.

2 Bradache, Jeffrey L. and Katherine Kaufmann, Achieving Kindergarten Readiness for All our Children: A Funders Guide to Early Childhood Development from Birth to Five, 2015

3 Investing in our Future, How Maine Can Prepare our Children to Become Tomorrow's Leaders, 2017

4 2 Bradache, Jeffrey L. and Katherine Kaufmann, Achieving Kindergarten Readiness for All our Children: A Funders Guide to Early Childhood Development from Birth to Five, 2015

5 Kids Count, 2015

6 Making Maine Work: Critical Investments for the Maine Economy, 2018

7 Making Maine Work: Critical Investments for the Maine Economy, 2018

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**

Making quality childcare available to LMI Portland families is closely correlated with the goal to create economic opportunity to transition people out of poverty. By providing access to affordable, quality children, LMI parents are better able to increase their financial stability, which relieves some of the stress of living in poverty. Going to work every day allows parents to be positive, responsible role models for their children, thereby influencing the next generation. Parents' productivity increases by their ability to enter and say n the workforce with the peace of mind that their children are well cared for. "When quality child care is affordable and accessible, the impacts are felt by the child care workforce, employees, employers, the economy overall, and ultimately or children's future. Unaffordable child care affects the business community and has a significant impact on workforce participation and drain on U.S. employers' bottom lines. With affordable, accessible care, employers report fewer absent works, less turnover, increased stability in the workforce, and more satisfied workers." 8

8 Child Care Aware of America, Parents and the High Cost of Child Care, 2017

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.**

This Collaboration (PCCCVC) will create an economic opportunity to transition out of poverty, providing job retention support services with the ability to offer qualifying LMI families with secure childcare. Currently 73% of Maine children under 6 years have all parents in their family working: only six states have higher rates than Maine. 9 The Governor's Economic Recovery Committee report included in their recommendations support to Maine's early care and education system to ensure that parents can go to work with the peace of mind that children are safe, nurtured, and prepared for success entering school. 10 This CDBG funding will require that all of the families and receive the PCCCVC vouchers be LMI Portland residents, seeking to provide for their families and receive the skills needed to be able to work, becoming less reliant on public benefits. They simply cannot move from their current circumstances without affordable childcare. Each of our programs has a unique niche. CMDN is located across the street from McAuley Residence, which is a residential program for mothers who are in recovery for substance use and their children. Without affordable childcare, these moms can't participate in their required program, including group meetings and counseling. YFO is located near Preble Resource Center and works with many teen parents and new Mainers. TOA classrooms are located throughout the City in areas of highest need, including Bayside, Parkside, the East End and Riverton. As a Head Start grantee, TOA offers families comprehensive services. TOA partners with Women United for their two-generation approach to success. St. E's focuses on children with special needs, contracting with the

Department of Education to provide specially designed instruction and other early intervention services on site. Many of our LMI families struggle with food insecurity. Our programs, as participants in the USDA Child and Adult Care Food Program, (the childcare equivalent to the school lunch program), serve children two balanced meals and one snack per day at no additional cost to the families. We all follow USDA nutritional guidelines and participate in the "Let's Go! 5-2-1-0" initiative, a nationally recognized anti-obesity prevention program. The Maine Resilience Building Network ahs worked to educate stakeholders about Adverse Childhood Experiences (ACES), which are stressful or traumatic events, including child abuse and neglect, witnessing domestic violence, or living with family members who struggle with substance abuse and mental health issues. CES are strongly correlated to the development and prevalence of a wide range of health problems through a person's lifespan, which can have a tremendously negative impact on the economy. Prevention is the key to reducing these long-term negative health effects, which can affect a person 's quality and length of life. Prevention begins early.

9 The State of Child Care in Maine, Maine Children's Alliance, June 2019
10 Recommendations to Sustain and Grow Maine's Economy, November 24, 2020

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.**

   Diversity and Inclusiveness: "Communities prosper because childcare promotes economic growth, racial and economic equity, and child wellbeing" 11 While TOA serves almost exclusively LMI families, the other three partner programs serve families from diverse socioeconomic backgrounds. Our families' diversity is our strength. All four programs serve diverse ethnic groups, diverse family compositions, primary languages, religions, and abilities. Our programs serve refugee and immigrant families, single-parent households, same sex parents, teen parents, homeless families, families involved with the child welfare system, children with special needs, as well as parents who are enrolled in education, vocation or rehabilitation services. Our programs meet national accreditation and performance stands each of which requires evidence to document how we value diversity and inclusivity. We do this by honoring families' home languages and culture in every aspect of our programs. Families are invited to share home culture with their child's classrooms, which reflect the uniqueness of their specific group of families through posted vocabulary in different languages, family pictures, clothing, books, music, and other education materials that reflect the families of the children. Our programs offer parent groups and support through multilingual staff, translated materials and interpreters for enrollment, parent/teacher conferences, and other activities. Food served reflects the various religious restrictions, as well as takes individual children's allergies into consideration to assure a safe and healthy mealtime experience.

   Priority to Lower Incomes: 100% of the families who receive a PCCCVC voucher are LMI Portland parents. TOA, the Community Action Program for Cumberland County, has over 50 years of service, a strong community presence, and offers 46 integrated community based and clinical programs, including Head Start and Early Head Start. CMDN has been serving low income families for over 100 years since its inception in 1919 as the "Portland Baby Hygiene and Child Welfare Association", having begun as a milk station with Portland's first public health nurse. YFO began serving children and families in 1986, although its origins are with the Portland Missionaries at Large in 1944, focusing on compassionate mission to serve the poor. St. E's which began in 1972, is a program of Catholic Charities Maine, serving the poor and vulnerable populations since 1966. Together, we have the license capacity to serve 521 children from 6 weeks to 5 years with approximately 27, 092 units of quality childcare. The request for CDBG funding represents 299 units or 1.1% of our total collective capacity. These vouchers, while a small percentage of our collective total service delivery, are invaluable to the families who need them.

11 America, It's Time to Talk About Child Care, October 2019

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.

In addition to the partnership and collaboration between the four programs of our Collaborative, we each have extensive partnerships with an array of agencies and programs that benefit the health and wellbeing of not only our students but the entire family. All partners are listed on the Maine government's Child Care Choices website. We are also listed on NAEYC's website for accredited programs. , and all staff are enrolled in the Maine Roads to Quality (MRTQ) Career Lattice Registry, Maine's early childhood education's professional development network. We are all active with the MRTQ Director Community of Practice. We all have relationships with DHHS Office of Child and Family Services as licensed programs and recipients of subsidy payments. Three of our programs are community partners with Portland Public Schools for the delivery of pubic pre-k. All our agencies partner with the United Way of Southern Maine and are all aligned with Goal 1 of their Thrive 2027 collective impact model. CMDN and YFO have been approved by the Department of Labor as Apprenticeship Programs.

As stated in our MOA, CMDN authors the grant application for all four of our childcare partners and acts as the fiscal agent. Each partner program is responsible for recruiting and determining program eligibility as well as for the enrollment process, the provision of full day, full year childcare services and the billing of families for their weekly CDBG parent co-payment. Each partner submits monthly invoices to CMDN, who then aggregates the information for the monthly submission of the Performance Report, Unit Report, and Invoice to the City of Portland. CMDN, in turn, pays the partner programs from the City's reimbursements.

C.8. Readiness to Proceed

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

We have established processes for applications and determining family eligibility for the vouchers, formats for monthly invoicing to CMDN with the following information: # of units (based on the age and schedule of the child, socioeconomic status (very low income, low income, or moderate income), as well as the head of household, gender, race, and ethnicity information. We have a format to report the number of units provided and the dollars to be reimbursed that works well. CDBG reimburses each partner after the City approves and reimburses us for our request for funding. CDBG funds are reviewed as part of CMDN's annual financial audit, and we had a very successful HUD audit of this CDBG funding the spring of 2019. We are ready to proceed on day one of the grant cycle. If funded any families receiving a PCCCVC voucher on June 30, 2024, will be able to continue with their work or employment plan seamlessly without any disruption.

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.

The CDBG funding for vouchers provides consistency and continuity of care for the families and children, who already have enough disruption and uncertainty in their lives. All or partner programs are well established and have considerable quality assurance components, including accreditation and other internal and external review processes by funders and clients. All our partner programs prioritize LMI children and families as defined by our collective missions, history, and experience. Utilizing the CDBG funding for childcare vouchers has enabled us to serve some high risk families that we might not have been able to serve otherwise. This funding helps families from slipping though the cracks.

All our partner programs have a history of CDBG funding from the City of Portland as well as the Unite Way of Southern Maine. All our programs are nationally accredited and/or meet best practice standards, either Head Start's Performance Standards, the National Association for the Education of Young Children, and he Council on Accreditation. The outputs of our most recent completed CDBG grant (2022-2023), collectively produced 295.25 units of quality childcare for 30 LMI Portland children. This reflected 97.63% of our collective goal of service delivery, because we ended up providing more preschool units than infant and toddler units, which are less expensive to provide. It is impossible to predict who will come through our doors, and what ages these vouchers will serve. Clearly, our collaboration maximized limited resources to meet the needs of some of Portland's most at risk families. The families that we served were those that would have otherwise been unable to access other funding, thereby limiting their ability to work, go to school, or participate in services. These vouchers contributed to Portland's economic development.

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 was born out of the need to help our low in come families who had no other option but to pull their children out of childcare due to losing or not being eligible for stare childcare assistance. We are all non-profit organizations with a goal of doing whatever we can to our low income families. Without CDBGT funding, there is simply no other funding options for some of these children. The State's reimbursement rates for subsidized child care slots reflects the 5th percentile in each county in the State's 2021 Market Rate Study, which leaves a gap in payment for the real cost. This detracts from many providers' willingness to accept state vouchers, which, in turn, limits some LMI families' ability to access childcare. Like most childcare programs, our labor costs (wages, benefits, and fringe) comprise at least 75% of our operating budgets, leaving little room for the rising costs of supplies and materials, occupancy, food, licensing, and accreditation fees not to mention inflation. If this application for CDBG social service funds for childcare vouchers is not successful, our programs will enroll more private paying, high income families so we can keep our doors open, leaving many LMI at risk families without access to high quality childcare programs. TOA, with its Head Start mandate, will continue to offer Head Start and Early Head Start services with waiting lists, but will be less able to offer wrap-around childcare serves to those families who need extended day childcare to work. Without these funds, some Portland LMI families will have to make significant life choices that may not move their trajectory out of poverty, negatively impacting them and their children's future.

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.

Our funding request covers 90% of the childcare tuition for eligible families. The amount per unit is based on the ages of the children (I, T & PS) and Full time Equivalents (FTE) of the child's enrollment. The 2024-2025 rates will be: $303/week for infants, $279/week for Toddlers and $263/week for Preschoolers. For 2024-2025, we project serving 299 units of quality childcare: 47 units of reduced fee Infant care; 49 units of reduced fee Toddler care; and 203 units of reduced fee Preschool care. Parents are responsible to pay 10% of the rate as a co-payment: $34/week for Infants; $32/week for Toddlers; and $30/ week for Preschoolers., bringing in $9,755 in parent co-payments to the respective programs. We maximize the funding to reach as many LMI parents as possible by prorating each unit, based on the child's FTE enrollment status. This CDBG funding will help to secure United Way funding particularly for CMDN, YFO and St. E's who are required to serve at least 51% LMI families to qualify as a partner agency. The PCCCVC vouchers will allow families to enter or remain in the workforce, leveraging thousands of dollars in family income and reduction in public benefits. An estimate of the contribution that these vouchers make to the local economy is complicated, but is is significant. This is especially true when many low income workers are on the front line. Quality childcare is an investment in economic development if we want to maximize our community's potential, now and in the future.

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.

100% of the CDBG funding will pay for childcare vouchers so that LMI families can access high quality childcare by being able to afford it. Our request for CDBG funding is the amount of $81,295. The request will cover 90% of the cost of providing approximately 299 units of quality childcare by 4 of Portland's highest quality, longest established childcare programs to some of the highest need children and families. The remaining 10%, or $9, 755 will come from parent co-payments of these voucher units of service.

The PCCCVC program will use the following match, in-kind, and other grants to cover the additional expenses of operating the PCCCVC program: $5175 of in-kind hours for the administration to the partner programs/ $32,988 in employee wages and $6,426 in employee fringe benefits, and $1,500 towards CND's annual Financial Audit. CMDN has also secured $12,451 from the United Way of Sothern Maine and $13, 500 in donations to hep cover costs of operating this program.

D. Program Budget Detail

Completed by rmcallister@portlandmaine.gov on 1/2/2024 11:04 AM

Case Id: 30477
Name: Catherine Morrill Day Nursery - 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.
$81,295.00

D.2. Total Program Budget
$163,090.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
PCCCVC Monthly Payments to CMDN, YFO, TOA, St. E's	$81,295.00	$81,295.00	$0.00		Pending
Employee Wages	$32,988.00	$0.00	$32,988.00	CMDN Operating Budget/ UWS/ Donations	Committed
Employee Fringe Benefits	$6,426.00	$0.00	$6,426.00	CMDN Operating Budget	Committed
CMDN Annual Audit	$1,500.00	$0.00	$1,500.00	CMDN Operating Budget	Committed
	$122,209.00	$81,295.00	$40,914.00		

E. Required Documents

Completed by catherinemorrill.director@gmail.com on 11/20/2023 3:39 PM

Case Id: 30477
Name: Catherine Morrill Day Nursery - 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**

Organization Chart 2022.docx

☐ **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**

Board Contact List 2023-2024.docx

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

Letter of support December 2023 (2).docx

☑ **Memorandum of Agreement (Upload as one file)**
MOA PCCCVC.pdf

☑ **Most Recent Agency Operating Budget** ***Required**
FY23-24 Budget Proposal Sept 2023.xlsx

☑ **Most Recent Audit OR 990 as appropriate** ***Required**
Financial Statements - CMDN.pdf

☑ **Project Timeline** ***Required**
2024-2025 CDBG Social Services 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**
501 (c) (3).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 catherinemorrill.director@gmail.com on 11/20/2023 3:48 PM

Case Id: 30477
Name: Catherine Morrill Day Nursery - 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
Karen Peters
Electronically signed by catherinemorrill.director@gmail.com on 11/20/2023 3:46 PM

Title
Executive Director

City of Portland | Housing and Economic Development Department
Housing and Community Development Division
Greg Watson, Director

Karen Peters
Executive Director
Catherine Morrill Day Nursery
96 Danforth St
Portland, ME 04101

Dear Karen,

Thank you for your application to Portland's Community Development Block Grant (CDBG) program. Staff has reviewed your application for compliance with the federal requirements of this program, and have provided the comments below.

We request a response no later than Friday, January 5th. The CDBG Allocation Committee will begin their review process shortly and may have additional questions at that time.

Eligibility and Application Type

No comments at this time.

Review of Budget

a) Please amend the proposed budget using the attached Word document to show a line for each expenditure totalling the total program costs as provided in your budget narrative:

   "The PCCCVC program will use the following match, in-kind, and other grants to cover the additional expenses of operating the PCCCVC program: $5175 of in-kind hours for the administration to the partner programs/ $32,988 in employee wages and $6,426 in employee fringe benefits, and $1,500 towards CND's annual Financial Audit. CMDN has also secured $12,451 from the United Way of Southern Maine and $13, 500 in donations to help cover costs of operating this program."

Expectations if Funded

No comments at this time.

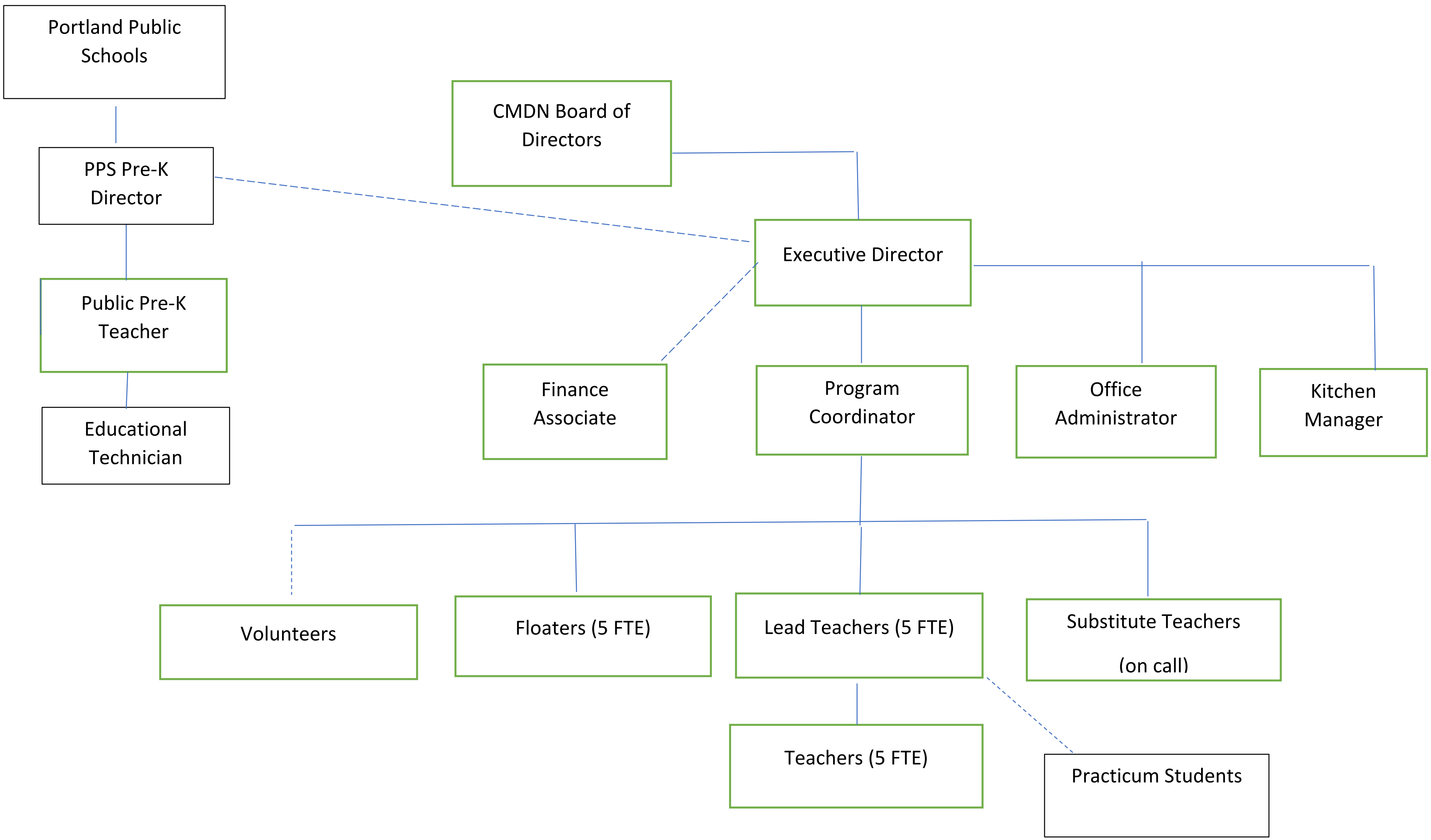
Please let me know if you would like to schedule a follow up conversation or if you have any questions.

Sincerely,

Rowan McAllister
ster
munity Development Program Manager

City of Portland, Maine
rmcallister@portlandmaine.gov
(207) 874-8731

Catherine Morrill Day Nursery
Organizational Chart
Updated 2020



Catherine Morrill Day Nursery
BOARD OF DIRECTORS 2023-2024

Term Ends	Name/Address	Home/ Cell Phone	Office Phone	Email Address	Affiliation
2025	Danna Hayes **President**	215-280-2475		dannachayes@gmail.com	Special Assistant to the Attorney General, State of Maine, Current CMDN Parent, *Long Range Planning & Executive Committee*
2026	Leigh LaMartina **Vice President**	215-498-0498		leigh.o.lamartina@gmail.com	Program Director, Permitting & Compliance, Biodiversity Research Institute, Current CMDN Parent, *Long Range Planning & Executive Committee*
2024	Amanda Payne **Secretary** 23 Clipper St. Cumberland Foreside, ME 04110	207-615-8211	207-420-3902	Amanda.Payne@bangor.com	Sales Officer, Bangor Savings Bank, *Finance Committee & Executive Committee*
2024	Kelly Chaisson **Treasurer** 32 Iffley Street Portland, ME 04103	207-615-3784	207-253-4119	kchaisson@cportcu.org	Director of Lending, CPort Credit Union, *Finance Committee*
2026	Simone Mikolich	401-226-5914		simone.mikolich@gmail.com	Current CMDN Parent, *Long Range Planning*
2025	Patrick Verville	207-939-3500	207-773-3625	pverville@wright-ryan.com	Project Manager, Wright-Ryan Construction, *Building & Grounds*
2025	Grace Price	617-480-8190		grace.lorna.price@gmail.com	Physician, Maine Medical Center, Current CMDN Parent *Long Range Planning*
2025	Allyson Conley	207-272-6898	207-741-5607	aconley@smccme.edu	Director, SMCC Spring Point Children's Center, *Long Range Planning*
2024	Ian Wagge 14 Owens Way Scarborough, ME 04074	602-769-5505	207-885-3761	iwagge@gmail.com	Director, IT Business Relationship Management, Delhaize America, *Finance Committee*
	Karen Peters	207-329-3038	207-874-1115	catherinemorrill.director@gmail.com	CMDN Executive Director

Updated 10/22

331 Cumberland Avenue
Portland, Maine 04101
Center: 207-874-1073; fax: 207-874-2373
Camelia.haleyyfo@gmail.com
www.yfoutreachme.org

November 13, 2023

To Whom It May Concern:

The CDBG childcare collaborative scholarship fund has been invaluable to the families that we serve at Youth and Family Outreach. Over and over, we see families struggling to navigate the barriers of the DHHS subsidy programs. When a family finds a job, it can still be up to six weeks before they can get a subsidy approved. By this time, if they do not have childcare, they may very well have lost their job. With the CDBG scholarship funding, we can enroll the family in a scholarship immediately, and then provide support with submitting their application for subsidy.

This funding has meant the difference between a family finding stability and a family falling into despair. Each year we are able to support between 5 and 10 families, depending on the length of time they need support. In my 33 years in the field, supporting vulnerable, under-resourced families, this funding initiative has been by far one of the most effective methods of helping to lift families up out of poverty.

Sincerely,

Camelia Babson-Haley
Executive Director

MEMORANDUM OF AGREEMENT
Portland CDBG Child Care Voucher Collaborative
2024-2025

The purpose of this Memorandum of Agreement (MOA) is to clarify the goals, roles, relationships, and commitment between Catherine Morrill Day Nursery (CMDN) and the following programs/agencies regarding the collaboration of the **Portland CDBG Child Care Voucher Collaborative**: Youth & Family Outreach (YFO), The Opportunity Alliance (TOA), and St. Elizabeth's Child Development Center, a program of Catholic Charities Maine (St. E's CDC).

GOALS:

1. To provide financial assistance to low-to-moderate income Portland Families who need affordable child care in order to work, to attend school or to participate in mandated social service activities. Families are required to apply for all other sources of subsidy before applying to the **Portland CDBG Child Care Voucher Collaborative.** Eligible families may be on the waiting list for the Child Care Subsidy Program or other state subsidy program, may be approved for a state subsidy for less than the amount of child care that they need, may have lost their subsidy but still need child care, or may not qualify for state assistance at the time of enrollment. This voucher can also be used for eligible Portland families due to an emergency as deemed by the partner program/agency or due to status that deems them ineligible for other subsidies, i.e., asylum seeker status.
2. To support families experiencing job loss by providing reduced-fee child care while they look for gainful employment.
3. To ensure that Portland low-to-moderate income parents have access to high quality early care and education services so that their children enter kindergarten with the necessary school readiness skills.

The primary role of each program will be as follows:

- Advertise the **Portland CDBG Child Care Voucher Collaborative** to existing enrolled families
- Recruit potential low-to-moderate income Portland families
- Review applications and income verification to determine eligibility as applications are submitted to their program, responding to families within five (5) business days of their application.

Youth & Family Outreach, The Opportunity Alliance, and St. Elizabeth's Child Development Center will:

- Determine eligibility for Portland families according to the most recent HUD income guidelines.
- Determine and collect parent co-payments.
- Submit invoices to CMDN monthly for units of service, racial identity, gender, and income level as required by HUD.
- Keep documentation of eligibility in children's confidential files.

Catherine Morrill Day Nursery will:

- Act as lead agency in the administration of the **Portland CDBG Child Care Voucher Collaborative**, which includes authoring the CDBG social services grant application and attending the required hearings.
- Determine eligibility for Portland families according to the most recent HUD income guidelines and share these guidelines with partner programs.
- Keep detailed records of eligibility documentation.
- Determine and collect parent co-payments.
- Combine the information from the invoices by the partner programs/agencies in support of the submission of required reports including the Performance Report, Unit Report, and the Invoice for reimbursement to the City of Portland monthly.
- Distribute payment for reimbursement of voucher payments to YFO, TOA, and St. E's CDC on a monthly basis after receipt of detailed invoices from each respective program/agency and reimbursement from the City
- Include CDBG funding in its annual financial audit for compliance with appropriate financial accounting practices.
- Participate in any HUD audit with the City of Portland

*As partners in this **Portland CDBG Child Care Voucher Collaborative** and as collaborators in Portland's early care and education community, we agree to continue our commitment to prioritize low-to-moderate income Portland families to provide affordable child care services, as well as to provide the children with exemplary early care and education services.*

Karen A. Peters

Karen Peters, Executive Director
Catherine Morrill Day Nursery

Camelia Babson-Haley, Executive Director
Youth & Family Outreach

Joseph R. Everett

Joe Everett, President and CEO
The Opportunity Alliance

Stephen P. Letourneau, CEO
Catholic Charities Maine

Financial Statements

Catherine Morrill
DAY NURSERY

September 30, 2022

Contents

Catherine Morrill Day Nursery

September 30, 2022

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Statement of Functional Expenses	6
Statement of Cash Flows	7
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Independent Auditors' Report

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

Opinion

We have audited the accompanying financial statements of Catherine Morrill Day Nursery (a nonprofit organization), which comprise the statement of financial position as of September 30, 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, the financial statements referred to above present fairly, in all material respects, the financial position of Catherine Morrill Day Nursery as of September 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. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Catherine Morrill Day Nursery and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

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

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

130 Middle Street, Portland, ME 04101 | p 207.775.3496 | f 207.775.0176 | PURDYPOWERS.COM

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Catherine Morrill Day Nursery's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Catherine Morrill Day Nursery's ability to continue as a going concern for a reasonable period of time.

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

Report on Summarized Comparative Information

We have previously audited Catherine Morrill Day Nursery's financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated April 7, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended September 30, 2021, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Purdy Powers & Company

Professional Association

Portland, Maine
March 22, 2023

Statement of Financial Position

Catherine Morrill Day Nursery

As of September 30, 2022
(with comparative totals for September 30, 2021)

	2022	2021
Assets		
Current Assets		
Cash and cash equivalents	$ 171,285	$ 77,360
Accounts receivable, net of allowance for doubtful accounts	39,745	93,476
Promise to give receivable	52,513	52,513
Prepaid expenses	26,635	9,915
Total Current Assets	290,178	233,264
Property and equipment, net of accumulated depreciation	669,587	676,883
Other Assets		
Investments designated by board for permanent endowment	815,690	990,153
Beneficial interest in assets held in unemployment trust	21,000	21,000
Beneficial interest in perpetual trusts	69,805	91,968
Investments restricted by donors for permanent endowment	36,900	36,900
Total Other Assets	943,395	1,140,021
Total Assets	$ 1,903,160	$ 2,050,168
Liabilities and Net Assets		
Current Liabilities		
Accounts payable	$ 7,799	$ 21,066
Accrued liabilities	45,428	50,479
Current portion of long-term debt	16,271	15,709
Total Current Liabilities	69,498	87,254
Long-Term Debt, net of current portion	92,751	109,028
Total Liabilities	162,249	196,282
Net Assets		
Without donor restrictions	1,318,498	1,409,310
With donor restrictions	422,413	444,576
Total Net Assets	1,740,911	1,853,886
Total Liabilities and Net Assets	$ 1,903,160	$ 2,050,168

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

Statement of Activities

Catherine Morrill Day Nursery

For the Year Ended September 30, 2022
(with comparative totals for September 30, 2021)

	2022			2021
	Without Donor Restrictions	With Donor Restrictions	Total	Total
Revenues and Other Support				
Grants and contracts	$ 140,807	$ 70,009	$ 210,816	$ 189,634
Program service fees	976,878	-	976,878	982,478
Contributions of cash and other financial assets	164,155	-	164,155	46,900
Contributions of nonfinancial assets	3,284	-	3,284	1,784
Investment income	21,494	879	22,373	18,155
Miscellaneous	6,574	-	6,574	5,404
Paycheck Protection Program loan forgiveness	-	-	-	157,252
Net assets released from restrictions	63,934	(63,934)	-	-
Total Revenues and Other Support	1,377,126	6,954	1,384,080	1,401,607
Expenses				
Program - childcare	1,104,535	-	1,104,535	1,124,773
Management and general	192,656	-	192,656	191,184
Total Expenses	1,297,191	-	1,297,191	1,315,957
Revenues Over Expenses	79,935	6,954	86,889	85,650
Change in value of perpetual trusts	-	(22,163)	(22,163)	12,931
Net realized and unrealized investment gains (losses)	(170,153)	(6,954)	(177,107)	169,884
Loss on disposal of fixed assets	(594)	-	(594)	-
Increase (Decrease) in Net Assets	(90,812)	(22,163)	(112,975)	268,465
Net assets at beginning of year	1,409,310	444,576	1,853,886	1,585,421
Net Assets at End of Year	$ 1,318,498	$ 422,413	$ 1,740,911	$ 1,853,886

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

Statement of Functional Expenses

Catherine Morrill Day Nursery

For the Year Ended September 30, 2022
(with comparative totals for September 30, 2021)

	2022				2021
	Program - Childcare	Management & General	Fundraising	Total	Total
Expenses					
Compensation and benefits	$ 846,003	$ 125,647	$ -	$ 971,650	947,340
Travel	26	1,118	-	1,144	201
Professional services	5,032	41,000	-	46,032	42,617
Equipment and maintenance	26,327	1,385	-	27,712	61,419
Occupancy	80,374	4,230	-	84,604	64,150
Insurance	9,079	3,344	-	12,423	12,963
CDBG	29,958	-	-	29,958	55,973
Miscellaneous	9,019	8,379	-	17,398	19,852
Training and development	2,633	-	-	2,633	990
Supplies	68,560	6,105	-	74,665	76,816
Depreciation	27,524	1,448	-	28,972	33,636
Total Expenses	$ 1,104,535	$ 192,656	$ -	$ 1,297,191	$ 1,315,957

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

Statement of Cash Flows

Catherine Morrill Day Nursery

For the Year Ended September 30, 2022
(with comparative totals for September 30, 2021)

	2022	2021
Cash Flows from Operating Activities		
Increase (decrease) in net assets	$ (112,975)	$ 268,465
Adjustment to reconcile changes in net assets to net cash provided (used) by operating activities:		
Depreciation	28,972	33,636
Change in value of perpetual trusts	22,163	(12,931)
Realized and unrealized investment (gains) losses	177,107	(169,884)
Loss on disposal of fixed assets	594	-
Paycheck Protection Program loan forgiveness	-	(157,252)
(Increase) decrease in operating assets:		
Accounts receivable	53,731	(44,431)
Prepaid expenses	(16,720)	(9,915)
Increase (decrease) in operating liabilities:		
Accounts payable	(13,267)	9,308
Accrued liabilities	(5,051)	11,859
Net Cash Provided (Used) by Operating Activities	134,554	(71,145)
Cash Flows from Investing Activities		
Purchase of fixed assets	(22,270)	(17,010)
Proceeds from sale of investments	55,516	187,616
Purchase of investments	(58,160)	(182,889)
Net Cash Used by Investing Activities	(24,914)	(12,283)
Cash Flows from Financing Activities		
Proceeds from Paycheck Protection Program loan	-	157,252
Principal payments on long-term debt	(15,715)	(15,164)
Net Cash Provided (Used) by Financing Activities	(15,715)	142,088
Net Increase in Cash and Cash Equivalents	93,925	58,660
Cash and cash equivalents at beginning of year	77,360	18,700
Cash and Cash Equivalents at End of Year	$ 171,285	$ 77,360
Supplemental Information		
Interest paid	$ 4,195	$ 4,740

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

Notes to Financial Statements

Catherine Morrill Day Nursery

Note A - Summary of Significant Accounting Policies

Nature of Activities

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

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

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

Basis of Presentation

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

> Net Assets without Donor Restrictions - Represents those resources that are not subject to donor-imposed restrictions (donors include other types of contributors, including maker of certain grants), and can be used for any purpose designated by the Nursery's governing board.
>
> Net Assets with Donor Restrictions – Represents resources and the portion of net assets resulting from contributions and other inflows of assets whose use is subject to donor-imposed restrictions.

Note A - Summary of Significant Accounting Policies - Continued

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

Accounts Receivable
Accounts receivable are stated at their estimated collectible amounts and represent fees due for services provided to children through year-end. Accounts receivable are periodically evaluated for collectability based on credit history with the client and their current financial condition. It is the Nursery's policy to charge off uncollectible accounts receivable when management determines the receivable will not be collected. The allowance for uncollectible account was $2,430 for the years ended September 30, 2022 and 2021.

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

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

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

Note A - Summary of Significant Accounting Policies - Continued

Property and Equipment
Property and equipment is stated at cost if purchased or at fair value if contributed. The Nursery's policy is to capitalize acquisitions and major improvements with a cost of $5,000 or more. Depreciation expense is calculated utilizing the straight-line method based on the estimated useful lives of the depreciable assets. Property and equipment is depreciated over 5 to 40 years. Depreciation expense was $28,972 and $33,636 for the years ended September 30, 2022 and 2021, respectively.

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

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

Contributed Services and Materials
Certain professional services and materials were donated to the Nursery. As more fully described in Note L, the estimated fair value of the professional services and materials amounted to $3,284 and $1,784 that met the requirements for recognition in the financial statements and are included contributions of nonfinancial assets on the Statement of Activities during the years ended September 30, 2022 and 2021, respectively.

The Nursery receives donated services that do not meet the criteria for financial statement recognition. These donated services include foster grandparents, volunteers from Learning Works, volunteers for kindergarten readiness, practicum students, and the annual United Way Day of Caring. These donated services are essential to the operations of the Nursery and total volunteer hours amounted to 553 and 2,888 for the years ended September 30, 2022 and 2021, respectively.

Comparative Data
The financial statements include certain prior-year summarized comparative information in total but not by net asset class and functional expenses by program. Such information does not include sufficient detail to constitute a presentation in conformity with the modified cash basis of accounting. Accordingly, such information should be read in conjunction with the Nursery's financial statements for the year ended September 30, 2021, from which the summarized comparative information was derived.

Note A - Summary of Significant Accounting Policies - Continued

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.

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

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

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

Pending Accounting Pronouncements
In February 2016, the Financial Accounting Standards Board issued ASU 2016-02, *Leases* (Topic 842). This new standard will provide users of the financial statements a more accurate picture of the assets and the long-term financial obligations of organizations that lease. The standard is for a dual-model approach: a lessee will account for most existing capital leases as Type A leases, and most existing operating leases as Type B leases. Both will be reported on the Statement of Financial Position of the Nursery for leases with a term exceeding 12 months. Lessors will see some changes too, largely made to align with the revised lease model. For nonpublic organizations, the new leasing standard will apply for fiscal years beginning after December 15, 2021. The standard requires retroactive application to previously issued financial statements, if presented. Management is currently evaluating the impact of adoption on its financial statements.

Note A - Summary of Significant Accounting Policies - Continued

New Accounting Pronouncement

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.

Note B - Investments

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

	2022	2021
Money market funds	$ 76,453	$ 77,268
Equity mutual funds and ETFs	560,937	697,643
Corporate bonds	215,200	252,142
	$ 852,590	$ 1,027,053

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

	2022	2021
Interest and dividend income	$ 22,373	$ 18,155
Net realized and unrealized gains (losses)	(177,107)	169,884
Total investment return	$ (154,734)	$ 188,039

Investment income is reported net of investment fees.

Investments are presented as:

	2022	2021
Investments designated by board for endowment	$ 815,690	$ 990,153
Investments restricted by donors for endowment	36,900	36,900
Total investments	$ 852,590	$ 1,027,053

Note C - Fair Value Measurements

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

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

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

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

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

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

For the year ended September 30, 2022, the application of valuation techniques applied to similar assets and liabilities has been consistent. The following is a description of the valuation methodologies used for instruments measured at fair value:

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

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

Note C - Fair Value Measurements - Continued

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

The following summarizes fair values of investment assets by levels within the fair value hierarchy at September 30, 2022:

	Level 1	Level 2	Level 3	Total
Investments:				
Money market funds	$ 76,453	$ -	$ -	$ 76,453
Equity mutual funds and ETFs	560,937	-	-	560,937
Corporate bonds	215,200	-	-	215,200
Total	$ 852,590	$ -	$ -	$ 852,590
Beneficial interest in perpetual trusts	$ -	$ -	$ 69,805	$ 69,805
Beneficial interest in assets held in unemployment trust	$ -	$ -	$ 21,000	$ 21,000

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

	Fair Value Measurements Using Significant Unobservable Inputs (Level 3)	
	Beneficial interest in perpetual trusts	Beneficial interest in assets of unemployment trust
Beginning balance	$ 91,968	$ 21,000
Contributions	-	-
Change in value of beneficial interest in perpetual trust	(22,163)	-
Ending balance	$ 69,805	$ 21,000

Note D - Property and Equipment

Property and equipment consisted of the following at September 30:

	2022	2021
Building and building improvements	$ 1,597,364	$ 1,609,219
Equipment and furnishings	124,102	114,187
	1,721,466	1,723,406
Less: accumulated depreciation	1,051,879	1,046,523
	$ 669,587	$ 676,883

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

Note E - Line of Credit

The Nursery has an available line of credit totaling $100,000. The line of credit is payable on demand, including interest at the Wall Street Journal prime rate. There was no balance outstanding at September 30, 2022 and 2021. The Nursery has pledged all business assets as collateral against the line of credit.

Note F - Paycheck Protection Program Loan

During the year ended September 30, 2021, the Nursery received a second loan through the U.S. SBA (Small Business Administration) Paycheck Protection Program (PPP), established as part of the 2020 CARES Act. The $157,252 promissory note was to be forgiven if the loan was used for payroll, rent, mortgage interest, or utilities incurred over the twenty four week period starting from the day the funds were received from the lender (with at least 60% of the loan being used for payroll). In addition, the Association had to maintain staffing and 75% of salaries as assessed individually, subject to certain exemptions. For any portion of the loan not forgiven, principal and interest payments were to begin on the seven month anniversary of execution of the note, with interest at a rate of 1% and principal in an amount so that the remaining loan balance fully amortizes by the maturity date of April 14, 2025.

Management evaluated its eligibility for loan forgiveness during the year ended September 30, 2021 and determined they qualified for forgiveness. Accordingly, the Nursery recognized the entire balance of $157,252 on the accompanying Statement of Activities for the year ended September 30, 2021. During the year ended September 30, 2022, the Nursery received notification of forgiveness from the SBA.

Catherine Morrill Day Nursery

Note G - Long-Term Debt

On July 30, 2013, the Nursery entered into a $350,000 construction loan with Bangor Savings Bank for an exterior brick repair and window replacement project which was completed in February 2014. This loan was refinanced with Bangor Savings Bank. The loan, is secured by the Nursery's investments and requires principal and interest payments based on an interest rate of 3.52% and matures on December 28, 2023 with a balloon payment. The outstanding balance was $109,022 at September 30, 2022.

Maturities on term note payable are as follows:

2023	$ 16,271
2024	92,751
	$ 109,022

Note H - Endowment Fund

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

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

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

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

Note H - Endowment Fund - Continued

Investment Objective and Policy
The Nursery employs a balanced portfolio strategy of fixed income and equity investments which is adverse to high risk and provides principal growth to offset inflation. The Nursery believes the best opportunity to achieve this objective is by placing a maximum limitation for investment in equities at 60% and the maximum limitation of fixed income securities at 50%. See Note B for information on the composition of endowment assets at September 30, 2022.

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

Donor-restricted and board-designated endowment net asset composition at September 30, 2022 is as follows:

	Without Donor Restriction	With Donor Restriction	Total
Donor-restricted	$ -	$ 36,900	$ 36,900
Board-designated	$ 815,690	$ -	$ 815,690

Changes in endowment net assets for the year ended September 30, 2022 are as follows:

	Without Donor Restriction	With Donor Restriction	Total
Endowment net assets, beginning of year	$ 990,153	$ 36,900	$ 1,027,053
Investment return:			
Investment income, net	21,494	879	22,373
Net appreciation (depreciation)	(170,153)	(6,954)	(177,107)
Total investment return	(148,659)	(6,075)	(154,734)
Appropriation of endowment assets for expenditure	(25,804)	6,075	(19,729)
Other changes:			
Transfer (earnings) loss (to) from unrestricted	-	-	-
Endowment net assets, end of year	$ 815,690	$ 36,900	$ 852,590

Note I - Net Assets with Donor Restrictions

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

	2022	2021
Subject to the passage of time:		
For periods after September 30:		
United Way grant allocation, future period	$ 52,507	$ 52,507
Time restriction for City of Portland CDBG grant (see Note M)	263,202	263,202
	315,709	315,709
Not subject to appropriation or expenditure:		
Beneficial interest in perpetual trust - E. Donnell	13,602	17,780
Beneficial interest in perpetual trust - B. Donnell	56,202	74,187
Endowment - Weymouth Fund	36,900	36,900
	106,704	128,867
Total net assets with donor restrictions	$ 422,413	$ 444,576

Note J - Liquidity and Availability

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

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

	2022	2021
Financial assets, at year end	$ 1,185,938	$ 1,342,370
Less those unavailable for general expenditures within one year, due to:		
Contractual or donor-imposed restrictions:		
Restricted by donor with time or purpose restrictions	(422,413)	(444,576)
Financial assets available to meet cash needs for general expenditures within one year	$ 763,525	$ 897,794

The Nursery's financial assets available to meet cash needs for general expenditures within one year represents funding for ongoing operational requirements and planned increases in program expenditures in 2023.

Catherine Morrill Day Nursery

Note J - Liquidity and Availability - Continued

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

Note K - Revenue Recognition

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

	2022	2021
Revenue Recognized Over Time		
Government contracts	$ 45,527	$ 34,248
Program service fees	976,878	982,478
Total Revenue from Contracts with Customers	$ 1,022,405	$ 1,016,726

Contract Assets and Contract Liabilities
In accordance with FASB ASC 606-10-50, the Nursery has considered the need to record contract assets and contract liabilities from contracts with its customers. No such balances exist as of September 30, 2022 and 2021.

Receivables
The Nursery has net accounts receivable from contracts with customers of $39,745 and $93,476 at September 30, 2022 and 2021, respectively. The Nursery does not expect that receivables will not be collected on any new contracts recognized during the year.

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

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

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

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

Note K - Revenue Recognition - Continued

Performance Obligations - Continued
The Nursery has no significant shipping and handling costs.

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

Warranties
Warranty *(or return, refund, discount)* obligations are purchased along with the contract and are considered a separate performance obligation. Management has determined that the only warranty effecting this particular revenue stream is for refunds available due to COVID-19. The Nursery was able to determine what fees were refunded at year end. The total discounts included in contract revenue for the years ended September 30, 2022 and 2021 was $31,490 and $30,159, respectively.

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

Note L - Contributed Nonfinancial Assets

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

	2022	2021
Services	$ 84	$ 84
Materials	3,200	1,700
	$ 3,284	$ 1,784

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

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

Note M - Contingencies

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

The Nursery participates in a number of federal and state assisted grant programs. These programs are subject to financial and compliance examinations by the grantors or their representatives. The audits of these programs, for and including the year ended September 30, 2022, have not been completed. Accordingly, the Nursery's compliance with applicable grant requirements will be established at some future time. The amount, if any, of expenditures which may be disallowed by such grantor agencies cannot be determined at this time, although management expects such amounts, if any, to be immaterial.

Note N - Income Taxes

The Nursery qualifies as an organization exempt from federal income tax under Internal Revenue Code Section 501(c)(3) and files a Form 990 tax return. With few exceptions, the Nursery is no longer subject to U.S. federal income tax examinations for years before 2019 due to statute of limitations. The Nursery has adopted the provisions of FASB ASC, *Income Taxes*. Management of the Nursery believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

Note O - Retirement Plan

The Nursery participates in a tax-deferred investment plan under Section 403(b) of the Internal Revenue Code. Eligible employees may defer salary starting the first of the month following his or her date of hire up to the maximum allowed by law into the Catherine Morrill Day Nursery Tax Sheltered Annuity Plan. Starting on October 1 or April 1 following one year of service, the Nursery will match employee contributions 100% up to 5% of the employee's gross wages. Total retirement expense under this Plan was approximately $13,271 and $14,666 for the years ended September 30, 2022 and 2021, respectively.

Note P - Concentration

Approximately 53% and 36% of the Nursery’s revenues were from the City of Portland or the State of Maine during the fiscal years September 30, 2022 and 2021, respectively.

Note Q - Subsequent Events

Management has made an evaluation of subsequent events to and including March 22, 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.

					FY 23- FY24		
FY23-24 BUDGET PROPOSAL	Approved	thru 8/31/23	September propo	Proposed	Variance	% variance	Notes
OPERATING REVENUES	FY22-23						
USDA	$ 36,000.00		$ -	$ 34,000.00	$ 2,000.00	5.56%	The federal bump during COVID has stopped
CDBG Social Services Grant	$ 61,650.00	$ 51,007.40	$ 55,644.44	$ 81,295.00	$ (19,645.00)	-31.87%	
Parent Co-Pay (Subsidy + CDBG)	$ 99,299.00	$ 25,717.00	$ 28,054.91	$ 99,299.00	$ -		
United Way	$ 70,009.00	$ 106,506.00	$ 116,188.36	$ 54,000.00	$ 16,009.00	22.87%	
Portland Public Schools	$ 35,000.00	$ 35,000.00	$ -	$ 35,000.00	$ -	0.00%	
Fees-Subsidy	$ 300,000.00	$ 231,977.00	$ 253,065.82	$ 300,000.00	$ -	0.00%	
Annual Registration Fee	$ 3,200.00	$ 2,460.00	$ 2,683.64	$ 3,200.00	$ -	0.00%	
Fees-Private	$ 670,000.00	$ 605,735.00	$ 660,801.82	$ 706,200.00	$ (36,200.00)	-5.40%	
Donations and grants (unrestricted)	$ 10,000.00		$ -	$ 2,500.00	$ 7,500.00	75.00%	
Donations and grants (restricted)	$ 93,500.00		$ -	$ 91,687.00	$ 1,813.00	1.94%	DHHS Stabilization Grants, CDBG construction (does not
Fund-raising revenue	$ 500.00		$ -	$ 500.00	$ -		
Discounts	$ (30,000.00)		$ -	$ (32,000.00)	$ 2,000.00	-6.67%	
2020-2021 Suspense Income			$ -		$ -		
TOTAL REVENUE	**$1,349,158**	**$ 1,058,402.40**	$ 1,116,438.98	**$ 1,375,681.00**	$ (26,523.00)	-1.97%	
OPERATING EXPENSES			$ -		$ -		
Staff salaries	$ 829,000.00	$ 728,758.00	$ 795,008.73	$ 870,450.00	$ (41,450.00)	-5.00%	Does not include $200/month staff stipends
Translation/casual labor	$ 10,000.00	$ 406.25	$ 443.18	$ 2,000.00	$ 8,000.00	80.00%	
Bookkeeping	$ 30,000.00	$ 28,320.00	$ 30,894.55	$ 31,500.00	$ (1,500.00)	-5.00%	
Payroll FICA	$ 69,877.00	$ 62,508.00	$ 74,768.00	$ 74,768.00	$ (4,891.00)	-7.00%	
Payroll Retirement	$ 12,000.00	$ 11,135.00	$ 12,147.27	$ 12,840.00	$ (840.00)	-7.00%	
Unemployment Insurance	$ 4,000.00	$ 6,847.00	$ 7,469.45	$ 8,000.00	$ (4,000.00)	-100.00%	
Workers' Comp Insurance	$ 13,000.00	$ 11,936.00	$ 13,021.09	$ 13,910.00	$ (910.00)	-7.00%	
Health Insurance + health stipends	$ 100,000.00		$ -	$ 107,000.00	$ (7,000.00)	-7.00%	$400 Health Stipend as well as the $9K per month health
Employee Course Reimbursement			$ -	$ 1,000.00	$ (1,000.00)	#DIV/0!	
CDBG Social Services Grant Expns.	$ 51,914.00	$ 11,799.00	$ 12,871.64	$ 51,914.00	$ -	0.00%	
Audit and Legal Expenses1500	$ 12,000.00	$ 28,950.00	$ -	$ 12,840.00	$ (840.00)	-7.00%	
Cleaning Contract	$ 39,600.00	$ 37,244.00	$ 40,629.82	$ 41,580.00	$ (1,980.00)	-5.00%	
Payroll Services	$ 3,600.00	$ 2,318.00	$ 2,528.73	$ 3,780.00	$ (180.00)	-5.00%	
Staff Training/Professional Devt	$ 3,000.00	$ 779.00	$ 849.82	$ 3,000.00	$ -	0.00%	
Foster Grandparents			$ -	$ -	$ -		
Electricity	$ 12,000.00	$ 9,832.00	$ 10,725.82	$ 12,840.00	$ (840.00)	-7.00%	
Water and Sewer	$ 5,000.00	$ 3,878.00	$ 4,230.55	$ 5,350.00	$ (350.00)	-7.00%	
Heating Oil/Gas	$ 18,178.00	$ 20,792.00	$ 22,682.18	$ 24,270.00	$ (6,092.00)	-33.51%	
Alarm/Rubbish/Pest Service/Recycling	$ 7,500.00	$ 6,604.00	$ 7,204.36	$ 8,025.00	$ (525.00)	-7.00%	
Equipment/Copier Repair	$ 4,000.00	$ 1,514.00	$ 1,651.64	$ 4,000.00	$ -	0.00%	New Copier
Equipment	$ 18,768.00	$ -	$ -	$ 105,000.00	$ (86,232.00)	-459.46%	Air Handler, Carpet/flooring
Building & Grounds/Maintenance/Repair	$ 30,000.00	$ 26,824.00	$ 29,262.55	$ 32,100.00	$ (2,100.00)	-7.00%	
Building & Grounds Supplies	$ 51,712.00	$ 2,050.00	$ 2,236.36	$ 5,000.00	$ 46,712.00	90.33%	
Telephone/Internet	$ 2,000.00	$ 2,194.00	$ 2,393.45	$ 2,560.00	$ (560.00)	-28.00%	
Food Supplies	$ 47,740.00	$ 46,024.00	$ 50,208.00	$ 53,723.00	$ (5,983.00)	-12.53%	
Paper/Household Supplies	$ 13,000.00	$ 10,913.00	$ 11,905.09	$ 13,910.00	$ (910.00)	-7.00%	
Educational Supplies	$ 3,500.00	$ 6,622.00	$ 7,224.00	$ 7,730.00	$ (4,230.00)	-120.86%	
Administrative Supplies	$ 3,722.00	$ 5,225.00	$ 5,700.00	$ 6,099.00	$ (2,377.00)	-63.86%	
Travel-Staff	$ 500.00	$ 32.00	$ 34.91	$ 250.00	$ 250.00	50.00%	
D&O Insurance	$ 4,000.00	$ 4,069.00	$ 4,438.91	$ 4,750.00	$ (750.00)	-18.75%	
Multi-Peril Insurance/Student Accident Insurance	$ 11,405.00	$ 10,210.00	$ 11,138.18	$ 12,203.00	$ (798.00)	-7.00%	
Fees and Licenses	$ 500.00	$ 3,072.00	$ 3,351.27	$ 3,586.00	$ (3,086.00)	-617.20%	
Staff Immunization Expenses	$ 50.00		$ -	$ 50.00	$ -	0.00%	
Advertisement & Recruitment	$ 4,694.00	$ 564.00	$ 615.27	$ 658.00	$ 4,036.00	85.98%	
Board Expenses	$ 500.00	$ 945.00	$ 1,030.91	$ 1,011.00	$ (511.00)	-102.20%	
Class picture/Sweater fund project	$ 3,000.00	$ 2,855.00	$ 3,114.55	$ 3,210.00	$ (210.00)	-7.00%	
Fund-raising expense	$ 789.00		$ -	$ 789.00	$ -		
Field Trips & Festivals	$ 500.00		$ -	$ 535.00	$ (35.00)	-7.00%	
Bank Service charges	$ 9,000.00	$ 3,623.00	$ 3,952.36	$ 8,000.00	$ 1,000.00	11.11%	
NAEYC Accreditation	$ 650.00	$ 176.00	$ 192.00	$ 650.00	$ -	0.00%	
Sunshine Fund--Staff	$ 1,908.00	$ 1,274.00	$ 1,389.82	$ 2,042.00	$ (134.00)	-7.02%	
Computer Equipment & Repairs	$ 1,000.00		$ -	$ 1,000.00	$ -	0.00%	
Computer Software (Brightwheel & TSG)	$ 3,728.00	$ 2,656.00	$ 2,897.45	$ 3,728.00	$ -	0.00%	
2020-2021 Suspense Income Expenses			$ -		$ -		
Bad Debt Expense			$ -	$ -	$ -	#DIV/0!	
TOTAL EXPENSES	**$ 1,437,335.00**	**$ 1,102,948.25**	$ 1,203,216.27	**$1,437,335**	$0	0.00%	
Net				-$61,654			

include $200/month staff stipends)

ı insurance policy which will most likely increase 10-15%.

Portland CDBG Childcare Voucher Collaborative

PROJECT TIMELINE 2024-2025

July 2024	Monthly	Quarterly	Annually
			CMDN is notified of CDBG award, and participates in 2 public hearings (April/May 2024)
Review & Revise CDBG grant (CMDN)	Review applications for CDBG vouchers on an on-going basis (all partners)	Re-determine eligibility of all families (all partners)	CMDN signs contract with City of Portland (July 2024)
Review eligibility process, 2024 current HUD Income guidelines & unit projections	Four partner programs submit detailed invoices and demographic information to CMDN		CMDN authors final CDBG Narrative Report with aggregate information from all 4 programs (June 2025)
CMDN creates 2024-2025 spreadsheet to track units and dollars	CMDN submits CDBG Performance, Financial & Unit Reports along with back-up documentation by the 10th of the month		
Each partner program advertises the CDBG voucher program to existing and prospective families, as appropriate (on-going)			
Each partner program accept & process applications, verifying documentation of eligibility (on-going)	The City of Portland reimburses CMDN for the collective dollars based on reported units and respective ages of children		
Each partner program informs families of their eligibility and the amount of their co-payment	CMDN reimburses partner programs based on their itemized invoices		
Each partner program tracks parent co-payments	Weekly		

FEB 14 REC'D

Internal Revenue Service

Date: February 10, 2005

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

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

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

Dear Sir or Madam:

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

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

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

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

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

Sincerely,

Janna K. Skufca

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

SOCIAL SERVICE SUMMARY - ***(This is the only page that goes to Council)***

Application Type	☐ Standard Social Service	
Operating Agency	Greater Portland Family Promise	
Program Name	Homelessness Prevention and Housing Stabilization	
Funds Requested	$93,600.00	

Program Summary

Greater Portland Family Promise provides shelter, housing navigation, and housing mentorship to help families access affordable housing and to be successful tenants in their new homes. The mission of Greater Portland Family Promise is to help families experiencing homelessness and low-income families to achieve sustainable independence through a community-based response. Community collaboration and partnerships are the cornerstone of our work.

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	Providing Decent Affordable Housing
Primary Goal	Address the Needs of the Growing Homeless Population: Prevent and reduce homelessness

Beneficiaries/ Clients Served

Client Description	Greater Portland Family Promise serves low-income families. 100% of the families served by Family Promise are low-income and fall below the area medium income.
Number of Clients Served	384
Number of LMI Portlanders	384
LMI Portland Percentage	100.00%

Units of Service

Type of Unit of Service	The unit of service provided by Greater Portland Family Promise is program staff time – hours providing homelessness prevention and housing stabilization services.
Number of Units Provided	8,944
Cost per Unit of Service	$14.25

Outcomes

Families will be:
- Connected to public benefits, health care education and job training programs
- Food secure, their cultural and nutritional needs will be met
- Housed in safe, affordable housing for a minimum of one year

Budget

$93,600.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
$395,736.00	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]

Leveraged Funds

ARPA, private foundations, ELCA, individual donations

A. Agency Information

Completed by michelle@gpfamilypromise.org on 11/20/2023 10:40 AM

Case Id: 30483
Name: Greater Portland Family Promise - 2024
Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name
Greater Portland Family Promise

A.2. Mailing Address
P.O. Box 11048 Portland, ME 04104

A.3. Federal ID Number
81-2565353

A.4. Unique Entity Identifier- SAM.GOV
T8T9ML6W4RH7

APPLICATION POINT OF CONTACT

A.5. First Name
Michelle

A.6. Last Name
Lamm

A.7. Phone
(207) 200-7327

A.8. Email
michelle@gpfamilypromise.org

EXCUTIVE DIRECTOR

A.9. First Name
Michelle

A.10. Last Name
Lamm

A.11. Phone
(207) 200-7327

A.12. Email
michelle@gpfamilypromise.org

PROJECT DIERECTOR

A.13. First Name
Michelle

A.14. Last Name
Lamm

A.15. Phone
(207) 200-7327

A.16. Email
michelle@gpfamilypromise.org

FINANCIAL DIRECTOR

A.17. First Name
Amy

A.18. Last Name
Holland

A.19. Phone
(207) 841-3627

A.20. Email

amy@gpfamilypromise.org

B. Project Information

Completed by michelle@gpfamilypromise.org on 11/21/2023 12:50 PM

Case Id: 30483
Name: Greater Portland Family Promise - 2024
Address: *No Address Assigned

B. Project Information

Please provide the following information.

B.1. Program Name
Homelessness Prevention and Housing Stabilization

B.2. Primary Address Services Are Delivered
22 Pleasant Ave 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 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**
CDBG Eligible Areas.pdf

B.4. HUD Program Objectives
Indicate which HUD program objective this program will address:

Providing Decent Affordable Housing

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.
Greater Portland Family Promise serves low-income families. 100% of the families served by Family Promise are low-income and fall below the area medium income. Family Promise serves New Mainer, asylum-seeking families experiencing homelessness. Approximately 50% of the families are from Angola and 50% are from the Democratic Republic of Congo. The families we serve have zero income. They cannot work until they have their work authorization which can take 1.5 – 2 years to receive. The families rely on public benefits like General Assistance, TANF and SNAP.

B.6.B. How many will be served by the proposed program? (unduplicated -per year)
384

B.6.C. How many are low to moderate income residents of Portland?
FY 2024 HUD Low to Moderate Income Guidelines for Portland, Maine
384

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 provided by Greater Portland Family Promise is program staff time – hours providing homelessness prevention and housing stabilization services.

B.7.B. How many units of service will be provided by the program?
8,944

B.7.C. What is the cost per unit of service? (Please calculate this using requested CDBG funds divided by the number of units)
$14.25

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.)
Yes

Enter the additional costs per unit of service:

Notes	Cost Per unit of Service
$30/hour is what we estimate as the actual cost per program staff hour providing services, and we estimate 1.5 FTE providing those services in Portland The additional costs per unit of service is calculated by dividing the other costs of the program (30% of administrative costs and staff and insurance, plus full program costs for financial assistance for rent, utilizes, and other basic needs; culturally appropriate food, and transportation) by the total number of hours of program staff time ($14.25 per program staff hour). These two numbers together represent the entire cost of running the program.	$30.00

B.7.D. What percentage of the total budget is CDBG?
23.65%

B.8. **Program Objectives and Outcomes**

B.8.A. Program Objectives
- Provide emergency shelter and transitional housing
- Connect families to existing community resources and public benefit programs
- Operate a monthly culturally appropriate food distribution
- Provide housing navigation case management helping families to apply for affordable housing
- Provide housing mentorship case management to help families with housing stability
- Move families into affordable housing

B.8.B. Program Outcomes
Families will be:
- Connected to public benefits, health care education and job training programs
- Food secure, their cultural and nutritional needs will be met
- Housed in safe, affordable housing for a minimum of one year

B.9. Employees
Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	9
How many employees will be employed in this program if it receives CDBG funding?	5
How many employees will be employed in this program if it does not receive CDBG funding?	4

B.10. **Documentation**

B.10A. How will the beneficiaries' information be collected and documented?
Individual family information is collected and entered into a family data sheet. Demographic information includes: first, middle, and last names, a current address, phone numbers, email addresses, languages spoken, gender, date of birth, country of origin, healthcare provider (PCP), English Level, public school name and grade, amount of GA, TANF, SNAP benefits received. Immigration information includes date of entry into the U.S., port of entry, date applied for asylum, next immigration court date, court location, whether work authorization has been received. Family documents collected includes photo ID (driver's license or Maine State ID), immigration documents for each family member (passport, visa, or Notice to Appear), General Assistance decision sheet, DHHS Notice of Decision, general release of information, media release, and authorized representative form.

Updates to beneficiaries' demographic information, immigration status, public benefits access will be tracked and monitored on a quarterly basis in addition to access to basic needs: clothing, diapers, transportation, food, laundry, housing search, housing stabilization.

B.10B. How will the units of service be tracked and documented?
Units of service will be tracked through timesheets and documented by payroll reports.

B.10C. How will the outcomes be measured, collected, and documented?
Family public benefit access, food security, English language level, immigration status, and housing stability will be collected, measured and documents on a quarterly basis (3 months, 6 months, 9 months and 1 year) using quarterly family visits and documented in individual case notes.

C. Narrative

Please provide the following information.

C.1. Program Description
Describe the Program being proposed.
Greater Portland Family Promise provides shelter, housing navigation, and housing mentorship to help families access affordable housing and to be successful tenants in their new homes. The mission of Greater Portland Family Promise is to help families experiencing homelessness and low-income families to achieve sustainable independence through a community-based response. Community collaboration and partnerships are the cornerstone of our work.

Family Promise is committed to addressing the family homelessness crisis and assisting families as they integrate into our community. Our goal is to provide hospitality, compassion and highly individualized, person-centered care for the individuals and families that we serve. We treat others with unconditional positive regard, love and kindness.

There are 7 projects that fall under our Homelessness Prevention and Housing Stabilization Program.

1. Shelter and Transitional Housing
2. Housing Navigation - Case Management
3. Move-in support - Furniture and Household Goods
4. Financial Assistance - Rental Assistance and help with laundry and transportation
5. Food and Diaper Distribution
6. Housing Stabilization - Case Management
7. Enrichment – Education and art programming

Greater Portland Family Promise is currently operating a family shelter out of Williston Immanuel Church in Portland. Here we can house up to 8 families or 36 individuals. At the shelter we provide a safe place for families to sleep and cook their meals. Families have access to a private sleeping space, a kitchen, showers, and laundry. In partnership with other faith-based partners we operate 3 transitional housing program. There are also 3 families living at two former United Methodist parsonages and 4 families living at First Parish Church in Gorham, serving a total of 30 individuals.

Greater Portland Family Promise addresses the needs of families experiencing homelessness through housing navigation and housing stabilization case management. Through housing navigation case managers help families to apply for and secure affordable housing. Case managers help families to apply for public benefits and connect families to existing community resources related to education, healthcare and basic needs support). Case managers also help families to apply for affordable housing. Case managers determine if apartment meets the General Assistance (GA) guidelines, complete the GA rental agreement, act as a guarantor, professional reference, and compete other necessary application materials.

Through housing mentorship case managers provide support and guidance to help families to remain stably housed.

Case managers act an advocate for families and act as a liaison between the landlord and the tenant. At move in case manager reviews the lease agreement and provides education about house maintenance and how to be a good tenant.

Greater Portland Family Promise ensures that families have access to critical needs programs and other needed supports that lead individuals and families toward household stability. Family Promise also provides financial assistance as well as a monthly food and diaper distribution. In addition to helping families access city and state public benefit programs, Family Promise operates a culturally appropriate food program to help reduce hunger and increase access to culturally appropriate and nutritional foods. Each month Family Promise distributes culturally appropriate food boxes to families and provides gift cards as needed to fill in the gaps. Families self-select the foods they want depending on their culture and preferences. Family Promise also grants financial assistance in the form of rent, security deposits and utilities and provides for other basic needs such as bus tickets and quarters for laundry.

Family Promise has a 100% volunteer led moving team that collects furniture and household goods and moves families into their new homes. When a family secures an apartment, the moving team provides all the furniture and household goods needed to fully outfit their new home.

To further support families on a path to independence and stability Family Promise connects families to English language classes, financial literacy courses, and workforce development. In addition to educational supports we offer a weekly arts and crafts program and two annual cultural celebrations.

All of our programs and services combined give families a better chance of long-lasing success.

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.

Maine is currently experiencing a housing crisis. Maine State Housing Authority estimates that Maine is currently 20,000 units short of what is needed to end the affordable housing shortage. Current wages and voucher programs aren't keeping up with rising rents, leaving families with little to no access to affordable housing.

On January 24, 2023, during the annual PIT Count (Point in Time) there were found to be 4,258 people experiencing homelessness in Maine, over half (55%) of these are families with children. About half, 2,009 individuals are residing in Hub 2, Cumberland County at emergency shelters, hotels and doubled up with other families.

People are better able to fully participate in their communities and thrive when they have adequate shelter, nutrition, and health care. Access to housing and other basic needs enhances the wellbeing of Mainers and reduces social service costs by providing targeted health and social services and helps end the cycle of poverty and reduces the burden on the taxpayer to pay create more programs and services to serve people experience experiencing homelessness.

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

Outcome 1: Families will be connected to public benefits, healthcare, education and job training programs.
- Connect families with public benefit programs (SNAP, TANF and MaineCare)
- Connect families to local community organizations, Portland Adult Education, FEDCAP and healthcare providers

Outcome 2: Families gain access to safe, affordable housing.
- Complete housing applications and submit the required paperwork and documentation

- Assure that security deposits, rent, and utilities are paid for

Outcome 3: Families will become food secure.
- Meet the cultural and nutritional needs of families in our community that are experiencing food insecurity
- Improve the health and well-being of families living in Greater Portland

Outcome 4: Families will remain stably housed after one year.
- Review policy and procedures, housekeeping, and home management
- Provide tenant education and on-site training around pest management, food storage and trash and recycling

Greater Portland Family Promise measures the efficacy of our programs and services by regularly evaluating family success and benchmarks such as a family's ability to maintain housing, obtain education and employment, housing, and financial stability. GPFP collects and analyzes data so that we learn how well our programs are working and adjust and improve our programs and services as needed. Family Promise staff collect household level data via client intake, assessment, and exit forms and enter all data into well managed excel spreadsheets. Staff utilize a data-informed decision-making approach to adjust services to best meet the needs of the families we serve and to meet our performance goals.

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**

Affordable housing enhances the wellbeing of Mainers and reduces social service costs by providing targeted health and social services and helps end the cycle of poverty and reduces the burden on the taxpayer to pay create more programs and services to serve people experience experiencing homelessness.

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.**

Greater Portland Family Promise addresses the need of the growing homeless population through our Homelessness Prevention and Housing Stabilization program. Our programs and services address the high priority areas including food assistance, shelter services, homelessness prevention and housing navigation services to prevent and reduce homelessness.

Access to emergency shelter and affordable housing enhances the wellbeing of Mainers and reduces social service costs by providing targeted health and social services and helps end the cycle of poverty. All these strategies combined, securing affordable housing, providing financial assistance, connecting families to public benefits, education and job training gives children and families better outcomes regarding housing security, health, education and employment. Connections to education and job training programs give adults a better chance of success regarding higher paying jobs that will allow them to pay less than 30% of their income on rent. Connecting children and families to quality healthcare and care coordination gives the family a better chance of positive health outcomes and to reach educational attainment benchmarks.

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.**

   Greater Portland Family Promise's Homelessness Prevention and Housing Stabilization Program's services are:
   - Consistently aligned with the City of Portland goals, priority impact levels and guiding principles.
   - Creating a significant and measurable community impact.
   - Addressing diversity and inclusiveness and creating a culture of belonging.
   - Prioritizing low-income families.
   - Leverages funding from businesses, civic organizations, individuals, private foundations, and government grants.

   Greater Portland Family believes in advocating for and addressing the root causes of poverty and homelessness. Family Promise supports policies and procedures that are designed to stabilize Maine communities. Family Promise is breaking down barriers and advocating for families and educating and influencing decision makers.

   Family Promise has also made an increased effort to hire staff and recruit board members from the BIPOC, immigrant, and/or refugee community, currently 6 out of 10 staff members are immigrants to the United States and three of the Family Promise board of directors are part of the BIPOC, immigrant, and/or refugee community.

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.

In December 2022 Family Promise restarted our rotational shelter model for 4 families or 18 individuals in partnership with our faith-based network – Falmouth Congregational Church, Trinity Episcopal Church, St. Albans Episcopal in Cape Elizabeth, and Portland Friends.

In February 2023, Family Promise received funding from Maine State Housing Authority to double our efforts and increase to 8 families or 36 individuals in a shelter. For 6 months we operated out of Woodfords Church in Portland where families have a private sleeping space, a shared living space, kitchen, and bathrooms and at the end of July 2023 GPFP moved to Williston-Immanuel Church also located in Portland to continue operating a 36-bed family shelter.

In addition to the two transitional housing projects with the United Methodist Conference at two former parsonages, one in Portland and one in South Portland, this month (November 2023) Family Promise began offering transitional housing in partnership with First Parish Church in Gorham. First Parish will provide transitional housing, where families have a private locked room and a shared living space, kitchen and bathrooms and there is a meeting space Family Promise case workers to work onsite. Family Promise will conduct the outreach, maintain a waiting list of shelter guests, conduct screenings, intakes, and placements, and provide case management.

Greater Portland Family Promise works in collaboration with organizations such as Fresh Food for All African Mobile Market, Preble Street, Wayside Food Programs to operate a culturally appropriate food program. Family Promise distributes culturally appropriate food boxes to low-income families with a monthly food box. Together we are meeting the cultural and nutritional needs of families in our community that are experiencing food insecurity by improve the health and well-being of people who are food insecure for families experiencing homelessness and for families as they transition out of homelessness and into becoming more food secure and experiencing greater housing stability.

Family Promise also has strong partnerships with the City of Portland Health and Human Services General Assistance department and the Family Shelter staff and Public Schools social workers and McKinney Vento liaison.

Greater Portland Family Promise and Portland Public Schools work together to minimize disruption and stressful situations for the families we work with. Having an open line of communication regarding in school and out of school time is key. Both the Portland Public School social workers and the Family Promise team care deeply for the families that we work with and want to see the students succeed academically and for the family to find and secure permanent housing.

Family Promise works closely and is in communication with the City of Portland Family Shelter Human Services Counselors to make sure that families on our case load that are residing at the City of Portland Family Shelter have coordinated care. Family Promise is also in regular communication with the City of Portland General Assistance office to ensure a smooth transition for families out of homelessness and into housing, acting as a liaison between the tenant and the landlord to ensure for housing stability.

C.8. Readiness to Proceed

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

September 2016 By-laws and articles of incorporation and established as a 501(c)3.
July 2017 - Began rotational shelter in partnership with the faith-based community and opened day shelter at the YMCA
March 2020 - Began transitional housing program with the United Methodist Conference.
May 2020 - Began providing a culturally appropriate food program and financial assistance program.
October 2020 - Began providing case management to the families living in the hotels.
December 2022 - Restarted rotational shelter model with the faith-based community.
February 2023 - Began operating a winter warming shelter in partnership with Woodfords and Williston Immanuel
November 2023 - Began transitional housing program with First Parish Gorham.

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.

Greater Portland Family Promise was established in 2016 as a response to the growing family homelessness crisis in Greater Portland. GPFP addresses the basic needs of low-income families through our Homelessness Prevention and Housing Stabilization programs. Family Promise helps to increase access to housing, education, employment, and financial stability. GPFP provides housing navigation and housing mentorship case management and for the first year of tenancy, helping families to be successful in their new homes.

Family Promise has a successful track record of housing families and supporting them in their new homes to remain stably housed. Last year we housed 44 families and helped a total of 65 families through our extensive Homelessness Prevention and Housing Stabilization Programs. About a 1/3 of the families, we are serving are in hotels, 1/3 in our shelter program, and a1/3 are housed in their own apartments.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

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

Greater Portland Family Promise's funding structure includes individual, congregational, and other unrestricted contributions to fund our administrative costs, including our non-program/operational staff costs. Our Homelessness Prevention and Housing Stabilization program is funded through smaller grants from business and civic organizations, mid-sized grants from foundations and our largest grants from government sources. We rely on grants of all sizes to fully fund our work. CDBG funds from the City of Portland have been integral in funding a portion of our program staff costs over the last few years since it is not possible to fund the full scope of our program with private funds alone.

Greater Portland Family Promise uses ongoing evaluation to assess the need for additional funds each year to cover our administrative, program and staff expenses as the need grows and costs increase across the board. We are continuously seeking out new funding opportunities to keep up with the increase in our overall costs. We have been able to increase our revenue in unanticipated ways each year as the need for our programming grows and we adapt and expand our programming to meet those needs, but without CDBG funding from Portland, we will have to cut staff and reduce program services to Portland families.

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.

Greater Portland Family Promise is currently receiving funding from the following government grants: City of Portland CDBG, City of South Portland CDBG, ARPA from the City of South Portland, and a Maine State Housing Authority warming shelter grant. We are applying for new CDBG grants from both Portland and South Portland for our 2024-25 program and will be in the third year of a multi-year ARPA grant. The MSHA grant will end before the start of the 2024-25 program year.

GPFP will apply for non-government grants from many foundations and groups. These include the United Way of Southern Maine, the John T. Gorman Foundation, the Sam L. Cohen Foundation, the Hudson Foundation, Maine Community Foundation, Good Shepherd Food Bank, and Portland Public Schools. We also expect to receive the second installment of a three-year grant from the Evangelical Lutheran Church in America (ELCA) for our culturally appropriate food program. We also continue to research and apply for additional funding. A portion of our individual and congregational giving also goes toward our program costs. The only funds actually secured for the July 2024 to June 2025 program year are the ARPA and ELCA funds, and the rest are projected based on history.

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.

Our unit of service is program staff hours providing homelessness prevention and housing stabilization services, including case management, housing navigation, housing mentorship and food delivery. We expect that the total amount of hours needed to run the program is 8,944. The budget request for $93,600 from the City of Portland CDBG is to fund 1.5 FTE positions. The staff members providing these services will include 3 full time case managers, 1 full time program manager, and our executive director (30% of time)

We are requesting an increase from the 2023-24 CDBG allocation because we want to maintain and expand services provided to Portland families. We plan to maintain a staff of 3 full time case managers, 1 full time program manager, and a full time executive director in order to serve 384 people in Greater Portland. We will be letting go of 4 shelter supervisors before this next grant period begins due to the end of the MSHA grant and there will be even more work for our regular program staff. The need for homelessness prevention and housing stabilization services is growing as is the cost of providing those services. We have increased wages in order to remain competitive and maintain our excellent staff. Other program costs such as rent assistance and food are also rising.

D. Program Budget Detail

Completed by michelle@gpfamilypromise.org on 11/21/2023 1:55 PM

Case Id: 30483
Name: Greater Portland Family Promise - 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.
$93,600.00

D.2. Total Program Budget
$395,736.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Personnel Expenses - program staff	$257,414.00	$93,600.00	$163,814.00	CDBG and ARPA Foundations	Pending
Personnel expenses-other program share	$20,153.00	$0.00	$20,153.00	Foundations, individual and congregation donations	Pending
Administrative	$3,654.00	$0.00	$3,654.00	Foundations, individual and congregation donations	Pending
Transportation	$5,800.00	$0.00	$5,800.00	Foundations, individual and congregation donations	Pending
Facility-storage	$4,200.00	$0.00	$4,200.00	Foundations, individual and congregation donations	Pending
Financial Assistance	$55,000.00	$0.00	$55,000.00	Foundations and ELCA	Pending
Food Program	$45,000.00	$0.00	$45,000.00	Foundations and ELCA	Pending
Insurance	$4,350.00	$0.00	$4,350.00	Foundations, individual and congregation donations	Pending

Other Expenses	$165.00	$0.00	$165.00	Foundations, individual and congregation donations	Pending
	$395,736.00	$93,600.00	$302,136.00		

E. Required Documents

Completed by michelle@gpfamilypromise.org on 11/21/2023 1:10 PM

Case Id: 30483
Name: Greater Portland Family Promise - 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

GPFP Organizational 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.

GPFP 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.

GPFP 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

GPFP Board of Directors.pdf

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

GPFP Letters of Support -merged.pdf

☑ **Memorandum of Agreement (Upload as one file)**
GPFP MOUs_merged.pdf

☑ **Most Recent Agency Operating Budget *Required**
GPFP FY23 budget approved by Board 3.1.23.pdf

☑ **Most Recent Audit OR 990 as appropriate *Required**
GPFP_990.pdf

☑ **Project Timeline *Required**
GPFP Program 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
GPFP 501(c)3 Status.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 michelle@gpfamilypromise.org on 11/21/2023 1:55 PM

Case Id: 30483
Name: Greater Portland Family Promise - 2024
Address: *No Address Assigned

Submit

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

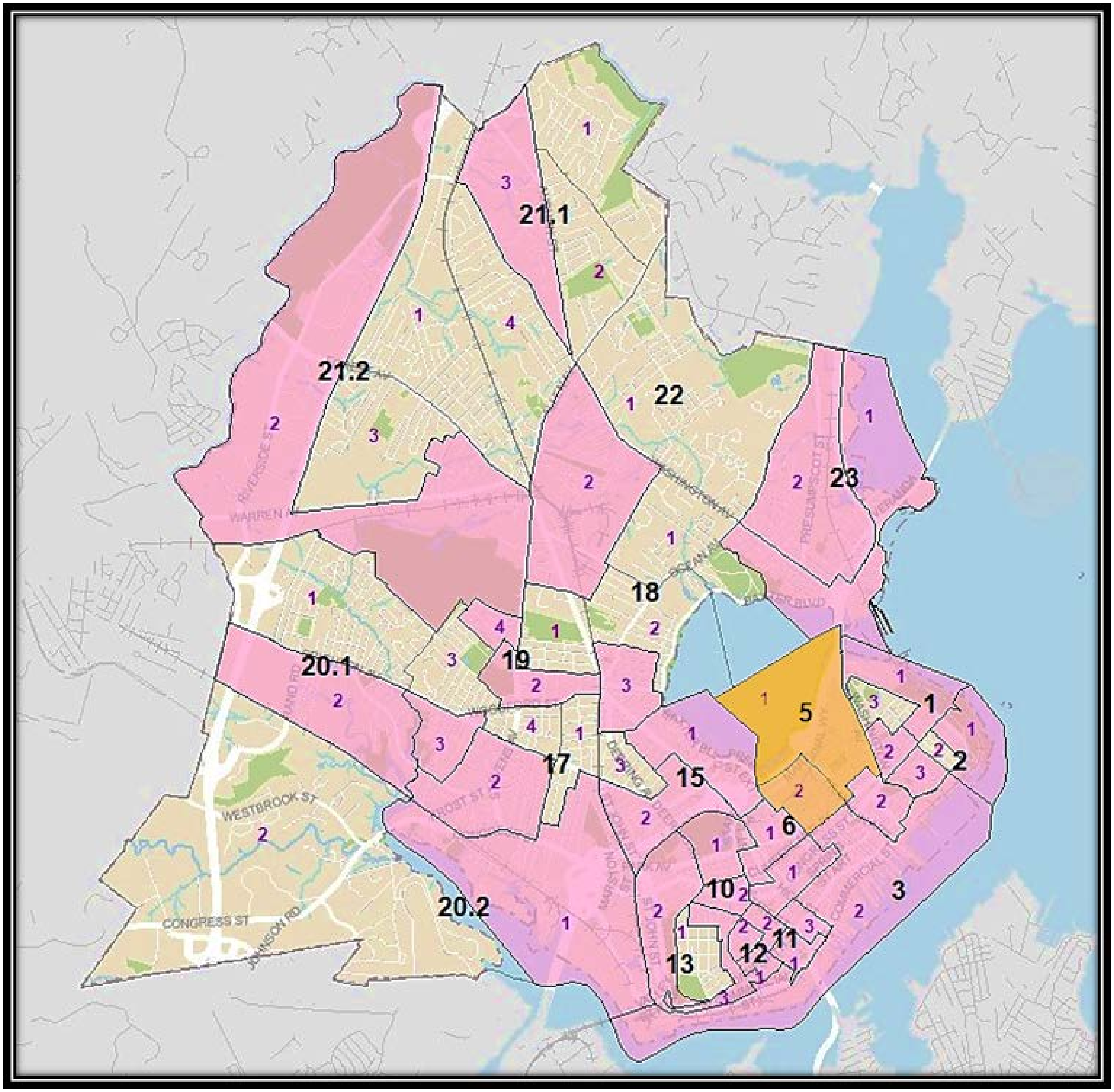
☑ **I/We understand that that willful false statements or misrepresentation concerning income; asset or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under State Statues. I/We further understand that any willful 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
Michelle Lamm
Electronically signed by michelle@gpfamilypromise.org on 11/21/2023 1:55 PM

Title
Executive Director



Block Groups > 51%

2015 Block Groups

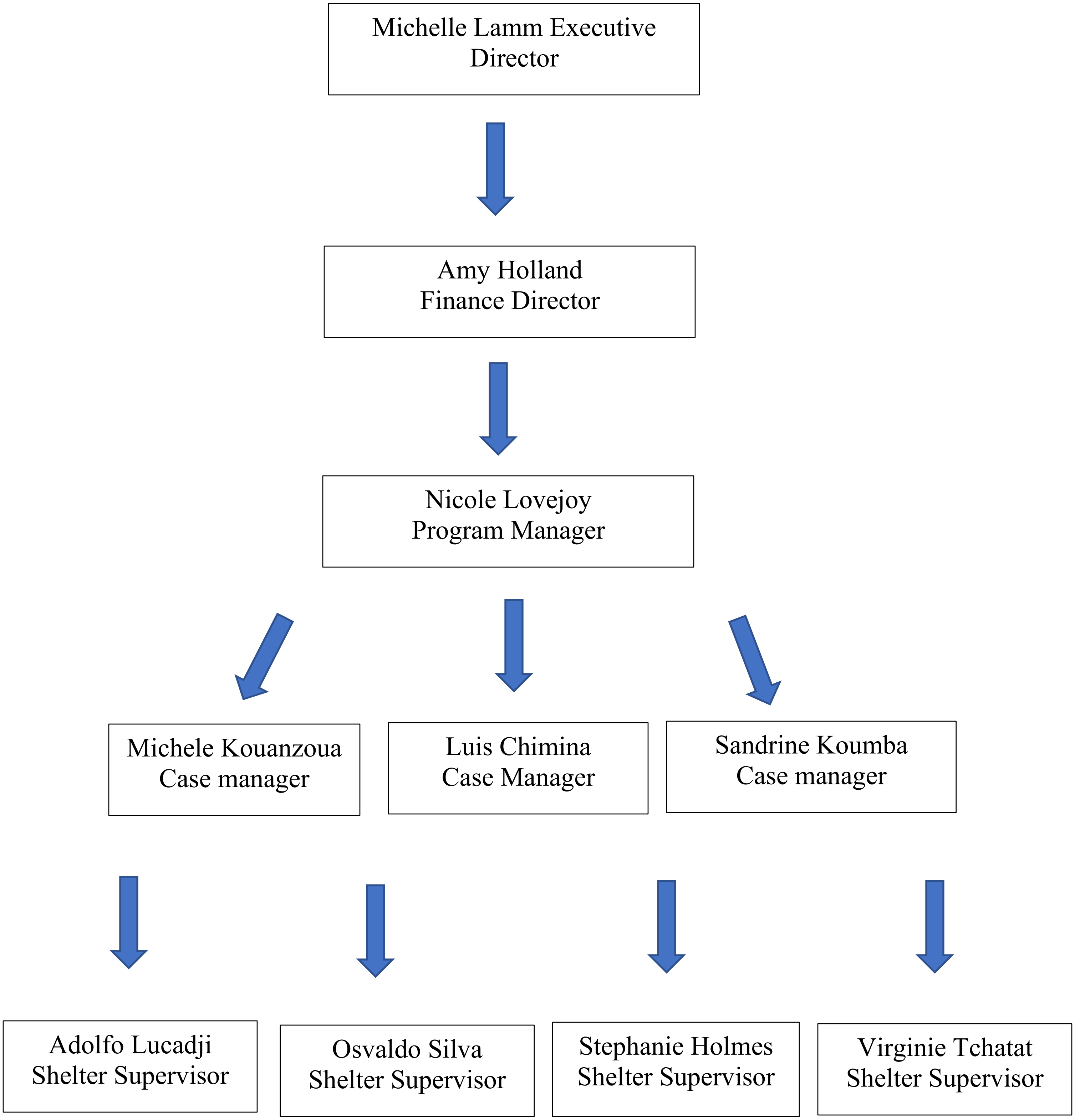
2020-2021 Target Area

City of Portland

Block Groups > 51% Low Income

Map Prepared by City of Portland
Department of Planning and Urban Development
Date: 4/3/2019

Greater Portland Family Promise
Organizational Chart



Bylaws of
Greater Portland Family Promise
Version Date: May 10, 2016

ARTICLE I
Name, Purposes, and Location

The name of this Corporation shall be "Greater Portland Family Promise" (hereinafter the "Corporation"). The Corporation's initial principal place of business shall be Portland, Maine. The Corporation is organized as a public benefit corporation under the Maine Nonprofit Corporation Act, Title 13-B M.R.S., as amended, and shall carry on business and operate anywhere within the State of Maine or in any state where it has a legal authority to carry on business and operate.

The Corporation is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, including the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Code. The specific purposes to be promoted or carried out by the Corporation, are as follows:

> **To help homeless and low income families achieve sustainable independence through a community-based response.**

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

The foregoing enumeration of specific purposes and activities shall not be deemed to be exclusive, and in general the Corporation shall have the power to do all things incidental, necessary or convenient to the carrying out of its general aims and as permitted by the laws of the State of Maine as amended from time to time and Section 501(c)(3) of the Internal Revenue Code, as amended.

ARTICLE II
Officers and Directors

Section 1 **General Powers.** The property, affairs and activities of the Corporation shall be managed by a Board of Directors. The Board of Directors shall have and may exercise all the powers allowed to nonprofit corporations under the laws of the State of Maine except as may otherwise be limited by the provisions of these Bylaws and the Articles of Incorporation.

Section 2 **Composition.** The Board of Directors shall consist initially of the nine persons named as Directors in the Charter. The number of Directors may be changed from time to time by the Board to any number of not less than three nor more than fifteen.

Section 3 **Election of Directors.** The Board of Directors shall be elected by Directors at the Annual Meeting or any regular meeting of the Directors and each Director shall serve for a term of three years (such term to end at the third next Annual Meeting after said Director's election) or until his or her successor is elected. However, at the organizational meeting of the Corporation the initial Board of Directors shall be appointed by the Incorporators to staggered terms so that one third (1/3) of the Directors shall serve for a term of the three (3) years, one third (1/3) of the Directors shall serve for a term of two (2) years, and one third (1/3) of the Directors shall serve for a term of one (1) year. These initial terms shall begin on the date of the organizational meeting and shall end on the date of the Annual Meeting in the year in which the term expires. At each Annual Meeting thereafter the Directors shall elect successor Directors for a term of three (3) years.

Section 4 **Vacancies.** Vacancies in the Board of Directors or in any of the officer positions due to a resignation, removal or death of a Director may be filled at any time by a majority vote of the existing Board, and the Director elected to fill a vacancy shall serve for the period remaining in the former Director's term.

Section 5 **Resignations.** Any Director may resign at any time by giving written notice to the President, or if the President wishes to resign, to the Secretary. Such resignations shall take effect at the time specified therein, and, unless required by the terms thereof, the acceptance of such resignation shall not be necessary to make it effective.

Section 6 **Removal.** A Director or Officer may be removed if s/he has committed or engaged in any act or omission or practice which, in the sole discretion of the Board of Directors, has been or would be detrimental to the best interests of the Corporation. Said removal shall occur at any meeting of the Board of Directors, and upon a two-thirds (2/3) vote of those disinterested Directors present in person. The Director or Officer considered for removal shall be given at least five days written notice of the proposed removal, as well as an opportunity to be present and to be heard at said meeting. Each member of the Board of Directors is expected to regularly attend scheduled meetings; failure to attend meetings may constitute cause for removal. Notwithstanding the foregoing, a Director shall be automatically removed if s/he is or has been adjudged mentally incompetent.

Section 7 **Board of Directors Meetings.**

7.1 The Board of Directors shall meet a minimum of six (6) times per year, including one Annual Meeting of the Directors.

7.2 Directors may participate in a meeting of the Board of Directors by means of conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other, and such participation in a meeting pursuant to this subsection shall constitute the presence in person at such meeting.

7.3 Notice of all meetings of the Board of Directors shall be sent at least fifteen (15) days previously thereto (except for Special Meetings, in which case at least five (5) days previously thereto) by written notice delivered by first class mail, fax, personal delivery, or electronic mail. Any Director may waive notice of any meeting. The attendance of a Director at any 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. The business to be transacted at the meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by law or these Bylaws.

7.4 A majority of the Directors shall constitute a quorum for the transaction of business, but the Directors present in person at any meeting may adjourn such meeting from time to time until such quorum is present.

7.5 Unless provided otherwise in these Bylaws or by law, a majority of the votes entitled to be cast on a matter to be voted upon by the Directors present in person at a meeting at which a quorum is present shall be necessary for the adoption thereof. There shall be no proxy voting.

7.6 At any meeting of the Board of Directors, the Chair may enter the meeting into Executive Session. In Execution Session, only Directors and, at the discretion of the Chair, certain employees, shall be present. Execution Session may be called for discussion of sensitive or confidential issues such as but not limited to personnel, legal matters, or transaction negotiations. Any decisions made in Executive Session shall, without violation of confidentiality and as appropriate, be recorded in the general minutes of the meeting. The Secretary or his/her designee may keep notes of the Executive Session, but such notes shall be separate from the minutes and shall be treated as confidential by the participants in the Executive Session.

7.7 Meetings of the Board of the Directors shall not be open to the public, although the Board may choose, in its sole discretion, to invite guests to all or portions of such meetings. Minutes of meetings shall not be available to the public, although the Board may choose, in its sole discretion, to share all or portions of minutes with specific third parties or with the public.

7.8 Meetings of the Board of Directors shall be conducted in accordance with the Rules for Meetings, attached hereto and incorporated herein as Exhibit A.

Section 8 **Special Meetings of the Board of Directors.** Special Meetings of the Board of Directors shall be held at the call of the President or at the call of the Secretary upon the written request of at least one-third of the Board of Directors. The person or persons calling the Special Meeting shall fix the date, time and place thereof, although such date, time and place shall be reasonable and convenient for the other Directors.

Section 9 **Board or Committee Action Without a Meeting.** Any action which might be taken at a meeting of the Board of Directors or of a committee may also be taken without a meeting if (a) all Directors or committee members are notified in writing of the proposed action, (b) three quarters (75%) of the total number of Directors or of the committee members send written consents to the action taken or to be taken, at any time before or after the intended effective date of such action, and (c) the Secretary, committee chair, or his/her designee, receives no written objection to such action from a Director or committee member within forty-eight (48) hours of the notification to the Directors and committee members. Such notifications, consents, and objections shall be filed with the minutes of next Directors' meeting or committee meeting, and shall have the same effect as a regular meeting vote. For the purposes of this section, notifications, consents, and objections may be communicated by regular mail, personal delivery, fax, or electronic mail.

Section 10 **Officers.** The Officers of the Corporation shall be a President, a Vice President, a Secretary, and a Treasurer, all of whom shall be elected by the Board of Directors to serve for two-year terms beginning and ending on the date of the Annual Meeting of the Directors. However, the initial Officers shall be elected at the organizational meeting of the Corporation and the initial terms shall begin as of the date of the organizational meeting and end on the date of the next Annual Meeting.

a) <u>The President</u> shall preside at all meetings of the Board of Directors and shall exercise general supervision over the management of the property and affairs of the Corporation. The President shall do and perform such other duties from time to time as may be assigned by the Board of Directors. If there is no Executive Director, then the President shall be the Chief Executive Officer of the Corporation.

b) <u>The Vice President</u>, in the absence or inability to act of the President, shall exercise the powers and perform the duties of the President. The Vice President shall also generally assist the President and shall have such other powers and perform such other duties as may from time to time be designated by the President or by the Board of Directors.

c) <u>The Treasurer</u> or such other persons (including the Executive Director, Business Manager, or other Officers or employees of the Corporation) as may be designated by the Board of Directors, shall act under the supervision of the Board and shall have charge and custody of, and be responsible for, all the funds of the Corporation and shall keep or cause to be kept, and shall be responsible for the keeping of, accurate and adequate records of the assets, liabilities and transactions and membership contributions of the Corporation. He or she shall deposit, or cause to be deposited, all monies and other valuable effects of the Corporation in the name of and to the credit of the Corporation in such banks, trust companies, or other depositories as may be designated from time to time by the Board of Directors. He or she shall disburse, or cause to be disbursed, the funds of the Corporation based upon proper vouchers of such disbursement. In general, he or she shall perform all the duties incident to the office of Treasurer and such other duties as may from time to time be assigned to him or her by the President or the Board.

d) The Secretary, shall keep, or cause to be kept, the minutes of all meetings of the Board in one or more books provided for that purpose and shall see that the minutes of meetings of the Board are distributed promptly to all members of the Board of Directors. He or she shall see that all notices are duly given in accordance with these bylaws and as required by law. He or she shall have charge of all of the books, records, and papers of the Corporation relating to its organization as a corporation and shall see that all reports, statements, and other documents required by law are properly kept or filed, except to the extent that the same are to be kept or filed by the Treasurer. In general, he or she shall perform or cause to be performed all duties incident to the office of the Secretary and such other duties as may from time to time be assigned to him or her by the President or the Board of Directors.

ARTICLE III
Committees

Section 1 **Executive Committee.** Those Directors who are Officers are designated as and shall constitute the Executive Committee of the Board of Directors. The Executive Committee may exercise all of the powers of the Board of Directors in the interim between Board of Directors' meetings except to: (a) amend or repeal the Articles of Incorporation or these Bylaws, or adopt new Bylaws; (b) approve any merger, consolidation, sale or lease of substantially all of the assets of the Corporation, dissolution, or distribution of assets; (c) elect Officers, Directors and Executive Committee members; (d) adopt the Corporation's budget; (e) fix compensation of any Directors or Officers for serving on the Board or any committee; and (f) amend, repeal, or act contrary to any resolution or direction of the Board of Directors. The Executive Committee shall submit reports to the Board of Directors on any actions taken. Any member of the Executive Committee may call meetings of the Committee. Seven days written notice as to the time and place of meetings shall be given to each officer. Any officer may waive written notice of meetings in which case verbal notice shall suffice. A majority of the members of the Executive Committee present in person shall constitute a quorum permitting the transaction of business at such meetings. In the absence of a quorum, a meeting may adjourn until a quorum can be present.

Section 2 **Committees.** The Board of Directors may, from time to time and for terms as they may see fit, establish committees other than the Executive Committee, as necessary for the smooth functioning of the Corporation. The President shall appoint committee members from among the members of the Board of Director, supporters of the Corporation and members of the community. Such committees shall be chaired by a Director of the Corporation. The chair of such committee shall fill any vacancies in committees. A majority of the members of such committee present in person shall constitute a quorum for the transaction of business, and the vote of a majority of all the members of the committee shall be the act of the committee. Committee meetings shall be conducted in accordance with the Rules for Meetings (Exhibit A).

ARTICLE IV
No Members

The Corporation shall have no members. Notwithstanding the foregoing, the Corporation may from time to time refer to financial supporters as "members," but such individuals or entities shall not be formal members within the meaning of the Maine Nonprofit Corporation Act and shall have no membership rights under said Act.

ARTICLE V
Financial Affairs

Section 1 **Fiscal Year.** The fiscal year of the Corporation shall commence on the first day of January and end on the thirty first day of December of each year.

Section 2. **Internal Controls.** The Board of Directors shall ensure that customary financial internal controls are established and followed. The funds of the Corporation shall be deposited in one or more banks or other investment institutions as designated by the Board of Directors. All checks, drafts or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer(s) or agent(s) of the Corporation and in such manner as shall from time to time be determined by a resolution of the Board of Directors.

Section 3 **Execution of Documents.** All contractual documents to be executed by the Corporation including deeds, mortgages, leases, promissory notes or other instruments, except checks, shall be executed by the President, Treasurer or the Executive Director on behalf of the Corporation, or as stated by specific resolution of the Board of Directors.

Section 4 **Loans.** No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances. In accordance with 13-B M.R.S. §712, in no event shall a loan be issued to a director or officer of the Corporation.

Section 5. **Budget.** The Board of Directors shall annually approve a budget. Any material expenditures beyond the scope of the approved budget shall require the approval of the Board of Directors.

Section 6. **Compensation.** The Board of Directors shall be responsible for setting compensation levels and for determining that any compensation amounts paid to employees or contractors are "reasonable" for the purposes of Internal Revenue Code Section 4958 and accompanying regulations.

ARTICLE VI
Executive Director and Other Employees

The Board of Directors shall determine the staffing needs of the Corporation, and may select, evaluate, and supervise an Executive Director. If an Executive Director is hired or appointed, that person shall be the Chief Executive Officer of the Corporation. The Executive Director shall be in charge of and shall exercise general management of the business of the Corporation with such powers and functions as the Board of Directors may direct. The Executive Director shall act as technical advisor to the Board and its committees and shall attend Board meetings but shall not be a Director and shall have no vote. The Executive Director shall be responsible for hiring, terminating, and determining the terms and duties of all other employees and consultants, with approval of the Executive Committee.

ARTICLE VII
Liability Protection and Indemnification

The Corporation shall have the power to indemnify and, without formal action by the Directors or other persons, shall indemnify any Officer or Director, in respect of any and all matters or actions for which indemnification is permitted by the laws of the State of Maine, including, without limitation, liability for expenses incurred in any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative. Indemnification under the preceding sentence with respect to persons other than Officers and Directors, such as employees, agents, or other persons acting for or on behalf of the Corporation may be made only upon the affirmative vote of the Board of Directors in specific instances. The Corporation may purchase and maintain insurance on behalf of any person who is or was a Director, Officer, employee, or agent of the Corporation, or who is or was serving at the request of the Corporation as Director, Officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against any liability asserted against such person and incurred by such person in any of the above-stated capacities, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify such person.

ARTICLE VIII
Prohibition Against Private Inurement and Private Benefit

No part of the net earnings of the Corporation shall inure to the benefit of any Director or Officer of the Corporation, or any private individual, excepting solely such reasonable compensation that the Corporation shall pay for services actually rendered to the Corporation, or allowed by the Corporation as a reasonable allowance for authorized expenditures incurred on behalf of the Corporation, and no Director or Officer of the Corporation, and no private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Corporation (except that a Director or Officer may receive property of the Corporation in exchange for fair market value compensation to the Corporation).

These Bylaws shall not prohibit the reimbursement of incidental expenses necessarily incurred in the business of the Corporation by any Director duly authorized and also shall not prohibit the employment of persons, including Directors and Officers, to perform duties for the Corporation and receive compensation therefor, upon proper authorization of the Board of Directors.

ARTICLE IX
Dissolution

The Corporation is intended to exist in perpetuity, but in the event of dissolution of the Corporation or the termination of its activities, the assets of the Corporation remaining after the payment of all its liabilities shall be distributed exclusively to one or more organizations organized and operated exclusively for such purposes as shall then qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended and as a charitable, religious, eleemosynary, benevolent or educational **c**orporation within the meaning of Title 13-B, of the Maine Revised Statutes as amended, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE X
Affiliation

The Board will maintain regular contact with Family Promise National and provide contact information for all board members to receive Family Promise correspondence. The Board will alert Family Promise if the affiliate drops to fewer than 10 host congregations, two months operating reserve or fewer than 9 board members and seek guidance on restoring the Affiliate to full health. Additionally, the Board will notify Family Promise National when there is a change in Network Director or Board President.

ARTICLE XI
Amendments

These Bylaws may be amended by a two-thirds (2/3) affirmative vote of the Directors present in person at any Regular or Special Meeting of the Board of Directors, provided that the subject matter of any such proposed amendment shall have been provided to each Director at least seven (7) days prior to said meeting.

CERTIFICATION

I, the undersigned, do hereby certify that the above and foregoing bylaws were duly adopted on _______________ by Greater Portland Family Promise at a regular meeting of the Board of Directors held on due notice and in compliance with its Articles of Incorporation at which time a quorum was present.

_____________________________________ Date: _________________________

_____________________________________ (Print Name) Secretary

Exhibit A to Bylaws
Rules for Meetings
Greater Portland Family Promise

Rule 1: Use of Rules

(a) These Rules for Meetings (the "Rules") are to be used as the regular meeting method for the Board of Directors and committees, teams, or task forces and other decision-making groups of Hope Acts (the "Corporation"). The Rules are subordinate to (1) the Corporation's bylaws, (2) the Articles of Incorporation and any applicable Restated Articles of Incorporation or Amended Articles of Incorporation, and (3) current state and federal laws for nonprofit public benefit corporations.

(b) These Rules may be further modified by a two-thirds majority of the Board of Directors. This voting threshold does not prevent striving for consensus.

(c) In the case of committees, teams, task forces, or other decision-making groups, the role of President will be assumed by the Chair of the group, and any reference to Directors shall be read as a reference to the members of the group.

Rule 2: Meeting Roles

(a) The President (or Chair, where applicable) of the Board or a Director that she or he appoints, will preside at the meeting. The President is responsible for conducting a focused and fair meeting, and may appoint a Facilitator to assist with this role. The President will make final decisions regarding the meeting content and Agenda after gathering input.

(b) The Secretary, or a person designated by the Secretary, shall be the Minutes Taker.

(c) The President will appoint a Timekeeper. The Timekeeper will keep the President and the group aware of time. If the group has agreed upon a specified time limit for any individual to speak, the Timekeeper will give the speaker a one-minute warning. At the end of the time, the speaker will be asked to stop. This person cannot speak again until all the other Directors have had an opportunity to speak.

(d) All participants in meetings are expected to conduct themselves courteously. Courtesy is demonstrated by, among other practices, active listening, waiting until others are finished before speaking, and being punctual. Whenever possible, Directors who cannot attend a meeting are expected to communicate their absence in advance to the President.

Rule 3: Agenda

(a) The President, with suggestions from the other Directors, will draft an Agenda. It will include the meeting purpose (if other than a regular meeting), and the meeting outcomes or intended results. The Agenda will focus on accomplishing the current major strategies or goals of the Corporation.

(b) The Agenda will state expected start and end times, topics in order of priority, estimated time limits in minutes for each topic, and the name of the person leading the presentation and dialogue on each topic.

(c) Whenever possible the Agenda and other pertinent material will be distributed in advance by e-mail or regular mail.

Rule 4: Starting the Meeting

(a) The tone of the meeting will be informal and friendly.

(b) Anyone visiting a meeting at the discretion of the Board or committee will be introduced to everyone, and the group members to the visitor, with every attempt to include the visitor quickly.

(d) If desired there may be an invocation, spiritual practice, or moment of meditation or reflection to set a positive tone.

(e) Directors will be given a chance to read and modify the Agenda at the beginning of the meeting.

Rule 5: Routine Reports and Consent Agenda

(a) The minutes of the previous meeting and routine reports not requiring individual consideration will be placed on the Agenda at the beginning in a Consent Agenda section. This information will be provided to participants ahead of time or before the start of the meeting.

(b) The Consent Agenda items will not be discussed individually unless any member requests that an item be removed from this section and placed on the regular Agenda as a separate item for discussion. The President will check with the Board for agreement to file route reports as part of the Corporation's records.

Rule 6: Discussion of Issues

(a) Any item may be discussed that is on or added to the Agenda prior to or at the beginning of the meeting. A motion or a second is not required.

(b) The Director(s) who presents an issue for consideration should present it in the form of a Simple (verbal) or Structured (written) Proposal. Proposals are encouraged to address the problem and its causes before the solution.

(c) When possible, Structured Proposals will be available for Directors to read in advance of the meeting.

(d) All Directors will be given an opportunity to speak or ask questions. No one member may speak a second time until all wanting to speak have spoken once.

(e) When discussing a Proposal, the President or Facilitator will structure the discussion to proceed from opening (idea generation) to narrowing (evaluating ideas) to closing (making decisions).

(f) The President or Facilitator will ensure that the discussion is balanced between pros and cons and that all points of views are encouraged. Directors understand that respectful disagreement is a mark of a healthy Board.

(g) Any Director can suggest changes to a Proposal. The Proposal can be modified by Board agreement.

Rule 7: Decision Making

(a) All Directors will be given an opportunity to speak at least once and not more than twice on each Proposal.

(b) After a Proposal has been presented and thoroughly discussed, the President will ask if the Board is ready to vote on the Proposal. No one Director or a minority may block a decision.

(c) If the Board is not ready to vote, the President may call for a nonbinding simple straw poll (show of hands) and further discussion. As a result of the discussion, the President may suggest or request modifications and check again for agreement on whether to vote.

(d) Votes shall be by a show of hands. If the Board agrees, however, votes can be held by written ballot.

Rule 8: Ending the Meeting

(a) There will be time on the Agenda at the end of the meeting for the President to summarize the progress made at the meeting.

(b) The Minute Taker will summarize agreements made and the follow-up action steps agreed to by the Board, clarifying the tasks, the person(s) responsible, and the task time limits.

(c) The Directors will remark on their personal experience (meaning, learning, or impressions) during the meeting and make suggestions on what to continue doing and what to change to improve future meetings. The President and Facilitator will implement feasible ideas at the next meeting.

(d) When the Agenda is complete, or the time established for the end of the meeting is reached, the President will close the meeting. However, the meeting can continue after the established time limit if there is at least two-third majority agreement to extend the meeting for a specified time period.

FamilyPromise
Greater Portland

Dear CDBG Allocation Committee,

I am writing to authorize Michelle Lamm, Executive Director for Greater Portland Family Promise to act as a designated official and to request funds on behalf of Greater Portland Family Promise.

Michelle Lamm can represent the agency in the submission of this CDBG funding request and to negotiate for and contractually bind the agency to any related agreements.

Thank you for your serious consideration of this request.

Sincerely,

Kristen L. Crean

Kristen L. Crean, Board Chair
Greater Portland Family Promise

Greater Portland Family Promise
Board of Directors

President - Kristen Crean
Vice President - Brent Wilson
Secretary – Beth Shirk
Treasurer - George Cooper

Jill Rosenthal
Linda Anderson
Christine Dyke
Nancy Keast
Clarice Lima
Francine Ngabu
Sara Ostrov
Misha Pride
Parivash Rohani
Jill Rosenthal
Julie Rosenthal
Jared Saks
Belinda Vemba

PORTLAND PUBLIC SCHOOLS
prepared & empowered

Dear CDBG Allocation Committee

Please accept this letter of support for Greater Portland Family Promise's request for CDBG funds for their Housing Navigation and Housing Stabilization program. When we come across a family experiencing homelessness and in need of shelter, we often refer them to Family Promise, knowing that the families will receive the type of care and compassion that all families experiencing homelessness deserve. Portland Public Schools and Family Promise work together to minimize disruption and stressful situations for the families we work with. Having an open line of communication regarding in school and out of school time is key. Both the Portland Public School social workers and the Family Promise team care deeply for the families that we work with and want to see the students succeed academically and for the family to find and secure permanent housing.

The Family Promise Housing Navigation and Housing Stabilization program provides invaluable services for children and families experiencing homelessness in Greater Portland. In addition to providing shelter, they provide basic needs support such as food, transportation, and access to laundry and showers. Family Promise case managers go above and beyond to support children and families by helping them to access and navigate essential programs and services such as General assistance, DHHS benefits and access to education and healthcare. Case managers help families to apply for housing and support them as they transition into their new home and community and remain connected with the schools and other social service providers.

I fully support Greater Portland Family Promise's application for CDBG funds for their Housing Navigation and Housing Stabilization program.

Sincerely,

Priscila Bitencourt, MSW
Social Worker, Mckinney- Vento Liaison
Portland Public Schools

City of Portland | Social Services Division
Aaron Geyer, *Director*

November, 13th, 2023

Members of the CDBG Allocation Committee,

The City of Portland Social Services Division supports Greater Portland Family Promise's CDBG application for their Housing Navigation and Housing Stabilization program. Family promise provides families with emergency shelter, housing navigation, and housing mentorship to help families access safe affordable housing and to be successful tenants in their new homes.
Family Promise has a successful track record of helping families experiencing homelessness that are living in shelters and in hotels to find housing and supporting them in their new homes to remain stably housed. They are currently operating a temporary shelter that houses 36 individuals (or 8 families) located at Williston Immanuel Church in Portland. Families living at the shelter have access to food, bus passes, a kitchen, showers, laundry, and case management services.
Case managers help families to apply for public benefits, connect families with community resources (healthcare, education, workforce development) and help families apply for affordable housing. Family Promise helps facilitate communication between General Assistance and the landlord ensuring a smooth transition. Once families find housing Family Promise provides case management services for up to one year and acts as a liaison between the tenant and the landlord to ensure success in their first year of tenancy.
There continues to be asylum seekers coming to Portland, Maine. Programs and services like those offered by Greater Portland Family Promise are essential and extremely valuable to families that need temporary support and long-term housing. Please continue to support Greater Portland Family Promise's application for CDBG funds for their Housing Navigation and Housing Stabilization program.

Sincerely,

Aaron Geyer
Director of Social Services
City of Portland

williston-immanuel united church

AN OPEN • AFFIRMING FAITH COMMUNITY

November 16, 2023

Dear CDBG Allocation Committee,

I am grateful to write this letter of support for Greater Portland Family Promise. Williston-Immanuel United Church has been a Family Promise partner since their inception in 2017 and has been one of the lead partners, providing temporary housing, a place of refuge, for families both pre- and post-pandemic. We welcomed the GPFP families and staff into our church this past summer full time and are pleased to have them staying with us as we work alongside each other to build community.

This partnership with Family Promise is a win-win. We knew that we wanted an opportunity to be Good Stewards of our large building and thought perhaps it could be used to help alleviate the current housing crisis. We didn't have the human resource to make a shelter possible and knew we couldn't do it alone. Having Family Promise staff the building 24/7 and provide the expertise to run a shelter has been such a blessing.

The shelter can accommodate up to 8 families, 36 individuals. The families reside in our fellowship hall and have access to wifi, a large kitchen, showers, laundry, and a play space for the kids.

I have been so impressed with Family Promise. They treat people with respect, dignity, kindness, and compassion, providing 24-hour wraparound care. Family Promise staff make sure our guests have what they need and are safe and comfortable. It is especially important that they provide these families with case management services in their native language and gives them the assistance needed to navigate the many challenges of living in a new country.

Thank God that our building is so much more than brick and mortar. In addition to having Family Promise as a tenant we also house a childcare, two African churches, and serve as a home base for Grace-Street Ministry. We are a true community center. Together Williston-Immanual and Family Promise are giving families a warm, safe place to live while allowing children and adults to access education and to gain knowledge and skills as they prepare for the next chapter in their lives. Together we are making a lasting impact in the lives of our newest neighbors.

Please consider fully funding Family Promise's request for CDBG money for their housing navigation and housing stabilization case management services.

In Christ,

Reba

Rev. Reba Delzell

156 High Street / Portland, Maine 04101 / 207-775-2301 / office@wiuc.org / Rev. Reba Delzell
Affiliated with The American Baptist Churches USA and the United Church of Christ

MAINE STATE HOUSING AUTHORITY
2023 WARMING SHELTER GRANT AGREEMENT

This is Amendment to the 2023 Winter Overnight Warming Shelter Grant Agreement by and between Maine State Housing Authority ("MaineHousing") and Greater Portland Family Promise ("Grantee") entered into as of February 10, 2023 (the "Agreement") as amended.

WHEREAS, the Center for Regional Prosperity's plan for a 280 bed shelter for Asylum Seekers in Portland has been altered to a 180 bed shelter for Asylum Seekers in Portland;

WHEREAS, MaineHousing desires to extend the two existing short-term shelters for Asylum Seekers in Portland to make up for the 100 bed decrease noted above;

WHEREAS, Grantee has secured a location at the Williston-Immanuel Church on High Street in Portland; and WHEREAS, Grantee has proposed a budget of $500,000 for capital improvements and operations through July 31, 2024, which has been accepted by MaineHousing;

NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged by the parties, the parties hereto hereby agree as follows:

1. RECITALS Paragraph 3 is deleted and replaced with: "MaineHousing is making up to $186,373 available to Grantee (the "Initial Grant") to support the operation of the winter warming shelter located at 202 Woodfords St., Portland, Maine and $500,000 available to Grantee (the "Long-Term Grant" and together the "Grant") to support the operation of a shelter located at 156 High St., Portland, Maine."

2. Section 1. GRANT TERM is deleted and replaced with: "The Grant begins on the Effective Date stated above and ends on July 31, 2024. MaineHousing will have the sole right and option to extend the Grant given any unforeseen circumstances that require additional services."

3. Section 2. BUDGET is amended to add the following sentence at the end: The additional Budget for August 1, 2023 to July 31, 2024 prepared by Grantee detailing its anticipated use of the additional funds is attached hereto as Exhibit C.

4. Section 3. PAYMENT OF GRANT is deleted and replaced with: "Subject to the terms and conditions of this Agreement, MaineHousing shall pay $104,638 to the Grantee within seven (7) business days from the date of execution of the Agreement. MaineHousing will make a second allocation of Grant funds in the amount of $81,735 within seven (7) business days of receipt of the executed Amendment to this Agreement. MaineHousing will make a third allocation of Grant funds in the amount of $500,000 within fourteen (14) business days of the last signature placed on Amendment 2."

5. Except as amended hereby, the Agreement remains in full force and effect. IN WITNESS WHEREOF, MaineHousing and Grantee have caused this Amendment to be duly executed by their respective duly authorized representatives.

MAINE STATE HOUSING AUTHORITY	GREATER PORTLAND FAMILY PROMISE
Date: 6/20/23	Date: 6/20/23
Daniel Brennan, Director	Michelle Lamm, Executive Director

Memorandum of Understanding For Case Management Services Between
First Parish Congregational Church
And
Great Portland Family Promise (GPFP)

I. Memorandum of Understanding

This Memorandum of Understanding sets out the principles which will guide the activities of the provision of case management services for the families residing at First Parish Church in Gorham. The mission of the Project is to place four families at the First Parish Gorham transitional housing site and work with the families until they are able to obtain permanent housing.

II. Project Partners

First Parish Congregational Church and Greater Portland Family Promise are participating in the project as partners. They are committed to the mission of Project and will work together to achieve its strategic objectives. Other organizations/entities may join the effort at any time, if they understand and support the mission and objectives of the project.

III. Meetings

The minister of First Parish Church and the Executive Director of Greater Portland Family Promise will have quarterly meetings to track the progress of the project. The case worker will meet with the project coordinator from First Parish Church as needed.

IV. Project Resources

Funds for case management for the first year are being requested through a MaineHousing grant. For subsequent year funding, First Parish and GPFP Will work together to obtain funding.

V. Other

First Parish will provide a workspace for the case worker while the worker is on Church premises.

VI. Amendments to this Memorandum of Understanding

The partners may agree to amend this Memorandum of Understanding if they support the incorporation of the amendment into this document.

This Memorandum of Understanding will remain in effect throughout the term of Project.

Rev. Christine Dyke
First Parish Church
February 21, 2023

Michelle Lamm

Michelle Lamm, Executive Director
Greater Portland Family Promise
February 21, 2023

Preble Street

Memorandum of Agreement
Between Preble Street and Greater Portland Family Promise

Preble Street Emergency Food Programs provides meals to meet the nutrition needs of people who are homeless and living in poverty in Portland and works in collaboration with organizations such as Greater Portland Family Promise. Greater Portland Family Promise provides housed and unhoused low-income families with culturally appropriate food each month.

Scope of Services - During the grant period, July 1, 2024- June 30, 2025

Preble Street agrees to

- Provide food to Greater Portland Family Promise for distribution

Greater Portland Family Promise agrees to

- Distribute food provided by Preble Street to clients in Portland

Shared Goals and Objectives
Preble Street Emergency Food Programs and Greater Portland Family Promise have a partnership providing food to homeless and low-income individuals in Portland. Our joint goal in providing these services is to strengthen the continuum of care and support services offered to meet nutritional needs of people who are hungry in our community, improve the health and well-being of people who are food insecure, and transition individuals and families out of poverty and into stability.

The emergency food services offered by Preble Street are enhanced by the collaboration with Greater Portland Family Promise to distribute meals to individuals and families as part of their effort to help families experiencing homelessness and low-income families achieve sustainable independence through a community-based response.

Space, Employees, and Other Resources
Greater Portland Family Promise operates Monday through Friday out of Portland and distributes food to clients in Portland. Preble Street and Greater Portland Family Promise have independent staffing structures and do not share employees.

Allocation of Funds: None. Greater Portland Family Promise and Preble Street have independent funding structures for the collaborative program model. Greater Portland Family Promise is independently supported through donations from individuals, congregations, civic organizations, non-government grants and government grants.

Terms of Agreement
This MOA between **Preble Street** and **Greater Portland Family Promise** will be reviewed on an annual basis as part of continued community protocol development and evaluation of the program. **Preble Street** will work with **Greater Portland Family Promise** throughout the grant period to ensure proper documentation as appropriate.

Preble Street	**Greater Portland Family Promise**
Mark R. Swann, Executive Director	Michelle Lamm, Executive Director
Date: 11/16/23	Date: 11/16/23

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

2022

Open to Public Inspection

A For the 2022 calendar year, or tax year beginning , 2022, and ending , 20

B Check if applicable:
- [ ] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Final return/terminated
- [ ] Amended return
- [ ] Application pending

C
GREATER PORTLAND FAMILY PROMISE
PO BOX 11048
PORTLAND, ME 04104

D Employer identification number: 81-2565353

E Telephone number: 207-400-4924

G Gross receipts $ 311,544.

F Name and address of principal officer: SAME AS C ABOVE

H(a) Is this a group return for subordinates? [ ] Yes [X] No

H(b) Are all subordinates included? [ ] Yes [ ] No
If "No," attach a list. See instructions.

I Tax-exempt status: [X] 501(c)(3) [ ] 501(c) ( ) (insert no.) [ ] 4947(a)(1) or [ ] 527

J Website: WWW.GPFAMILYPROMISE.ORG

H(c) Group exemption number

K Form of organization: [X] Corporation [ ] Trust [ ] Association [ ] Other

L Year of formation: 2016

M State of legal domicile: ME

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities: GREATER PORTLAND FAMILY PROMISE HELPS HOMELESS AND LOW-INCOME FAMILIES IN THE GREATER PORTLAND AREA ACHIEVE SUSTAINABLE INDEPENDENCE THROUGH A COMMUNITY-BASED RESPONSE.

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	15
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	15
5	Total number of individuals employed in calendar year 2022 (Part V, line 2a)	5	7
6	Total number of volunteers (estimate if necessary)	6	100
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.

			Prior Year	Current Year
Revenue	8	Contributions and grants (Part VIII, line 1h)	282,877.	296,514.
	9	Program service revenue (Part VIII, line 2g)		15,030.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)		
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	2,430.	
	12	Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	285,307.	311,544.
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)		
	14	Benefits paid to or for members (Part IX, column (A), line 4)		
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	130,713.	192,089.
	16a	Professional fundraising fees (Part IX, column (A), line 11e)		
	b	Total fundraising expenses (Part IX, column (D), line 25) 21,709.		
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	111,716.	137,717.
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	242,429.	329,806.
	19	Revenue less expenses. Subtract line 18 from line 12	42,878.	-18,262.
			Beginning of Current Year	**End of Year**
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	185,030.	214,180.
	21	Total liabilities (Part X, line 26)	2,379.	1,791.
	22	Net assets or fund balances. Subtract line 21 from line 20	182,651.	212,389.

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

MICHELLE LAMM EXECUTIVE DIRECTOR
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check [X] if self-employed	PTIN
TRACY CASSIDY CPA	TRACY CASSIDY CPA			P00283403

Firm's name: TRACY CASSIDY CPA SC
Firm's address: 1 NUGGET LN, BRUNSWICK, ME 04011
Firm's EIN: 30-0602335
Phone no. 207-522-1014

May the IRS discuss this return with the preparer shown above? See instructions [X] 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:

GREATER PORTLAND FAMILY PROMISE HELPS HOMELESS AND LOW-INCOME FAMILIES IN THE GREATER PORTLAND AREA ACHIEVE SUSTAINABLE INDEPENDENCE THROUGH A COMMUNITY-BASED RESPONSE.

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 $ 284,065. including grants of $) (Revenue $)

HOMELESSNESS PREVENTION AND HOUSING STABILIZATION: GREATER PORTLAND FAMILY PROMISE HELPS FAMILIES WHO ARE EXPERIENCING HOMELESSNESS, AT RISK OF LOSING THEIR HOUSING, OR FACING EVICTION. GPFP PROVIDES FAMILIES WITH CASE MANAGEMENT, FINANCIAL ASSISTANCE, FOOD AND BASIC NEEDS, TRANSPORTATION, AND HOUSING NAVIGATION. TO FURTHER STRENGTHEN THE RELATIONSHIP BETWEEN FAMILIES AND OUR COMMUNITY, GPFP MATCHES FAMILIES WITH CONGREGATIONS AND VOLUNTEERS WHO PROVIDE THE FAMILIES WITH CONNECTION, COMRADERY, AND BASIC NEEDS SUPPORT.

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 284,065.

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)? *If "Yes," complete Schedule A*	1	X	
2	Is the organization required to complete *Schedule B, Schedule of Contributors*? 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? *If "Yes," complete Schedule C, Part 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? *If "Yes," complete Schedule C, Part II*	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? *If "Yes," complete Schedule C, Part III*	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? *If "Yes," complete Schedule D, Part 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? *If "Yes," complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	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? *If "Yes," complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? *If "Yes," complete Schedule D, Part V*	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? *If "Yes," complete Schedule D, Part VI*	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? *If "Yes," complete Schedule D, Part VII*	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? *If "Yes," complete Schedule D, Part VIII*	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? *If "Yes," complete Schedule D, Part IX*	11d		X
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	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)? *If "Yes," complete Schedule D, Part X*	11f		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a		X
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	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? *If "Yes," complete Schedule F, Parts I and IV*	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? *If "Yes," complete Schedule F, Parts II and IV*	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? *If "Yes," complete Schedule F, Parts III and IV*	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? *If "Yes," complete Schedule G, Part I.* See instructions	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? *If "Yes," complete Schedule G, Part II*	18		X
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	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? *If "Yes," complete Schedule I, Parts I and II*	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*	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? *If "Yes," complete Schedule J*	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? *If a "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	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? *If "Yes," complete Schedule L, Part 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? *If "Yes," complete Schedule L, Part 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? *If "Yes," complete Schedule L, Part II*	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? *If "Yes," complete Schedule L, Part III*	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? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M*	29	X	
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		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*	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? *If "Yes," complete Schedule R, Part I*	33		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*	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)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
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*	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? *If "Yes," complete Schedule R, Part VI*	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 Compliance

Check 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	9			
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		

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** 7			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?		**2b**	X	
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? **Note:** See the instructions for additional information the organization must report on Schedule O.		**13a**		
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? If "Yes," see the instructions and file Form 4720, Schedule N.		**15**		X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.		**16**		X
17	**Section 501(c)(21) organizations.** Did the trust, or any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952, or 4953? If "Yes," complete Form 6069.		**17**		

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 . . . [X]

Section A. Governing Body and Management

				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.	**1a** 15			
b	Enter the number of voting members included on line 1a, above, who are independent	**1b** 15			
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. SEE SCHEDULE O			
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* SEE SCHEDULE O	**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 SEE SCHEDULE O	**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 [X] Another's website [X] 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. SEE SCHEDULE O

20 State the name, address, and telephone number of the person who possesses the organization's books and records.

AMY HOLLAND PO BOX 11048 PORTLAND ME 04104 207-400-4924

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, box 6 of 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 dotted line)	(C) Position: Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(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
(1) MICHELLE LAMM EXECUTIVE DIRECTOR	40 0				X			66,029.	0.	0.
(2) KRISTEN CREAN PRESIDENT	5 0	X		X				0.	0.	0.
(3) CHRISTINA STARR VICE PRESIDENT	2 0	X		X				0.	0.	0.
(4) AMY HOLLAND TREASURER	5 0	X		X				0.	0.	0.
(5) JILL ROSENTHAL SECRETARY	2 0	X		X				0.	0.	0.
(6) ELIZABETH WYNN SHIRK DIRECTOR	1 0	X						0.	0.	0.
(7) MISHA PRIDE DIRECTOR	1 0	X						0.	0.	0.
(8) JARED SAKS DIRECTOR	1 0	X						0.	0.	0.
(9) CLAUDINE KANDJA DIRECTOR	1 0	X						0.	0.	0.
(10) FRANCINE NGABU DIRECTOR	1 0	X						0.	0.	0.
(11) PARIVASH ROHANI DIRECTOR	1 0	X						0.	0.	0.
(12) LINDA ANDERSON DIRECTOR	1 0	X						0.	0.	0.
(13) NANCY KEAST DIRECTOR	1 0	X						0.	0.	0.
(14) BRENT WILSON DIRECTOR	1 0	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 dotted line)	(C) Position: Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(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
(15) SARA OSTROV DIRECTOR	1 0	X						0.	0.	0.
(16) CHRISTINE DYKE DIRECTOR	1 0	X						0.	0.	0.
(17)										
(18)										
(19)										
(20)										
(21)										
(22)										
(23)										
(24)										
(25)										

	(D)	(E)	(F)
1b Subtotal	66,029.	0.	0.
c Total from continuation sheets to Part VII, Section A	0.	0.	0.
d Total (add lines 1b and 1c)	66,029.	0.	0.

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? *If "Yes," complete Schedule J for such individual*	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? *If "Yes," complete Schedule J for such individual*	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? *If "Yes," complete Schedule J for such person*	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

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 Revenue

Check 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						
1a Federated campaigns	1a					
b Membership dues	1b					
c Fundraising events	1c					
d Related organizations	1d					
e Government grants (contributions)	1e	90,576.				
f All other contributions, gifts, grants, and similar amounts not included above	1f	205,938.				
g Noncash contributions included in lines 1a-1f	1g	48,000.				
h **Total.** Add lines 1a-1f			296,514.			
Program Service Revenue		Business Code				
2a CONTRACT SERVICES		900099	15,030.	15,030.		
b						
c						
d						
e						
f All other program service revenue						
g **Total.** Add lines 2a-2f			15,030.			
Other Revenue						
3 Investment income (including dividends, interest, and other similar amounts)						
4 Income from investment of tax-exempt bond proceeds						
5 Royalties						
		(i) Real / (ii) Personal				
6a Gross rents	6a					
b Less: rental expenses	6b					
c Rental income or (loss)	6c					
d Net rental income or (loss)						
		(i) Securities / (ii) Other				
7a Gross amount from sales of assets other than inventory	7a					
b Less: cost or other basis and sales expenses	7b					
c Gain or (loss)	7c					
d Net gain or (loss)						
8a Gross income from fundraising events (not including $ ____ of contributions reported on line 1c). See Part IV, line 18	8a					
b Less: direct expenses	8b					
c Net income or (loss) from fundraising events						
9a Gross income from gaming activities. See Part IV, line 19	9a					
b Less: direct expenses	9b					
c Net income or (loss) from gaming activities						
10a Gross sales of inventory, less returns and allowances	10a					
b Less: cost of goods sold	10b					
c Net income or (loss) from sales of inventory						
Miscellaneous Revenue		Business Code				
11a						
b						
c						
d All other revenue						
e **Total.** Add lines 11a-11d						
12 **Total revenue.** See instructions			311,544.	15,030.	0.	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	66,029.	29,713.	19,809.	16,507.
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	0.	0.	0.	0.
7 Other salaries and wages	109,460.	109,460.		
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	90.	90.		
10 Payroll taxes	16,510.	13,419.	1,686.	1,405.
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting	2,380.	1,127.	1,119.	134.
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 Schedule O.)	180.	180.		
12 Advertising and promotion				
13 Office expenses	2,645.	2,098.	298.	249.
14 Information technology				
15 Royalties				
16 Occupancy	48,000.	48,000.		
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	4,749.	4,749.		
23 Insurance	6,694.	5,946.	408.	340.
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 DIRECT PROGRAM & EVENTS	59,115.	59,115.		
b TRANSPORTATION	6,457.	6,457.		
c AFFILIATE FEE	2,250.	2,250.		
d INTERNET & PHONE	1,706.	1,353.	193.	160.
e All other expenses	3,541.	108.	519.	2,914.
25 **Total functional expenses.** Add lines 1 through 24e	329,806.	284,065.	24,032.	21,709.
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 . . . ☐

			(A) Beginning of year		(B) End of year
Assets	1	Cash — non-interest-bearing	147,269.	1	148,703.
	2	Savings and temporary cash investments		2	
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net	30,016.	4	62,481.
	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: 43,996.			
	b	Less: accumulated depreciation — 10b: 41,000.	7,745.	10c	2,996.
	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)	185,030.	16	214,180.
Liabilities	17	Accounts payable and accrued expenses	2,379.	17	1,791.
	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	2,379.	26	1,791.
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	157,256.	27	172,435.
	28	Net assets with donor restrictions	25,395.	28	39,954.
		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	182,651.	32	212,389.
	33	Total liabilities and net assets/fund balances	185,030.	33	214,180.

Part XI Reconciliation of Net Assets

Check 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	311,544.
2	Total expenses (must equal Part IX, column (A), line 25)	2	329,806.
3	Revenue less expenses. Subtract line 2 from line 1	3	-18,262.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	182,651.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	48,000.
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	212,389.

Part XII Financial Statements and Reporting

Check 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?	2a		X
	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			
b	Were the organization's financial statements audited by an independent accountant?	2b		X
	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			
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?	2c		
	If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R Part 200, Subpart F?	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		

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

2022

Open to Public Inspection

Name of the organization GREATER PORTLAND FAMILY PROMISE

Employer identification number 81-2565353

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 [X] 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? Yes	No	**(v)** Amount of monetary support (see instructions)	**(vi)** Amount of other support (see instructions)
(A)						
(B)						
(C)						
(D)						
(E)						
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) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	142,904.	97,248.	177,276.	285,307.	311,543.	1,014,278.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						0.
3 The value of services or facilities furnished by a governmental unit to the organization without charge						0.
4 **Total.** Add lines 1 through 3	142,904.	97,248.	177,276.	285,307.	311,543.	1,014,278.
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)						0.
6 **Public support.** Subtract line 5 from line 4						1,014,278.

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
7 Amounts from line 4	142,904.	97,248.	177,276.	285,307.	311,543.	1,014,278.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						0.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						0.
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						0.
11 **Total support.** Add lines 7 through 10						1,014,278.

12 Gross receipts from related activities, etc. (see instructions) 12 0.

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 2022 (line 6, column (f), divided by line 11, column (f)) 14 100.00 %

15 Public support percentage from 2021 Schedule A, Part II, line 14 15 100.00 %

16a **33-1/3% support test–2022.** 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–2021.** 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–2022.** 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–2021.** 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 ☐

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) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
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						
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						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
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						
c Add lines 7a and 7b						
8 **Public support.** (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
9 Amounts from line 6						
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 on 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.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)						

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 2022 (line 8, column (f), divided by line 13, column (f))	15	%
16	Public support percentage from 2021 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17	Investment income percentage for **2022** (line 10c, column (f), divided by line 13, column (f))	17	%
18	Investment income percentage from **2021** Schedule A, Part III, line 17	18	%

19a **33-1/3% support tests—2022.** 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—2021.** 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 on line 12 of 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? *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.*	**1**		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in* ***Part VI*** *how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	**2**		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer lines 3b and 3c below.*	**3a**		
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)? *If "Yes," describe in* ***Part VI*** *when and how the organization made the determination.*	**3b**		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in* ***Part VI*** *what controls the organization put in place to ensure such use.*	**3c**		
4a Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes" and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.*	**4a**		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *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.*	**4b**		
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)? *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.*	**4c**		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? *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).*	**5a**		
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?	**5b**		
c **Substitutions only.** Was the substitution the result of an event beyond the organization's control?	**5c**		
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? *If "Yes," provide detail in* ***Part VI.***	**6**		
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? *If "Yes," complete Part I of Schedule L (Form 990).*	**7**		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? *If "Yes," complete Part I of Schedule L (Form 990).*	**8**		
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))? *If "Yes," provide detail in* ***Part VI.***	**9a**		
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? *If "Yes," provide detail in* ***Part VI.***	**9b**		
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? *If "Yes," provide detail in* ***Part VI.***	**9c**		
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)? *If "Yes," answer line 10b below.*	**10a**		
b Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	**10b**		

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

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).*

			Yes	No
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 *(explain in detail in **Part VI**)*:			
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 — *provide details in* ***Part VI***)	5	
6 Other distributions (describe in **Part VI**). 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 (provide details in **Part VI**). See instructions.	8	
9 Distributable amount for 2022 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-2022	**(iii)** Distributable Amount for 2022
1 Distributable amount for 2022 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2022 (reasonable cause required — *explain in* ***Part VI***). See instructions.			
3 Excess distributions carryover, if any, to 2022			
a From 2017			
b From 2018			
c From 2019			
d From 2020			
e From 2021			
f **Total** of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2022 distributable amount			
i Carryover from 2017 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2022 from Section D, line 7: $			
a Applied to underdistributions of prior years			
b Applied to 2022 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2022, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, *explain in* ***Part VI***. See instructions.			
6 Remaining underdistributions for 2022. Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in* ***Part VI***. See instructions.			
7 **Excess distributions carryover to 2023.** Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2018			
b Excess from 2019			
c Excess from 2020			
d Excess from 2021			
e Excess from 2022			

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 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

2022

Open to Public Inspection

Name of the organization
GREATER PORTLAND FAMILY PROMISE

Employer identification number
81-2565353

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)
☐ Protection of natural habitat
☐ Preservation of open space
☐ Preservation of a historically important land area
☐ Preservation of a certified historic structure

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 July 25, 2006 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.

1 a 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
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange program
e ☐ Other ______

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.

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

2 a 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
1 a 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%.

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

		Yes	No
(i) Unrelated organizations	3a(i)		
(ii) Related organizations	3a(ii)		
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

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
1 a Land				
b Buildings				
c Leasehold improvements				
d Equipment		35,815.	35,815.	0.
e Other		8,181.	5,185.	2,996.
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, column (B), line 10c.)*				2,996.

Part VII Investments — Other Securities. N/A

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)		
(I)		
Total. *(Column (b) must equal Form 990, Part X, column (B) line 12.)*		

Part VIII Investments — Program Related. N/A

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)		
(10)		
Total. *(Column (b) must equal Form 990, Part X, column (B) line 13.)*		

Part IX Other Assets. N/A

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)	
(10)	
Total. *(Column (b) must equal Form 990, Part X, column (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)	
(10)	
(11)	
Total. *(Column (b) must equal Form 990, Part X, column (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.** N/A
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.** N/A
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.

SCHEDULE M (Form 990)

Department of the Treasury
Internal Revenue Service

Noncash Contributions

Complete if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.
Attach to Form 990.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

Name of the organization: GREATER PORTLAND FAMILY PROMISE

Employer identification number: 81-2565353

Part I Types of Property

	(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1 Art — Works of art				
2 Art — Historical treasures				
3 Art — Fractional interests				
4 Books and publications				
5 Clothing and household goods				
6 Cars and other vehicles				
7 Boats and planes				
8 Intellectual property				
9 Securities — Publicly traded				
10 Securities — Closely held stock				
11 Securities — Partnership, LLC, or trust interests				
12 Securities — Miscellaneous				
13 Qualified conservation contribution — Historic structures				
14 Qualified conservation contribution — Other				
15 Real estate — Residential				
16 Real estate — Commercial	X	1	48,000.	FMV
17 Real estate — Other	X	1	0.	
18 Collectibles				
19 Food inventory				
20 Drugs and medical supplies				
21 Taxidermy				
22 Historical artifacts				
23 Scientific specimens				
24 Archeological artifacts				
25 Other ( )				
26 Other ( )				
27 Other ( )				
28 Other ( )				

29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part V, Donee Acknowledgement . . . 29

		Yes	No
30a During the year, did the organization receive by contribution any property reported in Part I, lines 1 through 28, that it must hold for at least 3 years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period?	30a		X
b If "Yes," describe the arrangement in Part II.			
31 Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions?	31		X
32a Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?	32a		X
b If "Yes," describe in Part II.			
33 If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.			

Part II **Supplemental Information.** Provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both. Also complete this part for any additional information.

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

2022

Open to Public Inspection

Name of the organization	Employer identification number
GREATER PORTLAND FAMILY PROMISE	81-2565353

FORM 990, PART VI, LINE 11B - FORM 990 REVIEW PROCESS

THE BOARD OF DIRECTORS IS GIVEN THE OPPORTUNITY TO REVIEW THE 990 PRIOR TO SUBMISSION. THE EXECUTIVE DIRECTOR AND THE TREASURER APPROVE THE 990.

FORM 990, PART VI, LINE 12C - EXPLANATION OF MONITORING AND ENFORCEMENT OF CONFLICTS

BOARD DIRECTORS AND STAFF ARE REQUIRED TO COMPLETE AN ANNUAL CONFLICT OF INTEREST DISCLOSURE FORM. THE BOARD OF DIRECTORS DETERMINES WHETHER A CONFLICT OF INTEREST EXISTS.

FORM 990, PART VI, LINE 15A - COMPENSATION REVIEW & APPROVAL PROCESS - CEO & TOP MANAGEMENT

THE FINANCE COMMITTEE REVIEWS ADVERTISED COMPENSATION FOR COMPARABLE POSITIONS IN THE AREA AND THE BOARD APPROVES COMPENSATION OF THE EXECUTIVE DIRECTOR. THE BOARD APPROVAL OF ED COMPENSATION IS REFLECTED IN THE MINUTES.

FORM 990, PART VI, LINE 19 - OTHER ORGANIZATION DOCUMENTS PUBLICLY AVAILABLE

NO OTHER DOCUMENTS AVAILABLE TO THE PUBLIC.

CHANGE IN ACCOUNTING METHOD

THE ORGANIZATION CHANGED TO THE ACCRUAL BASED ACCOUNTING METHOD FOR THE 2021 REPORTING YEAR.

FORM 990, PART III, LINE 4E
PROGRAM SERVICES TOTALS

	PROGRAM SERVICES TOTAL	FORM 990	SOURCE
TOTAL EXPENSES	284,065.	284,065.	PART IX, LINE 25, COL. B
GRANTS	0.	0.	PART IX, LINES 1-3, COL. B
REVENUE	0.	15,030.	PART VIII, LINE 2, COL. A

FORM 990, PART IX, LINE 11G
OTHER FEES FOR SERVICES

	(A) TOTAL	(B) PROGRAM SERVICES	(C) MANAGEMENT & GENERAL	(D) FUND-RAISING
CONTRACT SERVICES	180.	180.		
TOTAL	$ 180.	$ 180.	$ 0.	$ 0.

FORM 990, PART IX, LINE 24E
OTHER EXPENSES

	(A) TOTAL	(B) PROGRAM SERVICES	(C) MANAGEMENT & GENERAL	(D) FUNDRAISING
	209.		209.	
BANK & PROCESSING FEES	1,085.			1,085.
DUES & SUBSCRIPTIONS	310.		310.	
POSTAGE AND SHIPPING	548.			548.
PRINTING AND PUBLICATIONS	1,281.			1,281.
TRAINING & PROF DEV	108.	108.		
TOTAL	$ 3,541.	$ 108.	$ 519.	$ 2,914.

CLIENT GREATER **GREATER PORTLAND FAMILY PROMISE** **81-2565353**

11/10/23 06:03AM

NO.	DESCRIPTION	DATE ACQUIRED	DATE SOLD	COST/ BASIS	BUS. PCT.	CUR 179/ SDA	PRIOR 179/ SDA/ DEPR.	METHOD	LIFE	CURRENT DEPR.
FORM 990/990-PF										
FURNITURE AND FIXTURES										
2	BEDS	7/27/17		3,383			2,133	S/L	7	483
3	BEDS	11/08/18		905			408	S/L	7	129
4	BEDS	12/31/19		3,894			1,476	S/L	7	556
	TOTAL FURNITURE AND FIXTURE			8,182		0	4,017			1,168
MACHINERY AND EQUIPMENT										
1	VAN	7/14/17		35,815			32,234	S/L	5	3,581
	TOTAL MACHINERY AND EQUIPME			35,815		0	32,234			3,581
	TOTAL DEPRECIATION			43,997		0	36,251			4,749
	GRAND TOTAL DEPRECIATION			43,997		0	36,251			4,749

NO.	DESCRIPTION	DATE ACQUIRED	DATE SOLD	COST/ BASIS	BUS. PCT.	CUR 179 BONUS	SPECIAL DEPR. ALLOW.	PRIOR 179/ BONUS/ SP. DEPR.	PRIOR DEC. BAL DEPR.	SALVAG /BASIS REDUCT	DEPR. BASIS	PRIOR DEPR.	METHOD	LIFE	RATE	CURRENT DEPR.
	FORM 990/990-PF															
	FURNITURE AND FIXTURES															
2	BEDS	7/27/17		3,383							3,383	2,133	S/L	7		483
3	BEDS	11/08/18		905							905	408	S/L	7		129
4	BEDS	12/31/19		3,894							3,894	1,476	S/L	7		556
	TOTAL FURNITURE AND FIXTURE			8,182		0	0	0	0	0	8,182	4,017				1,168
	MACHINERY AND EQUIPMENT															
1	VAN	7/14/17		35,815							35,815	32,234	S/L	5		3,581
	TOTAL MACHINERY AND EQUIPME			35,815		0	0	0	0	0	35,815	32,234				3,581
	TOTAL DEPRECIATION			43,997		0	0	0	0	0	43,997	36,251				4,749
	GRAND TOTAL DEPRECIATION			43,997		0	0	0	0	0	43,997	36,251				4,749

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

DEPARTMENT OF THE TREASURY

Date: SEP 01 2016

GREATER PORTLAND FAMILY PROMISE
C/O SARA EWING-MERRILL
185 HIGH ST
PORTLAND, ME 04101

Employer Identification Number:
81-2565353
DLN:
17053159359016
Contact Person:
MS. GAISER ID# 31609
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
May 4, 2016
Contribution Deductibility:
Yes
Addendum Applies:
No

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,

Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

Greater Portland Family Promise
Homelessness Prevention and Housing Stabilization Program Timeline

2016

ARTICLES OF INCORPORATION AND 501(C)3 STATUS

By-laws and articles of incorporation.

Established as a 501(c)3.

2017

ROTATIONAL SHELER DAY SPACE AND CASE MANAGEMENT

Began rotational shelter in partnership with the faith-based community.

Opened and operated a day shelter at the YMCA in Portland.

2020

TRANSITIONAL HOUSING AND FOOD PROGRAM

Began transitional housing program with UMC conference.

Began providing case management to the families in the hotels.

Began food distribution program.

2022

WINTER WARMING SHELTER

Began operating winter warming shelter with the faith-based community.

2023

FAMILY SHELTER AND TRANSITIONAL HOUSING

Began operating a family shelter in partnership with Woodfords and Williston Immanuel.

Began transitional housing program with First Parish Gorham.

Greater Portland Family Promise FY 2023 Budget

Approved by Board 3.1.23

Revenue		**2023 Budget**
4000 Revenue from Contributions		
4010 Individual Donations - Unrestricted	$	70,000.00
4020 Cong Donations - Unrestricted	$	20,000.00
4030 Civic Org Donations - Unrestricted	$	5,000.00
4040 Corp/Business Donations - Unrestricted	$	5,000.00
Total Revenue from Contributions	**$**	**100,000.00**
4200 Revenue from Grants		
4210 Non-Gov Grants - Unrestricted	$	30,000.00
4215 Non-Gov Grants - Restricted	$	90,000.00
4225 Gov Grants - Restricted	$	295,000.00
Total Revenue from Grants	**$**	**415,000.00**
4500 Miscellaneous Income		
4520 Small Events and Misc. Fundraisers	$	1,000.00
4530 Designated Fundraisers	$	2,000.00
4540 Miscellaneous	$	-
Total Miscellaneous	**$**	**3,000.00**
5000 Earned Revenue		
5010 Government agency contracts/fees	$	16,200.00
5020 Program service fees		
5030 Special events - non-gift revenue		
5035 Special events - gift revenue		
Total Earned Revenue	$	16,200.00
Total Revenue	**$**	**534,200.00**
Expenditures		
62000 Administrative Expenses		
62100 Supplies	$	500.00
62200 Computers and related	$	2,000.00
62250 Internet/Phone/Google	$	2,500.00
62270 Postage	$	700.00
62300 Printing	$	2,000.00
62350 Staff Development	$	300.00
62370 FP Affiliate Fee	$	4,500.00
62400 Membership dues	$	400.00

62550 Technology Subscriptions	$	300.00
Total Administrative Expenses	**$**	**13,200.00**
64000 Transportation		
64300 Fuel	$	4,500.00
64400 Vehicle Insurance	$	2,300.00
64600 Van Maintenance, Repair, etc	$	2,400.00
Total Transportation	**$**	**9,200.00**
65000 Facility Expenses		
65100 Rent, other occupancy	$	21,270.00
65200 Utilities		
65300 Repairs, improvements	$	23,000.00
65400 Maintenance, cleaning	$	3,000.00
65500 Furniture, appliances, and equipment	$	2,000.00
65600 Storage	$	4,000.00
Total Facility Expenses	**$**	**53,270.00**
66000 Personnel-related Expenses		
66100 Executive Director Salary	$	70,000.00
66200 Case Management/Shelter Staff Wages	$	219,800.00
66250 Van Driver Salary and Wages	$	24,000.00
66270 Other Salaries and Wages *(Finance Manager,*	$	25,200.00
66300 Payroll Taxes, etc	$	32,205.00
66350 Payroll Processing Fees	$	1,500.00
66400 Medical Insurance	$	4,500.00
66600 Contract Services - Program	$	500.00
66650 Contract Services - Accounting	$	1,500.00
66670 Contract Services - Legal	$	-
66700 Staff mileage and parking reimbursement	$	3,475.00
Total Personnel-related expenses	**$**	**382,680.00**
69000 Homelessness Prevention & Housing Stabilization		
69100 Rental Assistance	$	20,000.00
69150 Utilities Assistance	$	3,000.00
69200 Miscellaneous Client Needs	$	3,000.00
69300 Laundry	$	6,000.00
69400 Client Transportation	$	7,500.00
69500 Moving	$	7,500.00
69600 Repairs	$	5,000.00
69700 Client Supplies	$	2,000.00
69900 Food Program	$	43,000.00
Total Homelessness Prevention & Housing Stabilization	**$**	**97,000.00**

70000 Insurance		
70100 Commercial Liability	$	3,000.00
70300 Umbrella	$	500.00
70400 Workers Comp	$	6,000.00
Total Insurance	**$**	**9,500.00**
71000 Financial Fees		
71100 Bank Fees	$	1,000.00
71200 PayPal Fees	$	350.00
Total Financial Fees	**$**	**1,350.00**
72000 Other Expenses		
72100 Discretionary Fund	$	250.00
72200 Board Discretionary Fund	$	250.00
Total Other Expenses	**$**	**500.00**
Total Expenditures	**$**	**566,700.00**
Net Revenue	**$**	**(32,500.00)**