

City of Portland

CDBG Allocation Committee



Thursday, January 23, 2025 at 8:00 AM Via Zoom

REMOTE ACCESS INFORMATION:

CDBG Annual Allocation Committee will conduct this meeting by remote methods/technology at the Zoom link provided below, in accordance with the requirements of 1 M.R.S. section 403-B and the City Council's Remote Participation Policy Public Remote Access Information:

*The CDBG Allocation Committee will conduct this meeting remotely via Zoom pursuant to the Remote Meeting Policy adopted by the Portland City Council. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live either in person or via Zoom, a recording will be available in the Agenda Center following the meeting. For public comment via Zoom, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for public comment. This particular meeting will not take public comment. Contact cdbg@portlandmaine.gov with any questions.*

Please click the link below to join the webinar:
<https://portlandmaine-gov.zoom.us/j/88585053688>

1. Open Meeting and Roll Call
2. Vote to Approve Minutes from 1/9 and 1/16 Meetings
 - a. 1/9 Draft Minutes for Review
 - b. 1/16 Draft Minutes for Review
3. Review Admin Application
 - a. Admin Application
4. Follow Up from Previous Meeting
5. Review Social Service Applications:
 - a. YFO Relocation Expenses
 - b. Quality Housing Coalition
 - c. Catholic Charities
 - d. Spurrwink
 - e. Mobile Medical Outreach Fire Dept
6. Next Meeting: 1/30

7. Adjournment

CDBG Allocation Committee

January 9, 2025

8:00am-9:30am

Remote Meeting via Zoom

In Attendance:

Robby Perkins-High, Chair, Todd Morse, Vice Chair,
Wendy Harmon, Lawson Condrey, Natalie King, Teale Kenneth Smith, Kim Vandermeulen,
Staff: Mary Davis, Rowen McAllister

Meeting 1- Minutes

Roll Call

Discuss open meeting structure and review process

Staff discussed the open meeting procedure and process for Roberts Rules for voting. Staff emphasized respect during deliberations. Staff and Chair discussed how each application discussion would be structured, specifically that each member would be invited to share comments for each application. Staff also clarified that follow up questions to the applicant are allowable but should be only on the occasion where the application did not capture the relevant information necessary to score. Any unaddressed or missing portions of the application on the part of the applicant does not allow for follow up.

Address to the Committee from City Manager, Danielle West

The City Manager thanked the Committee for their time and attention to this important program. She further emphasized the importance of Social Service applications assisting unhoused populations, and the importance of CDBG funds on public projects, like DPW and Parks projects.

Review and Discuss Development Activities

1. COP Public Works Tate St ADA: Members wondered if there were any set asides from nearby projects in the area or other infrastructure projects. Members also wondered if the historic review would require brick sidewalks and what the cost impact would be. Teale made a motion to ask the following question. Kim seconded. Roll Call vote was unanimous to ask the following:
Question: 1) Is there other funding aside from CDBG and CIP funds available for this area (such as various set asides from nearby projects or districts)? 2) What is the budget impact if brick is required instead of concrete?
2. COP Public Works Cumberland Ave ADA: Members identified that this project is very similar to the previous project. Members asked if it would be appropriate to ask DPW to rank the two DPW projects or provide additional info about why these were chosen. Staff responded that given these two were submitted for funding it seems appropriate to see both of these projects as priorities. Further, the application is intended to capture why these projects are necessary and important, so staff would refer the Committee to the

narrative to address these questions. The Committee discussed which project between the two DPW was higher priority. A few members said that this project reached more people and had the greater impact. Staff reminded the Committee that DPW needs to select projects in low income census tracts in order to be eligible, thus informing which applications they chose to submit.

3. COP PRF Tyng Tate Playground: Members noted the amount of neighborhood support in the application. Members also brought up whether there is any handicap accessible street parking near the playground, and whether the group is able to follow up on certain conditions like asking for a parking spot. Staff clarified that the group cannot impose conditions but can ask additional questions as to whether they are intending to offer accessible parking. Teale made a motion to ask the following question to this applicant. Kim seconded. Members discussed whether the answer to this question would inform scoring. Roll call vote was unanimous to ask the following:
Question: Are there plans to designate street spaces as handicap parking at part of this project?
4. Alpha One: Staff clarified that the budget for this application is for Portland residents, but the applicant receives funding for other ramp projects outside of Portland. Some members didn't feel that this application was as thorough as some of the others, and did not make enough of a case for financial need. Members identified that the impact for these funds are hugely impactful for a few residents.
5. YFO Resource Hub: Staff provided a summary of their comments including Environmental Review timeline, administrative duties, and previous funding award. Staff confirmed that the bulk of the applicant's financing has been received since the submission of the application, specifically in awards from other State and City programs. Members felt it was an ambitious project and wondered if CDBG funding was necessary to move forward with the project. Members also asked how childcare would be provided during construction. Staff responded that the applicant had submitted a Social Service application for operating costs during construction. Members wondered if a project of this scope would be in risk of not moving forward, if problems arose like in the last CDBG award. Some members felt the application did not sufficiently address the qualifications of the applicant to manage a project of this size. Other members, however, addressed that the applicant's partner Developer's Collaborative was an accomplished developer of affordable housing in the state. Since the project has received LIHTC and Maine Housing funds, many stakeholders have an interest in ensuring the project moves forward, which some members feel minimizes the risk that the project would stall or not get built.

The Committee discussed the structure of their conversation as well as a few usability questions with Neighborly.

Next meeting

Thursday, January 16

Time: 8:00-9:00am

Location: via Zoom

CDBG Allocation Committee

January 16, 2025

8:00am-9:30am

Remote Meeting via Zoom

In Attendance:

Robby Perkins-High, Chair, Todd Morse, Vice Chair,

Wendy Harmon, Natalie King, Teale Kenneth Smith, Kim Vandermeulen,

Absent: Lawson Condrey

Staff: Rowen McAllister

Meeting 2- Minutes

Roll Call

Follow Up from Previous Meeting

Staff provided an overview of the responses from the applicants to the questions that the Committee had asked last week. Staff also spoke about a question that they received regarding the stability of the funding for the YFO project. Confirmed that staff could provide further financial documents and other items from the City's file that may help clarify the funding status of the project. Lastly, staff identified that one application was removed from reviewers queue as they were unable to provide the necessary documents to demonstrate their non-profit status. Staff offered to work with them to assemble necessary documents for the next application cycle.

Review and Discuss Development Activities

1. HEDD Microenterprise Program: Staff acknowledged that this application was submitted by a colleague in the same department. Members were generally supportive of this application but questioned the longevity of the businesses supported. The program appeared to be a smaller scale than the proposed Business Assistance Program, since that program supports both employer and employee. Members discussed how to measure success and if the group wanted to reach out to ask about metrics of past success. The Committee decided that the applicant provided information in the application that spoke to the measurable impact, and would not reach out for further information.
2. HEDD Business Program: Staff acknowledged that this project was just recently funded with contingency funds that through the process outlined in the Citizen Participation Plan was reallocated to this project. Members discussed the longevity of the impact of the business or job. Specifically, they discussed how reliable it is that the job created through the program will stay available to LMI employees. Generally, the Committee appreciated the large impact this project could have.
3. Upwards, BOOST: Staff reviewed this project for eligibility, since it is a for-profit business. Members expressed that the objective of this project is commendable but questioned the impact of the for-profit status of the applicant. Members also raised concerns of the locality and the success rate of not being in person, as well as financial stability of the applicant. Many members spoke to the importance of the scope of the program but felt unsure about the other aspects of the proposal.

4. CMDN Ramp Renovation: Staff identified that they asked the applicant to establish eligibility, and the applicant showed they will serve 51% LMI Portland residents. Members questioned the level of impact and the actual safety concerns of the ramp. Members were not clear about the actual wear on the structure based on the pictures and narrative. Many felt the ramp seemed usable, but not perfect, in its current state. Acknowledging the importance of the voucher program and the critical need of child care, members felt this intervention may not be as high of a priority as others, and chose not to reach out for more information.
5. Port Resources: Members felt the impact of this project would be smaller than other applications due to the number of people served. Members also noted that CDBG funds are proposed to be 100%. Members questioned why reserve funds could not be used over a few years. Members expressed that the need and scale of the work is important but the impact is quite low in comparison to other applications.

Review Scoring Categories and Procedure

The Committee discussed the different sections of the scorecard. The group discussed specific scoring categories and broadly reviewed how to measure different aspects of a proposal using the scorecard. Staff and members talked through each section raising questions about scoring intent, such as how to balance the “Financial Need” section and “Leveraged Funds” section without the scores resulting in an inverse of each other. Staff reminded scorers of the deadlines and offered support if needed.

Next meeting

Thursday, January 23

Time: 8:00-9:00am

Location: via Zoom



Community Development Block Grant Program

City of Portland Planning and Administration Grant Application

July 1, 2025 – June 30, 2026



II. PLANNING AND ADMINISTRATION APPLICATION

COMPLETE APPLICATION CHECKLIST

Please submit each section of the application, including this checklist:

- ☒ A. Planning and Administration Cover Page
- ☒ B. Planning and Administration Narrative
- ☒ C. Budget: Revenues and Expenditures, attached separately
- ☒ D. Planning and Administration Summary

November 18, 2024

Signature: Director of Housing and Economic Development

Date

11/18/2024

A. PLANNING AND ADMINISTRATION COVER PAGE, limit 1 page

**COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2025-2026**

Application Type	☒ Planning and Administration		
Operating Agency/ Business	City of Portland Maine, Housing and Economic Development Department		
Project Name	Planning and Administration Set Aside		
Mailing Address	389 Congress Street, Room 312, Portland ME 04101		
Project Address	389 Congress Street, Room 312, Portland ME 04101		
Executive Director	Greg Watson, Director Housing and Economic Development Dept.	Phone 207- 874-8945	Email gwatson@portlandmaine.gov
Project Director	Mary Davis Division Director Housing and Community Development Division	Phone 207- 874-8711	Email mpd@portlandmaine.gov
Financial Contact	Christine Brown, Sr. Accountant	Phone 207- 874-8808	Email cbrown@portlandmaine.gov
Person who completed the Application	Mary Davis	Phone 207- 874-8711	Email mpd@portlandmaine.gov
Amount of CDBG Funds Requested	\$377,706 estimate	Total Project Budget \$1,092,848 estimate	

D. PLANNING AND ADMINISTRATION SUMMARY, limit 1 page

Application Type	☒ Planning and Administration		
Operating Agency/Business	Planning and Urban Development		
Project Name	CDBG Planning and Administration		
Funds Requested	\$377,706		
Project Summary			
Administrative and planning support to a wide variety of community projects and programs including economic development, community planning, social and neighborhood services, public facilities and infrastructure in eligible neighborhoods, housing rehabilitation and development. These programs are funded by CDBG, HOME and ESG grants from the U.S. Department of Housing and Urban Development.			
HUD National Objective <i>Refer to Section II.B.1</i>	☒ Prevention of Slum/ Blight	☒ Low/Moderate Income Jobs	
	☒ Low/Moderate Income Area	☒ Low/Moderate Income MicroEnt	
	☒ Low/ Moderate Income Clientele	☒ Low/ Moderate Income Housing	
HUD Program Objective <i>Refer to Section II.B.2</i>	☒ Creating Suitable Living Environment		
	☒ Providing Decent Housing		
	☒ Creating Economic Opportunity		
Primary Goal <i>Refer to Section II.B.3</i>	☒ Neighborhood Investment	☒ Affordable Housing	
	☒ Economic Opportunity	☒ Prevent/Reduce Homelessness	
Beneficiaries/ Clients Served -			
Client Description	Residents of the City of Portland		
Number of Clients Served	68,313		
Budget			
\$377,706	CDBG Request		
\$1,092,848	Total Program Budget		
35%	Percentage of CDBG Request of Total Budget		
Leveraged Funds			
\$337,846	Federal (HOME, HOME-ARP/Lead)	\$	Other grants
\$	State	\$	Endowment
\$	County	\$	Private Funds
\$377,296	City (<i>not CDBG</i>)	\$	Gifts in kind

PLANNING AND ADMINISTRATION SUMMARY NARRATIVE

With funds provided by the U.S. Department of Housing and Urban Development (HUD), along with local funding, the Department of Housing and Economic Development (through its Housing and Community Development Division), provides administrative support to a wide variety of community projects and programs, including economic development, community planning, social and neighborhood services, public facilities and infrastructure in eligible neighborhoods, and housing development. The Department works in partnership with residents, non-profit agencies, non-profit and for-profit developers, neighborhood organizations, and City and State departments to benefit low- and moderate-income residents and improve the neighborhoods in which they live. It is the job of the Department to ensure that CDBG, HOME, HOME-ARP, Lead Safe Housing and Emergency Solutions Grant (ESG) funds are expended in compliance with all applicable federal laws.

D. BUDGET FORM , limit 1 page

Complete one program budget spreadsheet for each program application.

Feel free to edit categories under Revenues or Expenditures as relevant to your program or project.

PROGRAM OR PROJECT NAME:

CDBG Adminstration and Planning

OPERATING AGENCY:

City of Portland, Maine

CDBG Program Year (PY): July 1, 2025- June 20, 2026 *

REVENUES	Please indicate: Secured or Projected	Revenues TOTAL
CDBG Request 2025-2026	Projected	\$377,706
Other HUD Funds (please list)		
a.		
Other Federal Funds (please list)		
a. HOME & HOME-ARP	Projected	\$167,030
b. Lead		\$170,816
State/ County Funds (please list)		
a.		
b.		
City Funds	Projected	\$377,296
Private Funds (Grants, Fundraising, etc, please list)		
a.		
b.		
In Kind Services		
TOTAL PROGRAM or PROJECT REVENUE		\$1,092,848

EXPENDITURES	Expenditures CDBG	Expenditures All Other Sources	Expenditures TOTAL
Employee Salaries	\$267,366	\$427,781	\$695,147
Employee Fringe Benefits	\$53,473	\$186,839	\$240,312
Materials/Supplies	\$48,262	\$522	\$48,784
Other, please specify			
a. Audit	\$5,000		\$5,000
b.Citizen Participation	\$3,605		\$3,605
c. Contractual Services/Consultant		\$100,000	\$100,000
d.			
e.			
TOTAL PROGRAM or PROJECT EXPENSES	\$377,706.00	\$715,142.26	\$1,092,848

Overview

Completed by camelia.haleyyfo@gmail.com on 10/31/2024 8:44 AM

Case Id: 30551

Name: YFO Relocation for Expansion - 2025

Address: *No Address Assigned

Overview

Please provide the following information.



City of Portland
CDBG Social Services
Program

**Housing & Economic Development
Department**

HCD Program Manager

389 Congress St

Portland, ME 04101

207-874-8731

cdbg@portlandmaine.gov

INTRODUCTION

The City of Portland CDBG program seeks to foster innovative and creative programs that address the critical issues facing the City of Portland. The CDBG funds should be seen as seed money for starting or expanding programs. The purpose of our funding is to help get a program off the ground or successfully expand, all while prioritizing impact to low and moderate income residents of Portland. We strongly encourage new programs to apply for CDBG funding.

Before completing this application for funding, all applicants must read the Community Development Block Grant Policies, which can be found at our [website](#). The policies contain eligibility for funding, allowable expenses, scoring and selection process procedure, etc. Points may be deducted if your application does not adhere to the Policies.

☒ I acknowledge that I have read and understood the Community Development Block Grant (CDBG) Policies. I agree to adhere to all the terms, conditions, and requirements outlined in these Policies. If awarded CDBG funding, I commit to following these guidelines throughout the implementation of the funded project.

☒ I understand that non-compliance with the CDBG Policies may result in the withdrawal of funding, the requirement to return disbursed funds, or other penalties as outlined by the program.

A. Agency Information

Completed by camelia.haleyyfo@gmail.com on 11/4/2024 11:24 AM

Case Id: 30551

Name: YFO Relocation for Expansion - 2025

Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Youth and Family Outreach

A.2. Mailing Address

331 Cumberland Ave. Portland, ME 04101

A.3. Federal ID Number

010374597

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

EZH6BNC6RZ95

APPLICATION POINT OF CONTACT

A.5. Name

Camelia Babson-Haley

A.6. Phone

(207) 874-1073

A.7. Email

camelia.haleyyfo@gmail.com

EXECUTIVE DIRECTOR

A.8. Name

Camelia Babson-Haley

A.9. Phone

(207) 874-1073

A.10. Email

camelia.haleyyfo@gmail.com

PROJECT DIRECTOR

A.11. Name

Camelia Babson-Haley

A.12. Phone

(207) 874-1073

A.13. Email

camelia.haleyyfo@gmail.com

FINANCIAL DIRECTOR

A.14. Name

Camelia Babson-Haley

A.15. Phone

(207) 874-1073

A.16. Email

camelia.haleyyfo@gmail.com

B. Project Information

Completed by *camelia.haleyyfo@gmail.com* on 11/14/2024 2:59 PM

Case Id: 30551

Name: YFO Relocation for Expansion - 2025

Address: *No Address Assigned

B. Project Information

Please provide the following information.

B.1. Program Name (Note: If you are applying for funding for multiple programs, please submit an application for each distinct program)

Youth and Family Outreach

B.2. Primary Address Services Are Delivered

331 Cumberland Ave. Portland, ME 04101

B.3. Are there additional service address?

No

B.4. HUD National Objective

There are two approaches for meeting the Low to Moderate Income qualifications. Please select the applicable National Objective:

- **Low to Moderate Income Limited Clientele (LMC):** Limited Clientele activities benefit a specific targeted group of persons of which at least 51% must be LMI based on [HUD's annual limits](#). In order to meet the LMI Limited Clientele criteria, the activity must either collect income documentation/screening for each client or serve a population presumed by HUD to be LMI (including 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):** Area Benefit activities must be available to all residents of an area where at least 51% of the residents are LMI based on HUD's data of [eligible areas](#) over 51%. The area must be clearly delineated by the grantee and must be primarily residential.

Select which National Objective this program activity will address:

Low and Moderate Income Clientele (LMC)

Does this activity primarily 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

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.5. HUD Program Objectives

Indicate which HUD program objective this program will address:

Creating Economic Opportunity

B.6. Priority Impact Level

The City of Portland CDBG 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](#)

Select the primary goal your program or project addresses:

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

Beneficiaries

B.7. Describe the beneficiaries or clients served by the program.

YFO's services target families living below the federal poverty level with children between 6 weeks and 5 years. Our

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beneficiaries primarily live in Portland, and are low to moderate income.

B.8. How many will be served by the proposed program? (unduplicated -per year)

150

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

100

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

67.00%

Units of Service - The CDBG program provides quarterly reimbursements for your expenditures as long as your units of service reported are proportional to your expenditures. Therefore, your units of service should be a measure which is proportionate across the grant term and proportionate to your expenditures. For example, an hour of staff time or bed nights in a shelter are common units of service.

B.11. Describe the type of unit of service provided by the program.

A unit of service is one week of childcare

B.12. How many units of service will be provided by the program?

3,060

Budget and Organizational Questions

B.13. What percentage of the total budget is CDBG?

0.05%

B.14. What is the amount of other federal funds you have estimated and committed to this program budget?

\$0.00

B.15. What is the amount of state/local funds you have estimated and committed to this program budget?

\$526,000.00

B.16. What is the amount of private funds you have estimated and committed to this program budget?

\$1,108,870.00

B.17. In your organization's preceding completed fiscal year, did it receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

B.18. Does the public have access to information about the compensation of the executives of your organizations through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Yes

Program Objectives and Outcomes

B.19. Program Objectives

1) Each year, 58 infants, toddlers and preschool aged children will receive high-quality early care and education as

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demonstrated by current YFO child outcomes 2) Between 50 and 100 parents/caregivers will work and/or complete their education leading to stable employment. 3) 50 to 100 parents/caregivers are engaged in their child's education, including post-secondary aspirations/expectations.

B.20. Program Outcomes

Child Outcomes (pulled from Teaching Strategies child assessments). As a result of best-practices in teacher instruction, effective wraparound services, evidence-based curricula and the Teaching Strategies assessment system, 100% of children demonstrate progress toward developmental milestones. 100% of children at YFO demonstrate increased language and reading skills 100% of children show growth in their numeracy and math skills. 100% of children at YFO are receiving nutritious meals each day. 100% of children are receiving support for social and emotional development. Anecdotally, feedback from our families during their stay with us is consistent with the impact we hope to achieve. Families report that they wouldn't be able to accomplish the things they hope for their families if it weren't for the support of YFO. Moreover, we frequently hear from alumni about YFO graduates that are doing well in their early years of elementary school, and families attribute that to YFO's partnership with them. Maintaining contact with alumni parents dating back to the early 2000s has also meant that we frequently hear about high school graduates and college admissions for YFO alumni.

B.21. Employees

Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	18
How many employees will be employed in this program if it receives CDBG funding?	18
How many employees will be employed in this program if it does not receive CDBG funding?	18

Documentation

B.22. How will the beneficiaries' information be collected and documented?

Beneficiary information is collected upon enrollment, updated annually, and reviewed bi-annually at parent teacher conferences.

B.23. How will the units of service be tracked and documented?

Units of service are tracked and documented with our childcare management software program, Procare. In Procare, attendance is monitored daily. Additionally, attendance is gathered and counted monthly so that we can report and invoice the appropriate subsidy source for each individual family.

B.24. How will the outcomes be measured, collected, and documented?

Child outcomes are measured, collected and documented through an online child assessment tool called Teaching Strategies. These are reported out on a quarterly basis and shared with families on a bi-annual basis at parent teacher conferences. Program objectives are developed and reviewed annually at the board retreat.

C. Narrative

Completed by *camelia.haleyyfo@gmail.com* on 11/14/2024 2:33 PM

Case Id: 30551

Name: YFO Relocation for Expansion - 2025

Address: *No Address Assigned

C. Narrative

Please provide the following information.

C.1. Program Description

Describe the Program being proposed.

YFO creates opportunities that support learning and enhance the quality of life for children, teens and families in Greater Portland. Our roots date back to 1846, and we have constantly innovated and evolved over the years to meet the changing needs of Portland's under-resourced populations. Since 1986, YFO has operated an early care and education program that transforms the lives of young children and enables parental workforce participation to build a strong community. At our mission's heart is a steadfast commitment to providing high-quality care. This guiding principle drives every action we take. YFO has been accredited by the National Association for the Education for Young Children since 2002, and is an industry leader within the state of Maine. In Portland, the waitlists for early childcare are hundreds of children long. At YFO, we give 58 children the gift of a strong start. Located in the heart of the Bayside neighborhood, YFO serves families throughout Portland with a commitment to preserving 60% of our childcare slots for those living at or below the poverty level. We prioritize children that are in DHHS custody, born to teen parents, are homeless, or children of immigrants and refugees. As a long-standing partner in the Bayside community, YFO, currently operates a full-day, full-year, non-profit childcare program serving 58 children six weeks to five years of age and their families with the primary goal to alleviate the effects of poverty for children and their families in Portland. YFO uniquely fosters a culturally responsive environment. More than 50% of its children come from diverse racial/cultural communities and speak multiple languages. Two thirds of YFO's teachers are from these same communities and use languages other than English with all children and their families. Relationships are key for our youngest learners. Hiring, retaining, and advancing the careers of skilled early childhood educators is a priority at YFO. With support from YFO and partners in the ECE community, we have every educator at YFO engaged in an individual professional development plan to reach their educational goals. In this way we not only set an example for our students, but we support the economic and workforce development that our community needs, addressing wage gaps for women and people of color. At YFO, we know that a family needs to feel supported, be well fed, and have access to resources in order to be successful. Families living in poverty have more barriers to achieve that success and are more likely to experience toxic stress and trauma. Collaboration enables us to increase the scope and scale of our efforts and grows our impact. YFO engages in strategic partnerships to provide much needed services to children and families. Our partners include Starting Strong, First 4 ME, Portland Public Schools, University of Southern Maine, Maine Behavioral Healthcare, SnapEd, Fedcap, and Portland Public Library, to name a few. At YFO, our families get more than childcare for their children, they get comprehensive support from our partners, and an ally in parenthood. Hungry children can't focus and learn. Maine has the highest rate of both overall food insecurity and childhood food insecurity in New England and ranks 18th in the nation for very low food security rates. YFO has a nationally-recognized child nutrition program where all students eat a healthy family style breakfast, lunch, and snack each day. Our nutrition program is mindful of our community's resources, set in sound nutrition, and uses only whole ingredients. The future for not only our youth but the betterment of our community begins in the early formative years. Staff meet training requirements for universal design, social-emotional development, trauma informed practice, assessment tracking, and more. The Expansion Project: Portland is in desperate need of more childcare. At

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YFO, we can currently serve 60 children, but we have a waitlist of 300 children. YFO has embarked on an ambitious project to address two of the most critical needs in Portland: expanding access to high-quality childcare and affordable housing. The project expands economic opportunity by building a new 12,000 sf early childhood education program, thus increasing children served to 110, and adding 60 units of housing, 48 of which are affordable. Groundbreaking is expected in July 2025. By integrating these essential services in a single project, we address both early childhood development and housing stability, ensuring a brighter future for our community. Request: YFO cannot continue to reside in its current space during construction and will need to relocate. This application seeks funds to continue operations and pay for expenses during our period of relocation. During this time, our operational expenses will temporarily increase by the need to pay a lease. Post construction, we will return to our current property debt-free.

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.

Access to high quality care supports child development during their critical early years; it is also a cornerstone of economic stability for families by allowing parents to participate in the workforce while knowing their child is cared for in a safe environment. An estimated 3,910 children under five live in Portland with more than half living in poverty. The Brookings Institute conducted a longitudinal study of children who had received early care services across income levels. This study found that children from low-income homes who had received 24 months or more of high-quality early childhood education in their first five years were more likely to graduate from college, and had higher salaries at age 26. High quality child care is a long-term investment that helps break the cycle of intergenerational poverty. Our mission is rooted in the belief that every child deserves the chance to grow, learn, and thrive in a nurturing environment. We know that children from under-resourced families are less likely to enter school prepared to succeed, leading to long-term educational and social disparities. Many parents face tough choices between working to support their family and ensuring their children receive the early learning they need. In the Greater Portland area, thousands of families struggle to access quality childcare due to financial and resource constraints. At YFO, we believe that investing in early care and education is not just a matter of providing a service — it's a vital step toward building a stronger, more equitable community. The need for childcare in Portland is great. This request, of providing support to YFO during relocation will help us to achieve our long term goal of expanding access to high quality childcare to more families. This project also addresses another vital need, housing. Portland's lack of affordable housing exacerbates the financial strain on moderate or low-income families raising young children. The cost of rent has increased by 34% in the last 5 years, and there is an overall critical dearth of available rental properties in greater Portland; the state of Maine is lacking more than 20,000 homes for families and individuals in need. Partnering with a housing developer, YFO is addressing early childhood education, access to social and community services, AND housing for economic growth in one project, ensuring a brighter future for our community and our next generation of workers.

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

Our work is built upon the recommended practices of the National Association for the Education of Young Children (NAEYC) and the Division for Early Childhood (DEC). NAEYC and DEC wrote a joint position statement (using evidence-based research) that provides a foundation for which high quality programs wishing to fully engage in best practices for all children could follow. They provide practices that assist in developing inclusive environments to ensure equitable access and meaningful participation through engaging and creative approaches within a developmentally appropriate setting. We know that a teacher's interactions with children are the most powerful determinant of learning outcomes. Both child-guided and teacher-guided experiences are vital to children's development and

learning. Therefore, our evaluation practices are structured for every level of the organization from full program, to the staff, to the children. At YFO, designated supervisors establish professional development plans with measurable goals in partnership with all teachers. Supervisors meet monthly with classroom teachers to discuss both day-to-day instructional needs as well as progress toward professional goals. These goals are monitored throughout the year and re-set during annual performance review meetings. YFO's learning environment and curriculum support the development of the whole child. In order to make meaning of the learning that occurs, we utilize the framework and the domains of evidence-based curricula. The child developmental assessments are executed quarterly. This information is shared during parent/teacher conferences, where families work with teachers to develop goals for their children. Our non-profit conducts a comprehensive annual program evaluation to assess the effectiveness and impact of our initiatives. By systematically reviewing program performance, we identify strengths and areas for improvement, ensuring that our services remain responsive to community needs. The findings from our evaluation inform strategic planning and resource allocation, allowing us to enhance program delivery and maximize our impact. The impact of our work is evident in our students and families who attend. YFO prepares children for kindergarten entry and school success, effectively supports and engages the enrolled families, and supports educator's professional development, all measured through a variety of evidence-based assessments. Support for this request allows YFO to relocate during construction, and the resulting project will double the number of children we are able to serve each year, in addition to the 60 individuals and families who will be living in the new housing units within the project.

C.4. Goal

Choose and describe how this program meets one of the goals of the CDBG program:[\(See table here\).](#)

- 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**

YFO addresses economic opportunity in two ways. One, by providing the basic need of childcare for working parents, and two, by hiring, training and retaining a diverse workforce. As advocated by the American Academy of Pediatrics (Donoghue EA; Council on Early Childhood. Quality Early Education and Child Care From Birth to Kindergarten. Pediatrics. 2017 Aug;140(2):e20171488), we believe that by exposing our community's young children to high quality education and diverse, caring relationships, we can bolster their cognitive and social emotional development, thereby setting them afoot on the path out of poverty. Bayside, home to YFO, is a densely populated neighborhood. On average, West Bayside residents are younger, are less educated and work in lower paying jobs. Nearly a quarter of all Bayside residents are foreign-born. The benefits of high quality childcare extend to the entire society. Childcare is the work that allows all other work. Research links increased maternal labor supply to access to childcare. This not only improves outcomes for mothers affected, but also enlarges the labor pool, benefiting local businesses and the economy broadly. Investing in our initiative presents a unique economic opportunity for our community, as it will enable us to expand our operations, post construction, and create 12 new, sustainable jobs. These positions will not only provide direct employment but will also stimulate local economic growth through increased availability of childcare for working families. As we grow, we will foster a diverse workforce, offering training and development opportunities that enhance skills and promote career advancement. Additionally, these jobs will directly impact local businesses whose workforce needs childcare, further invigorating our local economy.

C.5. Priority Impact Level

Choose and describe how this program best addresses one of the priority impacts level activities from the selected goal in the question above: :

- 1. Neighborhood Investment and Infrastructure- Create strong, safe, accessible and vibrant neighborhoods.**
Eligible programs and activities include but are not limited to: Community policing, public infrastructure in

target neighborhoods. Accessibility/ADA compliance, alternative modes of transportation; **PRIORITY:** Park and recreation facilities, historic preservation, tree planting, and non-profit rehab, inclusive and diverse community centers and engagement programs, senior services, disability services, public infrastructure outside of the targeted neighborhood.

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

The priority impact level of this project is economic opportunity. Childcare is the workforce behind the workforce. The lack of access to childcare is a barrier to employment and economic stability for working families. According to Portland Chamber of Commerce survey in April 2023, representing 51 businesses with 70% of their employees living in Portland. 45% of their employees have children under the age of 5 65% of respondents indicated that the lack of affordable quality child care impacted their ability to retain employees. 82% of respondents report employees experience difficulties finding affordable quality child care. 94% of respondents either strongly agree or somewhat agree that increasing access to quality child care should be a priority for our community. 79% of respondents would either strongly support or somewhat support efforts in Portland to increase state or local funding for child care assistance and to expand access to early childhood learning. 95% of employees cited the lack of availability of childcare as the primary barrier to working. 64% indicated that increasing access to affordable quality childcare should be a priority for the community. 75% of children in Maine under the age of 6 have all parents in the workforce. If they cannot find dependable, quality child care, they most likely will not be able to work. We provide full-day, full-year child care to meet the needs of working parents. Supporting our operational needs through construction means that our current families will have childcare, and it will support the increase of available childcare post-construction.

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.

Consistency. YFO inherently aligns with the City's initiatives and vision. We are Authentic, sustainable, and dynamic, we provide security, connection and an equitable approach to serving families. For decades we have innovated in an effort to help our community thrive. Our commitment to growth has led us to this moment where we are poised to grow in order to sustain our community, infrastructure and economy. Priority to Lower Incomes. Since the first meeting of our non-profit in 1846, the focus of the organization has been on serving our community members of lower income levels. This continues today, and has evolved into an intentional practice whereby our program operates two separate wait lists so that the percentage of lower income children and families served never drops below 60%. Diversity and Inclusiveness. YFO's Equity Statement reads, "YFO stands in solidarity, now and always, with the BIPOC community. We recognize the systemic racial injustices faced by black & brown families every day. Anti-bias/anti-racism work at YFO is ongoing due to the changing nature of a school community, and focuses on uplifting individuals to be proud of their uniqueness while honoring other individual's differences. YFO is dedicated to integrating ABAR (Anti-bias, Anti-Racist) education at all levels of the school community." YFO not only sets an example of cultural diversity for its students but also advances racial equity through economic and workforce development that our diverse community needs. YFO prioritizes hiring teachers from diverse backgrounds and addresses wage gaps for women and people of color. In recent years, we've employed teachers from Afghanistan, Congo, Sudan, Russia, Brazil and Angola, as well as those who identify as Black American. Today, two-thirds of our staff are people of color. Measurable Community Impact: In June 2024, 32 Portland 4-year-olds left YFO ready to succeed in Kindergarten. This marked the 12th year YFO has partnered with Portland Public Schools and provides two embedded Public Pre-K classrooms at YFO. Year after year, the data gathered through child assessments shows more than 90% of students mastering skills developmentally appropriate to their chronological age and developmental ability. Leveraged Funds. We are innovative and promote actions that will make YFO resilient in the face of change. Our expansion project is exactly one of those actions. Taking our already sustainable business model and bringing it forward into this expansion will further our efforts of sustainability by adding shared rental income to our revenue streams. Though this project has taken longer than expected due to unforeseen inflation, we are on track and focused on our original goals. As has been demonstrated many times over the years, YFO will engage in every opportunity to diversify our revenue streams, while building a strong, connected 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.

Youth and Family Outreach is partnering with the Developer's Collaborative (DC) to complete this project. Unlike other developers, DC believes that they have a responsibility to the community to listen, and employ creative solutions to make successful places. They take a community based approach and often engage in public-private partnerships to achieve community goals. They have proven to be a responsive partner and this project could not go forward without this partnership and their commitment to its success. Additionally, to deliver our programming,

Youth and Family Outreach actively collaborates with a diverse range of partners, including Portland Public Schools, community health agencies, and non-profit organizations to amplify our reach and impact on families and children. By leveraging the unique strengths and resources of each partner, we create a comprehensive network of support that addresses the multifaceted challenges faced by families in our community. Through joint initiatives, and resource sharing, we provide a holistic approach to service delivery that not only enhances access to essential programs but also fosters a sense of community and belonging. This collaborative model ensures that we can effectively meet the needs of children and their families while promoting sustainable outcomes that empower them to thrive. In 2022, the city of Portland assembled a task force to strategize around how to support the immigrant population coming into the state. One of the incredibly impactful programs that was born from that was the Frances Warde House, which began housing pregnant immigrant women in an effort to improve maternal health outcomes during pregnancy and the first year of the baby's life. YFO has had a long-standing relationship with In Her Presence, and the Immigrant Welcome Center, two of the key organizations supporting the Frances Warde House residents. In spring 2023, they reached out to YFO because one of the missing elements for these mothers was childcare. Without childcare, they were unable to get on their feet, secure a job and move on from this program that is intended to be transitional housing. With support from the John T. Gorman Foundation we entered an agreement with Frances Warde to provide childcare for three children of families in the program.

C.8. Readiness to Proceed

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

May/June 2025 YFO childcare programming is to be relocated. June 2025 through June 2027, YFO will be obligated to pay rent and other expenses due to the relocation. July 2024 - The YFO expansion project is expected to break ground. The expansion project includes the construction of a 1200 sf childcare facility and 60 units of housing (48 of which are affordable) at the location of 331Cumberland Avenue. June2027 YFO will return to original location at 331/337 Cumberland Avenue

C.9. Experience Providing Service

Describe your organization's experience in delivering and managing this or similar programs.

Please summarize current licensing and accreditations obtained.

Youth and Family Outreach has 38 years of experience providing high quality early care and education. We are state licensed and have been accredited by the National Association for the Education of Young Children since 2002. The Director of Youth and Family Outreach has been with the organization for 25 years, and has 35 years of experience in the field. Over its lifetime, the non-profit has navigated multiple large scale transitions, and rapid growth. Each opportunity has been met with success and has led the organization further toward meeting its goals and mission.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

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

Our need to relocate is unique to the circumstances of our expansion, and they are a temporary need. During our relocation YFO will be obligated to pay operational expenses that exceed our normal budget. The CDBG funds are needed so that we may continue programming and meet the needs of families and children during construction. Based on sound financial projections, YFO does not foresee any need for ongoing operational support once they have

returned to their home located at 331/ 337 Cumberland Avenue.

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.

YFO is requesting CDBG to cover approximately 50% of the additional lease expenses needed during relocation. The remaining lease costs will be paid for by other sources. In addition to seeking support from CDBG as well as the United Way, and local foundations to cover this expense. To date the total cost of contributions toward the lease expense are projected, but not confirmed. YFO will also continue to fundraise to fill any gaps.

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, 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.

During the two years that we are relocated, current operational expenses will continue with the addition of a monthly lease payment for the temporary facility. The majority of our annual budget, nearly 64%, pays the wages and benefits for our employees. In addition to this our expenses include utilities, maintenance, insurances, food, and janitorial services. The request that we seek from the Community Development Block Grant is a portion of the cost to lease the temporary space. This is a temporary expense that will no longer be necessary when we move back into our updated facility on Cumberland Avenue, which means this need for support is short term. Our CDBG request is for approximately 50% of the cost of our lease for one year.

D. Program Budget Detail

Completed by *camelia.haleyyfo@gmail.com* on 11/12/2024 12:02 PM

Case Id: 30551

Name: YFO Relocation for Expansion - 2025

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.

\$60,000.00

D.2. Total Program Budget

\$1,221,470.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Salaries & Wages	\$768,034.00	\$0.00	\$768,034.00	Tuition, Public Pre-K, CACFP, state wage supplements	Committed
Employee benefits	\$73,636.00	\$0.00	\$73,636.00	United Way and Donations	Committed
Accounting fees	\$15,000.00	\$0.00	\$15,000.00	Grants/donations	Committed
Supplies	\$23,000.00	\$0.00	\$23,000.00	CACF, public pre-K, CACFPP,	Committed
Occupancy	\$98,000.00	\$0.00	\$98,000.00	Public Pre-K, First 4 ME, grants/donations	Committed
Food	\$39,000.00	\$0.00	\$39,000.00	CACFP	Committed
Insurances and other	\$36,800.00	\$0.00	\$39,800.00	Public Pre-K, grants, donations	Committed
Rent	\$168,000.00	\$60,000.00	\$108,000.00	Capital campaign funds raised	Pending
	\$1,221,470.00	\$60,000.00	\$1,164,470.00		

E. Required Documents

Completed by camelia.haleyyfo@gmail.com on 11/18/2024 11:42 AM

Case Id: 30551

Name: YFO Relocation for Expansion - 2025

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**

****No files uploaded**

☐ **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**

****No files uploaded**

☐ **Conflict of Interest Policy**

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

****No files uploaded**

☐ **Letters of Support/ MOUs**

Demonstrated outreach in the form of Letters of Support and/or Memorandums of Agreement is required. Applicants can submit as many items as desired, but are encouraged to prioritize quality over quantity. ***Required**

****No files uploaded**

☐ **Most Recent Agency Operating Budget** ***Required**

***No files uploaded*

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

***No files uploaded*

☐ **Non-Discrimination Policy**

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

***No files uploaded*

☐ **Project Timeline** ***Required**

***No files uploaded*

☐ **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****

***No files uploaded*

☐ **Whistleblower Policy**

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

***No files uploaded*

☐ **Other Document Type**

***No files uploaded*

Submit

Completed by *camelia.haleyyfo@gmail.com* on 11/18/2024 11:47 AM

Case Id: 30551

Name: YFO Relocation for Expansion - 2025

Address: *No Address Assigned

Submit

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

☒ I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

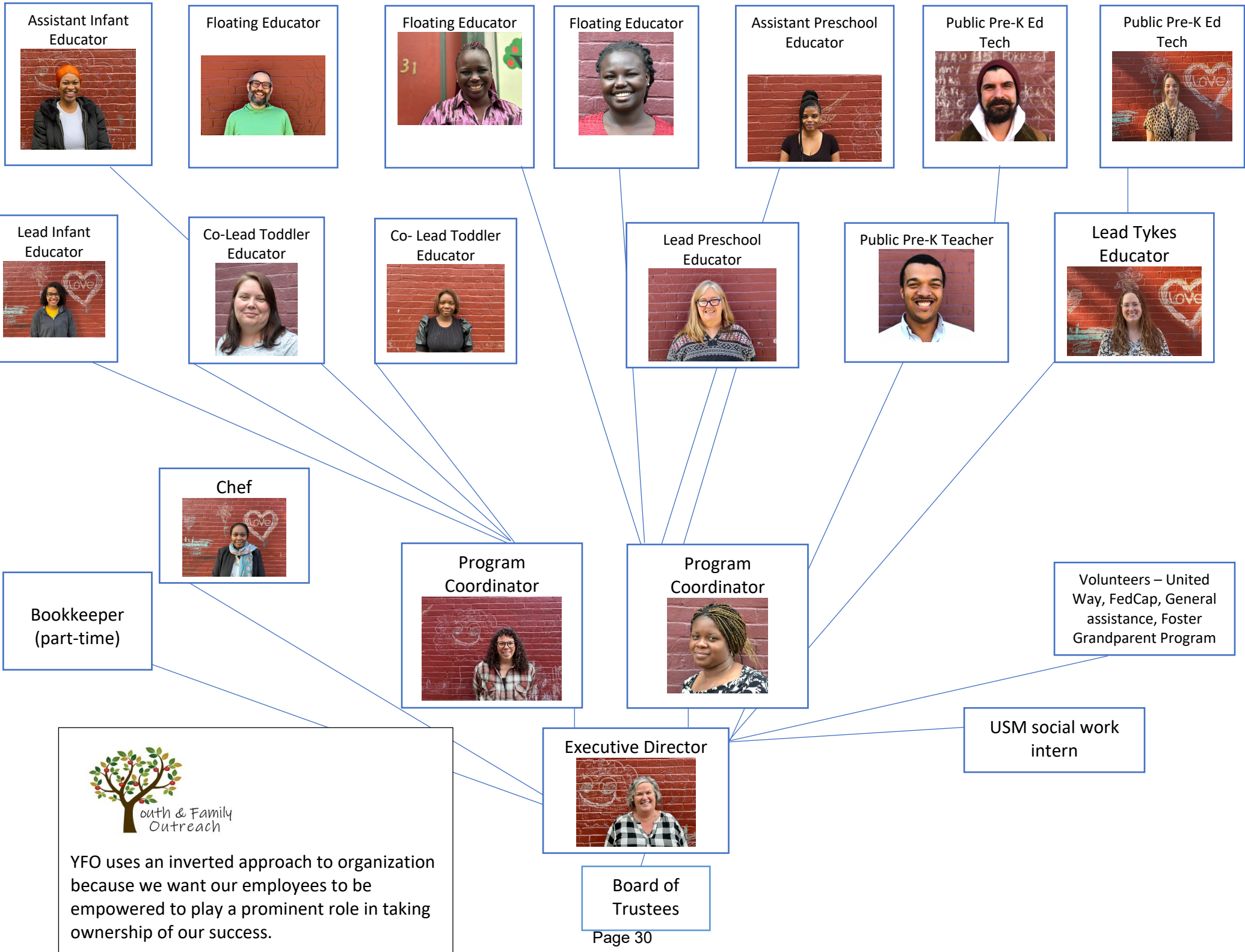
Signature

Camelia Babson-Haley

Electronically signed by camelia.haleyyfo@gmail.com on 11/18/2024 11:42 AM

Title

Executive Director



YFO uses an inverted approach to organization because we want our employees to be empowered to play a prominent role in taking ownership of our success.

Amended and Restated Bylaws

Of

Youth and Family Outreach

**ARTICLE I
NAME, HISTORY AND SEAL**

This corporation is named "Youth and Family Outreach" (hereinafter, the "Corporation") and was founded in 1844 as an outreach affiliate of the First Parish Society. It was originally incorporated in 1850 as "Trustees of the Portland Ministry at Large." In 1979, the Corporation was granted independent status as a community outreach of the First Parish. In 1984, the Portland Ministry at Large began to focus its resources on social services for inner city youth. Since 1994, the Corporation has done business as "Youth and Family Outreach" and in 2009 it changed its legal name to "Youth and Family Outreach."

**ARTICLE II
PURPOSE AND POWERS**

The Corporation has been organized and is incorporated as a public benefit corporation under the Maine Nonprofit Corporation Act (Title 13-B, Sections 101 *et seq.* M.R.S.A., hereinafter the "Act") and shall be operated exclusively for charitable, religious, educational or scientific purposes within the meaning of § 501(c)(3) of the Internal Revenue Code of 1986, as amended, or corresponding provisions of any subsequent federal tax laws (the "Code"). Within these general purposes and without limiting the generality of the foregoing, the specific purposes of the Corporation shall be to promote the social well-being of the greater Portland community by such modes of relief and administration as the Trustees may judge best suited to the object, all in support of the principles and traditions of the Unitarian Universalist Association and The First Parish in Portland, Maine Unitarian Universalist (hereinafter, the "First Parish"). This Corporation does not promote any religious belief system.

In carrying out the foregoing purposes, the Corporation shall have all the powers granted to nonprofit corporations under the Act, including but not limited to the following activities:

- (a) To hire, lease, buy, inherit or otherwise acquire and hold land, buildings, equipment or other real or personal property and to build, construct, operate and manage the said property for the purposes of the Corporation; to rent, lease, mortgage or sell all or any part of such real or personal property acquired by said Corporation as authorized by law; to take and hold by purchase, gift, devise or bequest, personal property or real estate and to use and dispose thereof only for the purposes for which the Corporation is organized.
- (b) All property received by the Corporation, whether by gift, bequest, devise or otherwise, shall be exclusively to promote, carry on and further the activities,

objectives and purposes set forth in the Corporation's Articles of Incorporation (hereinafter, the "Articles") and these Bylaws.

- (c) The Corporation shall be empowered to do everything necessary, proper, advisable or convenient for the accomplishment of the foregoing purposes, and to do all other things incidental to them, or connected with them, that are not forbidden by law, the Articles, or these Bylaws; provided, however, that the Corporation shall not engage in any transaction, or do or permit any act or omission, which shall operate to deprive it of its tax-exempt status as, or which is not permitted to be conducted or carried on by, a corporation described in § 501(c)(3) of the Code and the applicable regulations as they now exist or as they may hereafter be amended.

No substantial part of the activities of the Corporation shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation or participating or intervening in any political campaign on behalf of any candidate for public office.

ARTICLE III DEDICATION OF ASSETS

No part of the net earnings or assets of the Corporation, on dissolution or otherwise, shall inure to the benefit of any private individual, including any director, trustee, or officer of the Corporation. On liquidation or dissolution of the Corporation, 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 of Trustees may select and as are dedicated to purposes compatible with those of the Corporation, which organization or organizations shall have been recognized by the Internal Revenue Service as an organization described in Section 501(c)(3) of the Code.

ARTICLE IV TRUSTEES

Section 1. Number of Trustees. The Board of Trustees of the Corporation (the "Board of Trustees" or the "Board") shall consist of not less than five members, and not more than nineteen members. The Minister of the First Parish may be elected a trustee but, if not so elected, shall "ex officio" belong to the board.

Section 2. Powers of the Board. The Board shall oversee the business, property and affairs of the Corporation.

Section 3. Qualifications of Trustees. The members of the Board (individually, a "Trustee" and, collectively, the "Trustees") shall be elected by the current members of the Board of Trustees (as set forth in Article IV, Section 5 below) and selected as persons most qualified by skills, training and experience to assist the Corporation to fulfill its stated missions. In recognition of the Corporation's long standing relationship by history and tradition with the Portland area Unitarian Universalist churches, the Trustees shall encourage qualified members or friends of these churches to apply to participate on the Board of Trustees.

Section 4. 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 Trustees may be "financially interested persons," which term means:

- (a) an individual who has received or is entitled to receive compensation from the Corporation for personal services rendered to the Corporation 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 Trustees for serving as Trustees. An individual is considered to receive compensation for services rendered to the Corporation 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 the Corporation; or
- (b) a spouse, brother, sister, parent or child of the individual described in subsection (a).

The failure to comply with this Article IV, Section 4 shall not, however, affect the validity or enforceability of any transaction entered into by the Corporation.

Section 5. Election and Terms of Office of Trustees. Qualified applicants are approved by majority vote of the Board of Trustees and then confirmed at the annual meeting of the First Parish. Trustees shall hold office for three years following the annual meeting when their election was confirmed and until such Trustee's successor shall have been elected and qualified, or until their earlier resignation or removal. Trustees may be re-elected to successive terms if it is in the best interest to meet the Corporation's mission. However, new members should be considered to maintain long-term stability and development of experience on the Board. Attempts should be made to stagger terms so that no more than one quarter of the Board membership is up for election in a given year.

The Trustees shall make reasonable efforts to ensure that a majority of the elected Trustees shall be members or friends of the First Parish or another Unitarian Universalist Church in the greater Portland community. If at any time there ceases to be a majority of Trustees who are such members or friends, the Board shall take reasonable steps to elect new Trustees who are such members or friends so that such members or friends again constitute a majority of elected Trustees, provided, however, that in no event shall a failure to maintain a majority of elected Trustees that are such members or friends affect the validity or enforceability of any transaction entered into by the Corporation or any action or decision of the Board with respect thereto.

Section 6. Vacancies, Resignation, and Removal. Any vacancy in the Board, including newly created trusteeships created by an increase in the number of Trustees, shall be filled at the time such vacancy arises or at any time thereafter by the Board at any meeting thereof. Any Trustee may resign from office by delivering a written resignation to the President or the Secretary. Any Trustee may be removed from office, with or without cause, upon the vote of two-thirds of the other Trustees then in office.

ARTICLE V OFFICERS AND EXECUTIVE DIRECTOR

Section 1. Identity and Election. The officers of the Board shall be a President, Vice-President, Secretary, Treasurer and such other officers as may be elected by the Board of Trustees. All officers shall be elected from the membership of the Board of Trustees and shall be elected in such manner and perform such duties as prescribed

by these Bylaws. In addition, the Board shall select and hire an Executive Director, or person performing a similar function, which Executive Director shall perform such duties as prescribed in these Bylaws or as otherwise determined by the Board.

Section 2. Duties of Officers of the Board.

Section 2.1. President. The President of the Corporation shall preside at all times at the meetings of the Board of Trustees and appoint all standing committees, shall be responsible for giving proper notice to the full Board and Executive Committee of their meetings as well as compiling agendas for these meetings, and transact other such business as may of right pertain to the office. He/she shall be an ex officio member of all committees of the Board of Trustees and shall coordinate and monitor the performance of the committees.

Section 2.2. Vice-President. The Vice-President may be assigned by the President to perform the duties of the President during the President's absence.

Section 2.3. Secretary. The Secretary shall be responsible for recording the minutes and other records of the full Board and Executive Committee and shall perform all other duties normally pertaining to the office of secretary. The Secretary shall keep, in books for that purpose, all minutes and records of the full Board, the Executive Committee and all other duly authorized committees and subcommittees of the Board of Trustees, and shall assure that all Board members have access to these minutes and records. The Secretary shall have custody of and be entrusted with all legal documents and permanent records of the Corporation and shall keep them in a secure place, which may be at the Corporation's principal offices.

Section 2.4. Treasurer. The Treasurer shall have responsibility for the monies of the Corporation and shall make disbursements and perform such other duties with respect to finances as may be prescribed by the Board of Trustees or their designated authority (including the Finance Committee). He/she shall supervise the opening and management of a checking account for the monies of the Corporation as designated by the Board of Trustees and supervise the payment of obligation of the Corporation therewith. For unbudgeted expenditures of over \$500, the Treasurer must first follow procedures as outlined by the Board or the Finance Committee. He/she shall annually be responsible for assisting the Executive Director with arranging the preparation and presentation to the Board of Trustees an accountant's audit report reflecting the financial affairs of the Corporation on an annual basis and as such other times as the Board may require. The Treasurer shall monitor the financial operations of the organization on a weekly basis by reviewing bank deposits, check signing, journal entries, and other similar functions performed by the bookkeeper of the Corporation or person performing similar functions. The Treasurer shall have custody of all stocks, bonds, and other securities belonging to the Corporation and shall have the power to buy, sell, or transfer any securities for the account of the Corporation when authorized to do so by the Finance Committee.

Section 2.5. Other Duties. All officers of the Board shall also assume all other duties as assigned by the President or the full Board.

Section 3. Duties of the Executive Director. The Executive Director shall serve as the chief executive officer of the Corporation, shall have charge of the general and day-to-day management of the business of the Corporation, and shall see that all orders and resolutions of the Board are carried into effect. The Executive Director shall also

perform such other duties and may exercise such other powers as from time to time may be assigned to him or her by these Bylaws or by the Board. During any period when the Corporation has no Executive Director for any reason, the Board shall appoint a person to exercise the authority of the Executive Director (or some portion thereof, as determined by the Board) until a successor is selected by the Board.

Section 4. Execution of Documents. Unless the Board of Trustees otherwise generally or in any specific instance provides:

A. Any contract, lease or other instrument shall be executed or endorsed on behalf of the Corporation by the President or Treasurer.

B. Any normal expenditure or receipt of Corporation funds may be managed and endorsed by the Treasurer of the Board of Trustees or Executive Director acting under guidelines established by the Finance Committee and approved by the Board of Trustees.

Section 5. Procedure for Election of Officers. The President, Vice-President, Secretary and Treasurer shall be elected by the Board of Trustees at the Annual Meeting of the Board of Trustees and shall serve for a term of one year and until their successors have been elected and qualified, or until their earlier resignation or removal. It shall require a majority of votes of the members of the Board of Trustees present and constituting a quorum at such Annual Meeting to elect officers.

Section 6. Vacancies, Resignation, and Removal. Any vacancy occurring in any office of the Corporation shall be filled at the time such vacancy arises or at any time thereafter by the Board at any meeting thereof. Any officer of the Board may resign from office by delivering a written resignation to the President or the Secretary. Any officer may be removed from office by the Board, with or without cause, upon the vote of a majority of the other Trustees then in office.

Section 7. Termination Procedure. At the expiration of the term of office, by termination or otherwise, of any officer or member of the Board of Trustees, or standing or special committee members, he/she shall turn over to his/her successor all money, property, papers, records and books of the Corporation that may be in his/her possession.

ARTICLE VI COMMITTEES

Section 1. Committee Membership Appointment. The President of the Board (at the first meeting following his/her election) shall appoint all voting members of standing committees, which members shall include no less than two Board members in addition to other interested individuals on each committee. Board members shall comprise at least 50% of the voting membership of each committee.

Section 2. Committee Chairpersons. The President may appoint the chairperson of standing committees, or he/she may defer that appointment to the committees themselves.

Section 3. Voting in Committees. All committee decisions must be by majority vote.

Section 4. Committee Meetings. So far as practicable, the provisions of these Bylaws relating to the convening and conduct of meetings of the Board of Trustees shall govern the convening and conduct of meetings of each committee appointed hereunder.

Section 5. Authority of Committees. The committees are vested with the powers and duties described herein or as may be determined by the Board. However, the full Board of Trustees or the Executive Committee may overrule committee decisions.

Section 6. Joint Decisions Among Committees. If a decision is the responsibility of more than one committee, both committees must agree on the final decision. If, however, there is a disagreement, the issue must first be brought to the Executive Committee. If a consensus cannot be reached at this level, then the issue shall be brought to the full Board.

Section 7. Role in Decision-Making. If the Executive Director or any Trustee disagrees with the decision of a committee or committees, the issue must first be brought to the Executive Committee. If a consensus cannot be reached at this level, then the issue shall be brought to the full Board.

Section 8. Special Committees. Special committees shall be appointed by the President, the Executive Committee, or the Board as needed.

Section 9. New Standing Committees. The President of the Board, with the approval of the Executive Committee, may appoint new standing committees at any time.

Section 10. Supervision of Committees. The Board of Trustees shall supervise and coordinate the activities of the standing and special committees.

Section 11. List of Committees. The standing committees may include Executive, Finance, Development, Program, and Governance, or such other committees as may be appointed pursuant to the terms hereof.

Section 12. Ex-Officio Members. The Board President and Executive Director are ex-officio members of all committees.

ARTICLE VII DUTIES OF COMMITTEES

Section 1. Executive Committee. The Executive Committee consists of the President, Vice-President, Secretary, and Treasurer. This committee shall function for the Board of Trustees between meetings of the Trustees and shall have full Board decision-making powers, subject to being overridden by a two-thirds vote of the full Board. This committee shall meet as deemed necessary by the President or Executive Director. Specific duties of the Executive Committee shall include:

- (a) Select an Executive Director as needed.
- (b) Conduct a written evaluation of the Executive Director not less than once every two years to be reviewed by the Trustees.

- (c) Conduct an annual salary review of the Executive Director to be submitted to the Trustees for a final decision. In conjunction with this annual review, review progress on goals identified in written evaluation of Executive Director.
- (d) Monitor program evaluation efforts, and when appropriate, review findings with the Trustees.
- (e) Take action on any organizational issues of the Corporation requiring immediate attention between Board meetings.

Section 2. Finance Committee. The Finance Committee shall meet on a quarterly basis or as otherwise needed. The committee shall consist of the Treasurer, Executive Director, and at least one other Board member. The committee is responsible for overall direction and control of the assets of the Corporation and such other duties as may be delegated by the Board. Specific duties of the Finance Committee include:

- (a) Arrange for and assist the Executive Director in the preparation of a yearly budget for final approval by the Trustees.
- (b) Arrange for the preparation of quarterly (or monthly) reports on financial matters (e.g. the incoming source of funds or expenditures) for review by the Trustees.
- (c) Assist the Executive Director with the compilation of information required for the annual audit of the financial operations of the organization by the Corporation's external auditor, and arrange for the external auditor to present the results of the annual audit to the Trustees.
- (d) Recommend to the Board the investment or deposition of funds and report to the Board on a regular basis the condition of such investments.
- (e) Assist the Executive Director in developing a capital improvement plan for all properties owned or leased by the Corporation to be approved by the Trustees.
- (f) Report to the Board on such other financial matters as deemed appropriate by the Trustees.

Section 3. Development Committee. The Development Committee shall meet on a monthly basis, or otherwise as needed. The Development Committee is responsible for the development and implementation of the annual fundraising plan of the organization and such other duties as may be delegated by the Board. Specific duties of the Development Committee include:

- (a) Review on an annual basis the sources of the Corporation's funding in conjunction with preparation of the budget by the Finance Committee.
- (b) Plan, conduct and evaluate community fundraising events to benefit the Corporation.

- (c) As requested by the Board, prepare contingency plans for meeting agency fundraising shortfalls if and when needed.
- (d) Act as ambassador for the Corporation in developing community contacts, marketing, donations, volunteers, and so forth.
- (e) Report to the Trustees on fundraising matters as deemed appropriate.

Section 4. Program Committee. The Program Committee shall meet on a monthly basis, or otherwise as needed. The Program Committee is responsible for the oversight of the programs implemented by the organization and such other duties as may be delegated by the Board. Agenda items will be determined by the Program Committee in consultation with the Executive Director to include program quality, human resources matters, budget items as they relate to the Corporation's programs, and program structure. Specific duties of the Program Committee include:

- (a) Oversee and assist the Executive Director in performing program evaluations and use of quality metrics, to include at a minimum Maine State licensing and national accreditation, as applicable.
- (b) Regular reporting to the full Board regarding professional development patterns and needs for staff.
- (c) Prepare and review policies and procedures with respect to the programs implemented by the organization, including personnel policies.
- (d) Report to the Trustees on the ongoing efficacy of the programs of the organization and any identified deficiencies with respect thereto.

Section 5. Governance Committee. The Governance Committee shall meet on a monthly basis, or otherwise as needed. The Governance Committee shall be responsible for the general governance processes of the Corporation and such other duties as may be delegated by the Board. Specific duties of the Governance Committee include:

- (a) Review and draft amendments, as needed, to organizational policy documents (including conflict of interest policies), the Articles, and these Bylaws.
- (b) Oversee Board recruitment efforts and make recommendations to the Board regarding the same.
- (c) Maintaining, in conjunction with the Executive Director, Board member orientation and education materials.
- (d) Organizing Board self-evaluation efforts and retreats or other programs designed for that purpose.

ARTICLE VIII MEETINGS

Section 1. Annual Meeting. There shall be an Annual Meeting of the Board of Trustees in May each year or as soon thereafter as possible. The Annual Meeting may be extended to subsequent meetings if necessary.

Section 2. Regular and Special Meetings. The Board shall establish a schedule for regular meetings of the Board, which may be held without formal notice at such times and places as may be fixed by the Board. Special meetings of the Board of Trustees may be called by the President of the Board, Executive Director or any five members of the Board.

Section 3. Quorum and Manner of Acting. At any meeting of the Board, a majority of the current Trustees shall constitute a quorum for the conduct of business of the Board of Trustees. Not less than two Trustees shall constitute a quorum for the conduct of business of standing committees. The vote of a majority of Trustees at a meeting at which a quorum is or has been present shall be the act of the Board of Trustees unless the vote of a greater number is required elsewhere in these Bylaws or by law.

Section 4. Participation through Electronic Means. Trustees 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.

Section 5. Action by Consent. Any action required or permitted to be taken at a meeting of the Board, or of a committee of the Board, may be taken without a meeting if all of the Trustees, or all of the members of the committee, as the case may be, sign written consents setting forth the action taken or to be taken, at any time before or after the intended effective date of such action. Such consents shall be filed with the minutes of the Board meetings or committee meetings, as the case may be, and shall have, and may be stated by any officer of the Corporation to have, the same effect as a unanimous vote or resolution of the Board of Trustees or such committee at a duly convened meeting hereof. Any such action taken by unanimous written consents may, but need not be, set forth in such consents in the form of resolutions or votes.

Section 6. Notice. Notice of special meetings of the Board may be given by any shall be given by any usual means of communication, including hand delivery, courier, telephone, facsimile transmission or electronic mail at least five (5) business days prior to the time of the holding of the meeting, provided that in the event of an emergency or extraordinary circumstances, notice may be given only to such of the Trustees as it may be feasible to contact at the time and by such means as may be feasible at the time, and notice to any Trustee actually received by him or her at least 24 hours before the meeting shall be deemed sufficient, notwithstanding the method or means of communication selected or the time when sent. For the purposes of this Section, a "business day" is any day other than a Saturday, Sunday or legal holiday in Maine.

Section 7. Attendance as Waiver of Notice. Attendance of a Trustee at any meeting shall constitute a waiver of notice of such meeting, except if a Trustee attends for the express purpose, stated at the commencement of the meeting, of objecting to the transaction of any business because the meeting has not been lawfully convened.

ARTICLE IX

FINANCIAL MATTERS

Section 1. Deposit of Funds. All funds of the Corporation not otherwise employed shall be deposited in such banks or trust companies or with such bankers or other depositaries as the Board of Trustees or the Finance Committee may from time to time determine.

Section 2. Checks. Unless otherwise authorized by the Board, all checks greater than \$2,500 that are drawn upon the account of the Corporation shall be signed by the Executive Director and the Treasurer (or, upon the approval of the Treasurer in circumstances where the Treasurer is unable to sign, the President).

Section 3. Fiscal Year. The fiscal year of the Corporation shall be October 1 through September 30.

Section 4. Audit. There shall be an annual audit of the books of the Corporation by qualified individuals as the Board of Trustees or Finance Committee may designate.

ARTICLE X INDEMNIFICATION OF OFFICERS AND DIRECTORS

Section 1. Right to Indemnification.

- (a) The Corporation shall in all cases indemnify, to the maximum extent permitted and in the manner provided by law (including the Act), any person who was or is a member of the Board of Trustees or officer of the Corporation, and may (subject to subsection (b) of this Section 1) indemnify any other person, who is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceedings, whether civil, criminal, administrative or investigative, by reason of, connected with or arising out of such person's service as a member of the Board of Trustees, officer, employee, or agent of the Corporation, 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 the Corporation 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 or required by these Bylaws, shall be made by the Corporation only as authorized in the specific case upon a determination that indemnification is proper under the circumstances and in the best interests of the Corporation, provided that no such determination shall be required with respect to any person who is or was a member of the Board of Trustees or officer of the Corporation. Subject to subsection (a) of this Section 1, indemnification of any member of the Board of Trustees or officer of the Corporation shall be required in all cases regardless of the capacity in which such person is or was made or threatened to be made a party to the action, suit or proceeding. 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 Trustees 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. Such a determination once made may not be revoked and, upon the making of that determination, the person being indemnified may enforce the indemnification against the Corporation by a separate action notwithstanding any attempted or actual subsequent action by the Board.

- (c) Except in the case of any person who is or was a member of the Board of Trustees or officer of the Corporation, expenses incurred in defending a civil or criminal action, suit or proceeding shall be paid by the Corporation in advance of the final disposition thereof as authorized by the Board in the manner provided in subsection (b) upon receipt by the Corporation of an undertaking by or on behalf of the person to repay that amount unless it shall ultimately be determined that that person is entitled to be indemnified by the Corporation. Such undertaking shall be an unlimited general obligation of the person seeking the advance, but need not be secured and may be accepted without reference to financial ability to make the repayment. With respect to any person who is or was a member of the Board of Trustees or officer of the Corporation, such expenses shall in all cases be advanced by the Corporation, as reasonably requested from time to time, upon receipt by the Corporation, at the time of the initial advance, of such an undertaking.
- (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 Trustees, the Act or otherwise, and shall continue as to any such person who has ceased to be a member of the Board of Trustees or officer and shall inure to the benefit of the heirs, executors and administrators of such a person.
- (e) Notwithstanding the foregoing provisions of this Section 1 or any other provision of these Bylaws, the Corporation shall not, by granting any indemnity or otherwise, engage in any conduct which permits the inurement to any private individual (within the meaning of Section 501(c)(3) of the Code) of any part of the net earnings of the Corporation.
- (f) For purposes of this section, "good faith" means honesty in fact in the conduct or transaction concerned.

Section 2. Insurance. The Corporation may purchase and maintain insurance on behalf of any person who is or was a member of the Board of Trustees or officer of the Corporation against any liability asserted against such person and connected with or arising out of such person's service as a member of the Board of Trustees or officer of the Corporation.

ARTICLE XI CONFLICT OF INTEREST POLICY

Section 1. Purpose. The purpose of the conflict of interest policy is to protect this Corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a member of the Board of

Trustees or officer of the Corporation or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Definitions.

- (a) **Interested Person.** Any Trustee, officer, or member of a committee with executive committee delegated powers, 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:
 - (i) An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement,
 - (ii) A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or
 - (iii) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3, Subsection (b), a person who has a financial interest may have a conflict of interest only if the Board or the appropriate committee decides that a conflict of interest exists.

Section 3. Procedures.

- (a) **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board and members of committees with executive committee delegated powers considering the proposed transaction or arrangement.
- (b) **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, such interested person shall leave the Board, executive or other committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.
- (c) **Procedures for Addressing the Conflict of Interest**
 - (i) An interested person may make a presentation at the Board, executive or other committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote

on, the transaction or arrangement involving the possible conflict of interest.

- (ii) The chairperson of the Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- (iii) After exercising due diligence, the Board or committee shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- (iv) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested Trustees whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

(d) Violations of the Conflicts of Interest Policy

- (i) If the Board, executive or other committee has reasonable cause to believe 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.
- (ii) If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Board, executive or other committee determines the person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings. The minutes of the Board, Executive Committee and all committees with executive committee delegated powers shall contain:

- (a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board, executive or other committee's decision as to whether a conflict of interest in fact existed.
- (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 with the proceedings.

Section 5. Compensation.

- (a) A voting member of the Board who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.
- (b) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.
- (c) No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Annual Statements. Each member of the Board of Trustees shall annually sign a statement which affirms such person:

- (a) Has received a copy of the conflicts of interest policy,
- (b) Has read and understands the policy,
- (c) Has agreed to comply with the policy, and
- (d) Understands the Corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE XII AMENDMENTS

These Bylaws may be amended by a two-thirds majority of the Board of Trustees present at any meeting of the Board of Trustees, provided that any proposed amendment shall be furnished in writing to the Board of Trustees at least two weeks in advance of the meeting.



**Youth and Family Outreach
Board of Trustees
FY24**

Emily Dupraz (President)

February 2020
Term expires February 2026
MorganLewis & Bockius LLP
6 Grasmere Rd. Portland, ME
617-447-1107 /
Emily.dupraz@gmail.com

Kirsten Dargis (Vice President)

September 2021
Term expires September 2027
Transcend Education
52 Summit St, Portland, ME 04103
802-989-2453
kirsten.dargis@gmail.com

Benjamin Schwartz (Treasurer)

September 2021
Term expires September 2027
Berry Dunn
18 Turner St. Westbrook, ME 04092
207-318-3480 /
Bschwartz@berrydunn.com

Brenda Norris (Secretary)

August 2017
Term expires August 2026
Special Education teacher
28 Lakeview Dr. New Gloucester, ME
04260
207-632-0748 / bwnorris@hotmail.com

Owen Patrick

August 2015
Term Expires August 2024
Market Development, Hannaford
62 South St Yarmouth, ME 04096
617-413-0465 / owenpatrick@gmail.com

Tom Marczak

February 2015
Term expires February 2024
Corporate Council, Maine Health
59 Bramblewood Drive Portland, ME
04103
t.p.marczak@gmail.com / 207-228-2785

Amy Grommes Pulaski

February 2016
Term expires February 2025
Downtown Westbrook
68 Winter St. Unit 2 Portland, ME 04102
amy@grommespulaski.com / 207-272-
7336

Georgia Jenkins

September 2019
Term expires September 2025
Good Shepherd Food bank
64 Homestead Ave. Portland, ME.
04103
413-221-6732 /
georgiasjenkins@gmail.com

Melissa Cilley

October 2017

Term expires October 2026

132 Bradley St. Portland, ME 04102

207-774-1552 /

melissa.cilley2@gmail.com

Executive Director

Camelia Babson-Haley

10 Beal Street Portland, Maine 04103

Camelia.haleyyfo@gmail.com / 207-

653-8367

***Emilie Swenson**

February 2023

Term expires February 2026

USM Cutler Institute

6 Cornell St. Portland, ME

860-857-9374 /

emilie.swenson@gmail.com

****John Anderson**

February 2023

Term expires February 2026

Arcadis, U.S., Inc.

267 Maine Ave. Portland, ME.

615-319-2395 / Johnand20@gmail.com

Stephanie Garland

May 2024

Term expires May 2027

MaineHealth

stephanie.garland@mainehealth.org

207-266-8591

James Watson

May 2024

Term expires May 2027

Maine Medical Center

Department of Emergency Medicine

22 Bramhall

Street

Portland, Maine 04102

Mobile: (207) 939-2837

james.watson@mainehealth.org

AQBA FY21

	FY25 BUDGET
Ordinary Income/Expense	
Income	
4010 · INDIRECT PUBLIC SUPPORT	
4011 · Grants	10,000
4012 · United Way	49,200
Total 4010 · INDIRECT PUBLIC SUPPORT	59,200
4020 · DIRECT PUBLIC SUPPORT	
4021 · Appeals	7,500
4022 · Donations	20,000
4023 · UW - Designated Donations	10,000
4025 · Fundraising Events	5,000
4028 · Board Contributions	2,400
Total 4020 · DIRECT PUBLIC SUPPORT	44,900
4031 · DHS CACFP	52,000
4030 · FEES & TUITION	
4027 · Fees - Private	322,504
4029 · YFO Sliding Scale Fee	0
4033 · DHS ASPIRE	51,688
4035 · Transitional Program	16,640
4036 · CDBG Scholarship Fund	0
4037-ARPA scholarship fund	39,728
4038 · DHHS CCSP	130,013
JTG	57,772
4039 · CPS	35,204
Total 4030 · FEES & TUITION	653,549
4044 · Public Pre-K Funding	70,000
4045 · Public School Age Funding	0
4047-State wage supplements	40,000
4048-First4ME Pilot program	91,872
4061 · MISCELLANEOUS INCOME	15,000
Total Income	1,026,521
Gross Profit	
Expense	
6021A - Amortization Expense	
6075 · Payroll	
6000 · Exempt Salaries & Wages	245,611
6001 · Non-Exempt Salaries & Wages	465,336
6600 · Payroll Expenses	3,500
6601 · PAYROLL TAXES	53,587
Total 6075 · Payroll	768,034
6003 · OTHER EMPLOYEE BENEFITS	
6004 · Health Insurance	66,636
6005 · Dental, Life & Disability Ins	4,000
6006 · Staff Training	3,000
6078-ER discretionary Contribution	9,500

6085-Employee Relations	3,500
Total 6003 · OTHER EMPLOYEE BENEFITS	86,636
6007 · ACCOUNTING FEES	15,000
6009 · SUPPLIES	
6031 · Office Supplies	2,500
6037 · Classroom Supplies	18,000
6047 · Kitchen Supplies	2,500
Total 6009 · SUPPLIES	23,000
6062 · MUSIC CLASSES	1,749
6010 · TELECOMMUNICATIONS	2,200
6011 · POSTAGE AND SHIPPING	100
6012 · OCCUPANCY	
6014 · Utilities	23,700
6015 · Maintenance	66,000
6046 · Janitorial Services	6,000
6052 · Property Taxes	0
Total 6012 · OCCUPANCY	95,700
6016 · EQUIPMENT RENTAL & MAINTENANCE	
6017 · Rental	0
6018 · Maintenance	500
Total 6016 · EQUIPMENT RENTAL & MAINTENANCE	500
6019 · TRAVEL	0
6021 · DEPRECIATION	100,000
6022 · BANK FEES	
6113 · Interest Expense	32,500
6022 · BANK FEES - Other	200
Total 6022 · BANK FEES	32,700
6023 · OTHER EXPENSES	
6024 · Insurance Worker's Comp	3,300
6030 · Employee Recruitment	1,000
6032 · Food	39,000
6033 · Consulting	5,000
6033 · Contract Services	100
6034 · Dues and Subscriptions	4,000
6035 · Internet Services	1,590
6036 · Miscellaneous	1,000
6077-retirement plan fees	3,310
6041 · Umbrella Insurance	16,000
Total 6023 · OTHER EXPENSES	74,300
6338 · BAD DEBT EXPENSE	
6040-FUNDRAISING	1,500
6051 - OTHER TAXES AND LICENSING	
6071 · UST FEES	
6072 · Administrative	500
6073 · Interest/Fees	100
6075 Unemployment Claims Paid	
Total 6071 · UST FEES	600

Total Expense	1,202,019
Net Ordinary Income	(175,498)
Other Income/Expense	
Other Income	
8551 · UST Investment Income	
8686 · RENTAL INCOME	
8688 · Building	
8687 · Parking	
Total 8686 · RENTAL INCOME	
8556 · Other Income	
8552 · Forgiveness Debt Income	
8580 · Amazon Rewards	
Total 8556 · Other Income	
8444 - CDBG Grant Promissory Note	
8550 · Interest Income	
Net Other Income	
Net Income	

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

2022Open to Public
Inspection**A** For the **2022** calendar year, or tax year beginning **OCT 1, 2022** and ending **SEP 30, 2023****B** Check if applicable:Address change
Name change
Initial return
Final return/terminated
Amended return
Application pending**C** Name of organization**YOUTH AND FAMILY OUTREACH**

Doing business as

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

331 CUMBERLAND AVENUE

Room/suite

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

PORTLAND, ME 04101**F** Name and address of principal officer: **CAMELIA BABSON-HALEY****same as C above****D** Employer identification number**01-0374597****E** Telephone number**207-874-1073****G** Gross receipts \$ **1026110.****H(a)** Is this a group returnfor subordinates? Yes ☒ No**H(b)** Are all subordinates included? Yes No

If "No," attach a list. See instructions

H(c) Group exemption number**I** Tax-exempt status: ☒ 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527**J** Website: **WWW.YFOUTREACHME.ORG****K** Form of organization: ☒ Corporation Trust Association Other**L** Year of formation: **1979** **M** State of legal domicile: **ME****Part I Summary**

Activities & Governance	1	Briefly describe the organization's mission or most significant activities:	See Schedule O	
	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	14
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	14
	5	Total number of individuals employed in calendar year 2022 (Part V, line 2a)	5	35
	6	Total number of volunteers (estimate if necessary)	6	17
		7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a
7b		Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9	Program service revenue (Part VIII, line 2g)	1030117.	647678.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	268792.	351903.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	9693.	26529.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	-146889.	0.
	12		1161713.	1026110.
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)	716958.	767777.
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	b	Total fundraising expenses (Part IX, column (D), line 25)	2817.	
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	234860.	422103.
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	951818.	1189880.
Net Assets or Fund Balances	19	Revenue less expenses. Subtract line 18 from line 12	209895.	-163770.
	20	Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21	Total liabilities (Part X, line 26)	2669255.	2559547.
	22	Net assets or fund balances. Subtract line 21 from line 20	541254.	534322.
		2128001.	2025225.	

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		
	CAMELIA BABSON-HALEY, EXECUTIVE DIRECTOR				
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check if self-employed	PTIN
	Peter Montano	<i>Peter Montano</i>	3/1/24	☐	P01200943
Preparer Use Only	Firm's name	Firm's EIN		Phone no.	
	PGM LLC	82-4812448		(207) 415-5714	
	Firm's address				
	319 Main Street				
	Biddeford, ME 04005				

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

Part III Statement of Program Service AccomplishmentsCheck if Schedule O contains a response or note to any line in this Part III ☐**1** Briefly describe the organization's mission:

YOUTH AND FAMILY OUTREACH CREATES OPPORTUNITIES THAT SUPPORT LEARNING AND ENHANCE THE QUALITY OF LIFE FOR CHILDREN, TEENS, AND FAMILIES IN GREATER PORTLAND.

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 \$ **1034018.** including grants of \$) (Revenue \$ **351903.**)

AN EARLY CARE AND EDUCATION FACILITY FOR CHILDREN AGES SIX WEEKS TO FIVE YEARS OF AGE. THE PRIORITY FAMILIES ARE LOW-INCOME AND TEEN PARENTS WHO ARE IN SCHOOL, JOB TRAINING OR EMPLOYED. THERE IS A PUBLIC PRE-K CLASSROOM IN COLLABORATION WITH THE PORTLAND PUBLIC SCHOOL SYSTEM. THE PROGRAM OFFERS SCHOLARSHIP ASSISTANCE WITH FUNDING FROM THE CITY OF PORTLAND TO HELP TEEN PARENTS WHO CANNOT OTHERWISE OBTAIN FUNDING. THREE MEALS ARE SERVED PER DAY. ALL FOOD IS PREPARED FROM SCRATCH, USING WHOLE INGREDIENTS THAT ARE PURCHASED LOCALLY AND DELIVERED FROM FARMERS. THE PROGRAM OFFERS A SOCIAL WORK INTERN TO WORK WITH FAMILIES IN NAVIGATING THE DHHS AND OTHER SYSTEMS AS NECESSARY.

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 **1034018.**

Part IV Checklist of Required Schedules

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

Part IV Checklist of Required Schedules (continued)

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

Note: All Form 990 filers are required to complete Schedule O

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

	Yes	No
1a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	5
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 35		
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 ☒

Section A. Governing Body and Management

	1a	1b	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.	14			
b Enter the number of voting members included on line 1a, above, who are independent		14		
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	
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	
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
CAMELIA BABSON-HALEY - 207-874-1073
331 CUMBERLAND AVENUE, PORTLAND, ME 04101

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.

- List all of the organization's **current** key employees, if any. See 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 (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Camelia Babson-Haley Executive Director	50.00			X				72692.	0.	7604.
(2) Amy Grommes Pulaski Board Member	5.00	X						0.	0.	0.
(3) Melissa Cilley Board Member	5.00	X						0.	0.	0.
(4) Owen Patrick Board Member	5.00	X						0.	0.	0.
(5) Thomas Marczak Board Member	5.00	X						0.	0.	0.
(6) Brenda Norris Secretary	5.00	X		X				0.	0.	0.
(7) Emily Liebling Board Member	5.00	X						0.	0.	0.
(8) Georgia Jenkins Board Member	5.00	X						0.	0.	0.
(9) Elizabeth Pope Vice President	5.00	X		X				0.	0.	0.
(10) Emily Dupraz President	5.00	X		X				0.	0.	0.
(11) Kirsten Dargis Board Member	5.00	X						0.	0.	0.
(12) Benjamin Schwartz Treasurer	5.00	X		X				0.	0.	0.
(13) John Anderson Board Member	5.00	X						0.	0.	0.
(14) Eliav Bitan Board Member	5.00	X						0.	0.	0.

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

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a	51086.				
	b Membership dues	1b					
	c Fundraising events	1c	572.				
	d Related organizations	1d					
	e Government grants (contributions)	1e	531359.				
	f All other contributions, gifts, grants, and similar amounts not included above ...	1f	64661.				
	g Noncash contributions included in lines 1a-1f	1g	\$ 8804.				
	h Total. Add lines 1a-1f						
Program Service Revenue	2 a Learning center	Business Code	611710	351903.	351903.		
	b						
	c						
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f			351903.			
	Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			26529.		
4 Income from investment of tax-exempt bond proceeds							
5 Royalties							
6 a Gross rents		6a	(i) Real (ii) Personal				
b Less: rental expenses ...		6b					
c Rental income or (loss)		6c					
d Net rental income or (loss)							
7 a Gross amount from sales of assets other than inventory		7a	(i) Securities (ii) Other				
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 \$ 572. of contributions reported on line 1c). See Part IV, line 18		8a	0.				
b Less: direct expenses		8b	0.				
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	11 a	Business Code					
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d						
	12 Total revenue. See instructions			1026110.	351903.	0.	26529.

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	80296.	68251.	12045.	
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	606661.	521332.	85329.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	31146.	26957.	4189.	
10 Payroll taxes	49674.	42646.	7028.	
11 Fees for services (nonemployees):				
a Management				
b Legal	1848.			1848.
c Accounting	15000.		15000.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees	3025.		3025.	
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	5095.		5095.	
12 Advertising and promotion				
13 Office expenses	123.		123.	
14 Information technology				
15 Royalties				
16 Occupancy	28966.	28966.		
17 Travel	55.		55.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials ...				
19 Conferences, conventions, and meetings				
20 Interest	29001.	29001.		
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	162521.	162521.		
23 Insurance	18161.	2760.	15401.	
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 Maintenance and repairs	48438.	48094.	344.	
b Food	38302.	38202.	100.	
c Supplies	24273.	22854.	1419.	
d Tenant relocation expen	17228.	17228.		
e All other expenses	30067.	25206.	3892.	969.
25 Total functional expenses. Add lines 1 through 24e	1189880.	1034018.	153045.	2817.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance SheetCheck if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	363036.	1	269388.
	2 Savings and temporary cash investments	715357.	2	84445.
	3 Pledges and grants receivable, net	102628.	3	59500.
	4 Accounts receivable, net	46234.	4	42618.
	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	23007.	9	26646.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 1801364.		
	b Less: accumulated depreciation	10b 1074753.	10c	726611.
	11 Investments - publicly traded securities	567011.	11	1350339.
	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)	2669255.	16	2559547.	
Liabilities	17 Accounts payable and accrued expenses	30505.	17	34090.
	18 Grants payable		18	
	19 Deferred revenue	1945.	19	232.
	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	508804.	23	500000.
	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	541254.	26	534322.
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	1310016.	27	1138578.
	28 Net assets with donor restrictions	817985.	28	886647.
	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	2128001.	32	2025225.
	33 Total liabilities and net assets/fund balances	2669255.	33	2559547.

Form 990 (2022)

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

1	Total revenue (must equal Part VIII, column (A), line 12)	1	1026110.
2	Total expenses (must equal Part IX, column (A), line 25)	2	1189880.
3	Revenue less expenses. Subtract line 2 from line 1	3	-163770.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	2128001.
5	Net unrealized gains (losses) on investments	5	60994.
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	2025225.

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

	Yes	No
1 Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2a	X
b Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2b	X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c	X
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the 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	

Form 990 (2022)

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

YOUTH AND FAMILY OUTREACH

Employer identification number

01-0374597

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

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

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

f Enter the number of supported organizations

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

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

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

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

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 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.")	788224.	824709.	1559560.	1030117.	647678.	4850288.
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	788224.	824709.	1559560.	1030117.	647678.	4850288.
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)						937164.
6 Public support. Subtract line 5 from line 4.						3913124.

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	788224.	824709.	1559560.	1030117.	647678.	4850288.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	-14030.	-109570.	-121509.	24933.	26529.	-193647.
9 Net income from unrelated business activities, whether or not the business is regularly carried on	-31960.					-31960.
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	2326.	3590.				5916.
11 Total support. Add lines 7 through 10						4630597.
12 Gross receipts from related activities, etc. (see instructions)					12	351903.

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	84.51	%
15 Public support percentage from 2021 Schedule A, Part II, line 14	15	84.00	%
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 ☐			

Schedule A (Form 990) 2022

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

Part IV Supporting Organizations (continued)

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

Section B. Type I Supporting Organizations

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

Section C. Type II Supporting Organizations

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

Section D. All Type III Supporting Organizations

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

Section E. Type III Functionally Integrated Supporting Organizations

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

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

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

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

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

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

Schedule A (Form 990) 2022

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

		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required - <i>provide details in Part VI</i>)	5
6	Other distributions (<i>describe in Part VI</i>). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	8
9	Distributable amount for 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 - <i>explain in Part VI</i>). 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, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2022. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 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			

Schedule A (Form 990) 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.)

2022

*** Not Open to Public Inspection ***

Total Excess Contributions to Schedule A, Part II, Line 5

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

YOUTH AND FAMILY OUTREACH

Employer identification number

01-0374597

Organization type (check one):

Filers of:**Section:**

Form 990 or 990-EZ

☒ 501(c)(3) (enter number) organization☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation☐ 501(c)(3) taxable private foundationCheck if your organization is covered by the **General Rule** or a **Special Rule**.**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.**General Rule**☐ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.**Special Rules**☒ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), 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).

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

Schedule B (Form 990) (2022)

Name of organization

Employer identification number

YOUTH AND FAMILY OUTREACH

01-0374597

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	Melissa & Michael Bourque 137 Noyes St. Portland , ME 04103	\$ 25000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
2	United Way of Southern Maine 550 Forest Ave, Suite 100 Portland , ME 04101	\$ 46667.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Employer identification number

01-0374597

Part II

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
 	 	\$ 	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
 	 	\$ 	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
 	 	\$ 	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
 	 	\$ 	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
 	 	\$ 	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
 	 	\$ 	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
 	 	\$ 	

Name of organization

Employer identification number

YOUTH AND FAMILY OUTREACH**01-0374597****Part III**

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

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

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

SCHEDULE D
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

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

Attach to Form 990.

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

OMB No. 1545-0047

2022

Open to Public
Inspection

Name of the organization

YOUTH AND FAMILY OUTREACH

Employer identification number

01-0374597

Part I

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

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

Part II

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

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

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

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 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	567011.	670403.	556993.	525561.	790550.
b Contributions	700000.	10843.	58091.		
c Net investment earnings, gains, and losses	86353.	-111235.	57569.	34432.	12511.
d Grants or scholarships					
e Other expenditures for facilities and programs					274000.
f Administrative expenses	3025.	3000.	2250.	3000.	3500.
g End of year balance	1350339.	567011.	670403.	556993.	525561.

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

- a Board designated or quasi-endowment _____ %
 b Permanent endowment _____ %
 c Term endowment _____ %

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

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

- (i) Unrelated organizations _____
 (ii) Related organizations _____

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

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

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

Part VI Land, Buildings, and Equipment.

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

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		334312.		334312.
b Buildings		673249.	617707.	55542.
c Leasehold improvements		704968.	392397.	312571.
d Equipment		67462.	64649.	2813.
e Other		21373.		21373.
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				726611.

Schedule D (Form 990) 2022

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.

(a) Description of liability	(b) Book value
1. (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	1087104.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	60994.
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	60994.
3	Subtract line 2e from line 1	3	1026110.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)	5	1026110.

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	1186855.
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	0.
3	Subtract line 2e from line 1	3	1186855.
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	3025.
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	3025.
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)	5	1189880.

Part XIII Supplemental Information.

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

Part V, Line 4:

THE ORGANIZATION HAS ADOPTED INVESTMENT AND SPENDING POLICIES, APPROVED BY THE BOARD OF TRUSTEES, FOR ENDOWMENT ASSETS THAT ATTEMPT TO PROVIDE A SUBSTANTIAL AND REASONABLY STABLE STREAM OF INCOME TO SUPPORT THE OPERATING BUDGET OF THE ORGANIZATION AND TO ACHIEVE THIS RESULT IN PERPETUITY WHILE PRESERVING AND ENHANCING THE TOTAL VALUE OF THE ENDOWMENT.

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

YOUTH AND FAMILY OUTREACH

Employer identification number

01-0374597

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

YOUTH AND FAMILY OUTREACH CREATES OPPORTUNITIES THAT SUPPORT LEARNING
AND ENHANCE THE QUALITY OF LIFE FOR CHILDREN, TEENS, AND FAMILIES IN
GREATER PORTLAND.

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

BOARD RECIEVES A COPY OF THE 990 BEFORE FILING.

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

UPON REQUEST

Internal Revenue Service
Director, Exempt Organizations
Rulings and Agreements

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

Date:

NOV 19 2009

Trustees of the Portland Ministry at Large
c/o Robert H Levin, Esq
94 Buckett St, 2nd Fl
Portland, ME 04101

Employer Identification Number:

01-0374597

Person to Contact - ID#:

Sirijun Mayi - #0203227

Contact Telephone Number:

877-829-5500 Phone

Public Charity Status:

509(a)(1) and 170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated September 1979 stated that you were exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code and classified as a public charity under section 509(a)(3) of the Code.

Based on the information you submitted, we have modified your public charity status to the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

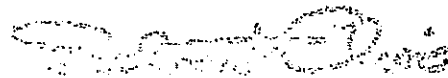
Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, 800-829-3676. Information is also available on our Internet Web Site at www.irs.gov.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

If you have any questions, please call our toll free number shown in the heading of this letter.

Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

DOMESTIC
NONPROFIT CORPORATION

STATE OF MAINE

ARTICLES OF AMENDMENT

Trustees of the Portland Ministry at Large

(Name of Corporation)

Minimum Filing Fee \$10.00. An additional \$10 filing fee if
changing the purpose

File No. 18500000ND Pages 2

Fee Paid \$ 10

DCN 2093381900014 LNME

FILED

12/02/2009

Julie L. Flynn
Deputy Secretary of State

A True Copy When Attested By Signature

Deputy Secretary of State

Pursuant to 13-B MRSA §§802 and 803, the undersigned corporation executes and delivers the following Articles of Amendment

FIRST: ("X" one box only.) ☒ public benefit corporation ☐ mutual benefit corporation

SECOND: Describe NATURE OF CHANGE (i.e. change in name of corporation, purpose, number of directors, adding or deleting section or revision of section, etc.) as well as TEXT of amendment. Attach additional pages as needed.

Change of Name:

Old Name: Trustees of the Portland Ministry at Large

New Name: Youth and Family Outreach



In Her Presence
EMPOWERING IMMIGRANT WOMEN & FAMILIES

November 7 , 2024

To whom it may concern:

On behalf of the Frances Warde House, a home for pregnant immigrant women who are homeless or at risk of homelessness, I am writing to express our wholehearted support for Youth and Family Outreach and the essential services it provides. As an organization dedicated to supporting vulnerable individuals through one of the most challenging phases of their lives, we recognize how critical quality childcare is in building stable, supportive environments for new families.

Pregnant immigrants face unique hardships, including isolation, limited resources, and significant uncertainty about their futures. For those preparing to bring new life into the world, the added support of reliable, nurturing childcare is invaluable. Youth and Family Outreach offers a safe, welcoming space for our newborns—a true lifeline that allows these mothers to access healthcare, participate in education and skill-building, and take steps toward self-sufficiency.

Our collaboration with Youth and Family Outreach will ensure that, after birth, the children of our residents have access to developmentally supportive, trauma-informed care. This continuity is crucial in giving these mothers and children a foundation of stability and resilience as they integrate into their new communities.

Sincerely,

Claudette Ndayininahaze
Executive Director
In Her Presence

To whom it may concern:

On behalf of Maine Association for the Education of Young Children (MaineAEYC), a dedicated advocate for early childhood development and education, I am pleased to offer this letter of support for Youth and Family Outreach. We commend their commitment to delivering high-quality early childhood programs that foster the social, emotional, and cognitive development of young children in our community.

As an organization committed to the well-being and future success of children, we recognize the crucial role that early childhood programs like YFO play in shaping a child's foundation for lifelong learning. Research consistently shows that early interventions and quality programs significantly enhance a child's opportunities for educational achievement, personal well-being, and social integration. YFO exemplifies these ideals by providing an enriching environment where young learners thrive and families feel supported.

Youth and Family Outreach not only prioritizes the individual growth of each child but also empowers families through community-building activities, parental support services, and educational resources. This holistic approach aligns perfectly with our vision of comprehensive support for children and families and demonstrates a commitment to addressing the broader social and economic challenges that can impact childhood development.

We wholeheartedly support YFO and their dedicated staff in their continued work to provide transformative care and education to our youngest learners. Their unwavering dedication to quality early childhood education is making a lasting difference, and we look forward to supporting their efforts in every way we can.

Sincerely,

Heather Marden

Co-Executive Director

Maine Association for the Education of Young Children



November 12, 2024

To Whom It May Concern,

On behalf of the Portland Regional Chamber of Commerce, I am pleased to offer this letter of support for Youth and Family Outreach and their vital work in our community. As an organization committed to supporting local economic growth, workforce development, and broadly shared prosperity, we recognize that accessible, high-quality childcare is a foundational element for a thriving local economy. In fact, persistent shortages of high-quality childcare in our region is among the top barriers to our regional and state workforce development target.

YFO plays a critical role in enabling parents to participate fully in the workforce, which in turn strengthens local businesses and promotes job stability across our community. By providing dependable and nurturing care, Youth and Family Outreach helps parents balance their careers with their family responsibilities, reducing turnover and absenteeism in our local workforce. This stability is especially valuable to our businesses, as it ensures they can retain skilled employees who contribute to the economic vibrancy of Portland.

Furthermore, YFO offers long-term economic benefits by fostering the growth and development of our youngest residents. Children who have access to high-quality early education are better prepared for school and, ultimately, more likely to succeed in their future careers. This prepares the next generation of skilled workers, entrepreneurs, and leaders who will contribute to our community's economic success.

We believe that investments in early childhood programs like Youth and Family Outreach provide significant returns, not only by empowering families but by creating a robust, stable, and resilient workforce. For these reasons, the Portland Regional Chamber of Commerce fully supports the efforts of YFO.

Sincerely,

Quincy Hentzel
President & CEO



Relocation project timeline

Activity	When	Responsible party
Secure property to relocate to, begin paying lease	January 2025	Director and designated board members
Prepare YFO for relocation	January 2025-May 2025	YFO administration
Renovations at temporary property if needed	January 2025-May 2025	Volunteer construction manager and Director
YFO moves into temporary location	June 1-June 5 2025	YFO administration, YFO board
YFO programming operating in temporary location	June 2025 – January 2027	All YFO staff
YFO returns to 331 Cumberland Avenue, debt free	January/February 2027	YFO administration, YFO board
YFO is fully enrolled to new, doubled capacity of 110 children	February 2027-April 2027	YFO administration



November 18, 2024

Re: Authorization to Request Funds

To Whom It May Concern:

I write on behalf of the Board of Trustees of Youth and Family Outreach (YFO). YFO is excited to be undertaking construction of a new affordable housing and childcare center at 331-337 Cumberland Avenue in Portland. In support of that project, the Board hereby authorizes YFO's Executive Director, Camelia Babson-Haley, to submit a request for Community Development Block Grant funding, and to negotiate for and contractually bind YFO.

Thank you for your consideration of YFO's request for funding. Please contact me with any questions.

Sincerely,

Emily Dupraz
President, Board of Trustees
Youth and Family Outreach
emily.dupraz@gmail.com

Overview

Completed by dan@qualityhousingcoalition.org on 10/21/2024
12:02 PM

Case Id: 30538

Name: Quality Housing Coalition - 2025

Address: *No Address Assigned

Overview

Please provide the following information.



City of Portland
CDBG Social Services
Program

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

INTRODUCTION

The City of Portland CDBG program seeks to foster innovative and creative programs that address the critical issues facing the City of Portland. The CDBG funds should be seen as seed money for starting or expanding programs. The purpose of our funding is to help get a program off the ground or successfully expand, all while prioritizing impact to low and moderate income residents of Portland. We strongly encourage new programs to apply for CDBG funding.

Before completing this application for funding, all applicants must read the Community Development Block Grant Policies, which can be found at our [website](#). The policies contain eligibility for funding, allowable expenses, scoring and selection process procedure, etc. Points may be deducted if your application does not adhere to the Policies.

☒ I acknowledge that I have read and understood the Community Development Block Grant (CDBG) Policies. I agree to adhere to all the terms, conditions, and requirements outlined in these Policies. If awarded CDBG funding, I commit to following these guidelines throughout the implementation of the funded project.

☒ I understand that non-compliance with the CDBG Policies may result in the withdrawal of funding, the requirement to return disbursed funds, or other penalties as outlined by the program.

A. Agency Information

Completed by dan@qualityhousingcoalition.org on 11/15/2024
1:45 PM

Case Id: 30538

Name: Quality Housing Coalition - 2025

Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Quality Housing Coalition

A.2. Mailing Address

188 State Street, Suite 402 Portland, ME 04101

A.3. Federal ID Number

098092291

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

KTHKA4GF4KL8

APPLICATION POINT OF CONTACT

A.5. Name

Daniel Black

A.6. Phone

(207) 831-2824

A.7. Email

grants@qualityhousingcoalition.org

EXECUTIVE DIRECTOR

A.8. Name

Victoria Morales

A.9. Phone

(207) 216-0643

A.10. Email

victoria@qualityhousingcoalition.org

PROJECT DIRECTOR

A.11. Name

Lucas Schrage

A.12. Phone

(207) 321-1276

A.13. Email

lucas@qualityhousingcoalition.org

FINANCIAL DIRECTOR

A.14. Name

Daniel Black

A.15. Phone

(207) 831-2824

A.16. Email

dan@qualityhousingcoalition.org

B. Project Information

Completed by dan@qualityhousingcoalition.org on 11/18/2024
8:35 AM

Case Id: 30538

Name: Quality Housing Coalition - 2025

Address: *No Address Assigned

B. Project Information

Please provide the following information.

B.1. Program Name (Note: If you are applying for funding for multiple programs, please submit an application for each distinct program)

Housing for Systems-Involved Youth and Families

B.2. Primary Address Services Are Delivered

188 State Street Suite 402 Portland, ME 04101

B.3. Are there additional service address?

No

B.4. HUD National Objective

There are two approaches for meeting the Low to Moderate Income qualifications. Please select the applicable National Objective:

- **Low to Moderate Income Limited Clientele (LMC):** Limited Clientele activities benefit a specific targeted group of persons of which at least 51% must be LMI based on [HUD's annual limits](#). In order to meet the LMI Limited Clientele criteria, the activity must either collect income documentation/screening for each client or serve a population presumed by HUD to be LMI (including 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):** Area Benefit activities must be available to all residents of an area where at least 51% of the residents are LMI based on HUD's data of [eligible areas](#) over 51%. The area must be clearly delineated by the grantee and must be primarily residential.

Select which National Objective this program activity will address:

Low and Moderate Income Clientele (LMC)

Does this activity primarily 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

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.5. HUD Program Objectives

Indicate which HUD program objective this program will address:

Providing Decent Affordable Housing

B.6. Priority Impact Level

The City of Portland CDBG 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](#)

Select the primary goal your program or project addresses:

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

Beneficiaries

B.7. Describe the beneficiaries or clients served by the program.

Quality Housing Coalition's (QHC) Housing for Systems-Involved Youth and Families program expands upon our work

Printed By: Rowen McAllister on 11/26/2024

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by addressing the critical lack of housing support for these two low income populations: 1) youth between ages 18-25 who have aged out of the foster care system and experienced homelessness [Foster Youth to Independence Initiative (FYI)]; and 2) individuals and families who have experienced homelessness due to generational poverty or immigration status. Because of their backgrounds and past experiences, our clients lack family and community support and are screened out of the mainstream rental application process for factors like low income, low and no credit scores, a history of eviction, a lack of references, involvement with child protective or juvenile justice systems, criminal records, and use of vouchers for payment. Nearly all of our clients experience lease violations during their lease terms that would likely result in an eviction but for the work of our skilled housing navigators and strong relationships with our landlord partners who work together to resolve the issues to preserve each tenancy. The majority of our households have school-age children, over 50% are single mothers, 70% of households are members of Black, brown or Indigenous communities. Among our youth who have aged out of the foster care system (FYI youth): youth were an average age of 21.5, 19% experience disabilities, with 4% American Indian, 15% African American/Black, and 81% White. Participants' average annual income of \$6,046 underscores the financial challenges faced by youth exiting foster care as they work toward stability and independence. Because of QHC's support, 99% of all of our clients are successful in their housing in that they sign leases for year two or they receive a positive landlord reference to move to a new apartment at the end of their lease. Remarkably, because of our robust system of support and accountability, 100% of our FYI youth were successful in their housing - experiencing zero evictions. This success is due to the housing stabilization support our clients receive that allows them to feel safe in their homes and supported to begin to work on their personal, educational, and professional goals.

B.8. How many will be served by the proposed program? (unduplicated -per year)

568

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

568

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

100.00%

Units of Service - The CDBG program provides quarterly reimbursements for your expenditures as long as your units of service reported are proportional to your expenditures. Therefore, your units of service should be a measure which is proportionate across the grant term and proportionate to your expenditures. For example, an hour of staff time or bed nights in a shelter are common units of service.

B.11. Describe the type of unit of service provided by the program.

Units of service comprise direct work with clients and navigating every financial, health and housing system involved in their lives to ensure they stay stably housed for the duration of their year-long lease, including contacts such as: in person intakes, phone and email communication with clients, landlords and service providers, paperwork/online applications for TANF, Social Security, MaineCare, SNAP, utility companies, housing authorities and landlords, General Assistance, medical providers, social workers, driver's licenses, court requirements, communication with their children's schools, in home visits conducting home inspections, health needs assessments, one on one employment and educational goal setting, and crisis planning. Staff use a database to keep a log that includes the dates, people involved and notes for all units of service.

B.12. How many units of service will be provided by the program?

7,410

Budget and Organizational Questions

B.13. What percentage of the total budget is CDBG?

19.60%

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B.14. What is the amount of other federal funds you have estimated and committed to this program budget?

\$59,754.00

B.15. What is the amount of state/local funds you have estimated and committed to this program budget?

\$435,895.00

B.16. What is the amount of private funds you have estimated and committed to this program budget?

\$120,273.00

B.17. In your organization's preceding completed fiscal year, did it receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

B.18. Does the public have access to information about the compensation of the executives of your organizations through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Yes

Program Objectives and Outcomes

B.19. Program Objectives

QHC's Housing for Systems-Involved Youth and Families program objectives, in order, are: 1) Expand our ability to provide quality, affordable, stable housing for systems-involved youth and families who have experienced homelessness by 50%, from 165 households to 247 households (representing 568 adults and children). 2) Grow our landlord partners in Portland by 50%, from 30 to 60. 3) Expand our eviction prevention efforts by providing financial guarantees, lease violation support in addressing conflicts, and year-long financial systems navigation support. 4) Help each household stabilize and increase their income to above 60% AMI so that their housing becomes affordable, which means they are paying less than 30% of their income on their housing.

B.20. Program Outcomes

Outcomes for 2026: 1) 247 systems involved youth and families and their 321 dependents secure stable, affordable and supported permanent housing. 2) 30 youth and their 30 or so dependents who have aged out of the foster care system secure housing and maintain a 0% eviction rate. 3) All clients are connected to the resources and services they need to thrive, including but not limited to: primary care physician, behavioral health professional, dental care, educational and workforce goal setting and referrals to employer partners with openings such as the City of Portland, the Portland School District, Zachau Construction, MaineHealth and Redfern Properties.

B.21. Employees

Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	6
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?	4

Documentation

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B.22. How will the beneficiaries' information be collected and documented?

Client housing, financial, and demographic information is collected by the Program Coordinator during the initial intake — including a self-certification form. Client information will be stored in QHC's secure program database.

B.23. How will the units of service be tracked and documented?

Each contact by staff interacting with clients or undertaking actions on behalf of their clients will be tracked in our database as a unit of service. We track dates, people involved and notes for all units of services.

B.24. How will the outcomes be measured, collected, and documented?

Outcomes are collected and documented through a secure database of all tenants and landlord partners that is regularly updated to track both qualitative and quantitative data. Outcomes are measured and achieved by a deeply collaborative and involved process of all staff and our regular communications with clients, landlords, social service providers, and the local and state government systems employees involved in our clients lives. Specifically, QHC employs the following structure to ensure outcomes are measured and achieved: a) Staff meet as a team each week to discuss challenging cases and brainstorm solutions to maintaining stable housing for each client. b) The QHC leadership team consisting of Victoria Morales, Executive Director, Dan Black, CFO, Rod Mahoua, Director of Program Development, Lucas Schrage, Director of Housing Initiatives, and Peace Mutesi, Project HOME Trust Manager, meet weekly to discuss each program and the housing stability challenges facing our clients because housing is the linchpin that undergirds the stability in their lives and their ability to achieve the health and educational and professional goals they have for themselves and their children.

C. Narrative

Completed by dan@qualityhousingcoalition.org on 11/18/2024
8:51 AM

Case Id: 30538

Name: Quality Housing Coalition - 2025

Address: *No Address Assigned

C. Narrative

Please provide the following information.

C.1. Program Description

Describe the Program being proposed.

The Housing for Systems-Involved Youth and Families program takes an innovative public-private partnership approach to fill a critical gap in the affordable housing system. We unlock access to private market rental units that otherwise are not available to people experiencing homelessness. Then we provide the housing navigation needed to place vulnerable tenants in a home and the year-long stabilization support needed to keep them there. With CDBG funding, we seek to double our landlord recruitment efforts to partner with 60 landlords owning units in Portland. QHC has credibility in the landlord community. Our founding board members were all nonprofit and for profit landlords who have been instrumental in our recruitment efforts thus far. In addition, QHC was recently awarded the Statewide Eviction Prevention Program grant from MaineHousing, allowing us to pay back rent owed to hundreds of landlords we did not previously know. This opens up an invaluable and timely opportunity to communicate with these landlords and recruit their participation in QHC's housing programs to fill their future vacancies and to increase our ability to provide stable housing for 50% more families experiencing homelessness (a total of 247 households representing approximately 568 adults and children). With CDBG funding to develop new landlord partnerships and to sustain our housing navigator capacity, we will also expand services for one of the hardest to house constituencies: young adults aging out of the foster care system. According to DHHS, 80 young people age out of foster care every year in Maine; an average of 1 out of every 4 of these youth will become homeless within four years. Using Foster Youth Initiative Vouchers (FYI) from the Portland Housing Authority (PHA), a federal investment of \$488,538, we provide youth with housing and holistic support designed to achieve stability. Since 2020, we have served over 50 young people and their families with a remarkable zero eviction rate. Recognized by the Department of Housing and Urban Development as a "bright spot" for innovation and impact, QHC's program is both scalable and effective. The program's proven success enabled PHA to receive a new allocation of FYI Vouchers, increasing the availability to 30 households and approximately 60 individuals this year alone. Finding A Place to Call Home: QHC provides a lifeline for individuals and families facing seemingly insurmountable barriers to accessing rental housing. We recruit landlords using monetary incentives, a financial guarantee for damages and unpaid rent, 24/7 coverage for lease violations and our robust, year-long housing stability services for each tenant. The combination of incentive plus support, reduces the landlord's risk thereby securing their willingness to remove or adjust application barriers and rent to our clients. QHC's housing navigators work directly with landlords and the housing authority to navigate complex housing subsidy systems to ensure that the monthly rent is paid while also helping our clients to overcome other barriers during the leasing process such as background checks and security deposits, and after lease – to stabilize their lives and work towards good health and financial security by setting goals to increase their earning potential so that they are no longer paying more than 30% of their income on their housing. A Stable Home is the Door to Opportunity: Holistic Supports Beyond Housing: Housing stability is essential for achieving self-sufficiency and promoting health and well-being particularly for our youth tenants during the transition to adulthood. Once the tenants are moved in, the relationship doesn't end. Rather, we help residents shift from survival mode to stability by providing ongoing support with the bulk of the navigation designed to prevent evictions and strengthen stability. Our comprehensive, holistic

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approach includes access to healthcare, education, life and career coaching, transportation and more. Additionally, we manage a tenant support fund that provides emergency contingency funding for unexpected crises that could otherwise threaten their tenancy. The key to our success is our credibility in the community and the fact that QHC programming was developed in 2018 by a coalition of tenants, landlords, and social service providers to meet very specific access and housing stability gaps that result in households losing housing and falling into crisis. Once we identified the gaps, we built our programs to fill those gaps through carefully crafted partnerships with landlords, financial guarantees for each unit, and robust, wraparound support services for tenants

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.

Housing insecurity and homelessness are at an all-time crisis level in Portland and all throughout Maine. Given the housing supply crisis, compounded by the high cost to build and the opposition to density in many surrounding communities - creating the supply the Greater Portland area needs will take at least 10-20 years. This is a perfect storm for lower income worker households who are also renters - averaging earnings at around \$40,000/year according to MaineHousing. With only 14,000 federal housing vouchers and a years-long waiting list in Maine and thousands of renters without assistance - the constricted housing supply will ensure that market rate rents remain high. According to MaineHousing, nearly 70% of Portland renters are housing cost burdened and cannot afford a market rate two-bedroom apartment. 2024 Portland District Court filings from January - September show evictions filings against 493 households. At QHC, we have over 1,000 households referred to us for stable housing from Maine Medical Center, the Portland Schools McKinney Vento liaisons, and our community service partners. This is why QHC came into existence. To create an equitable housing model in partnership with private sector landlords, who own 90% of Maine's housing stock, to support Maine's low income rental workforce while they work hard to increase their earnings so that they are no longer at risk of evictions or falling deeper into crisis. Among the most vulnerable, youth aging out of foster care are at incredibly high risk for becoming homeless. 20% of foster youth become homeless the day they age out and 31-46% experience homelessness at least once by age 26 (NIH). In Maine, more than 2,000 children live in foster care and 80 age out of care each year. With little money to support themselves and often with no family to turn to, many find themselves exiting child welfare and entering the highway to homelessness. A 2019 survey of youth experiencing homelessness conducted by MaineHousing and the Maine Continuum of Care found that 35% had previously been in foster care or a group home. The study cites involvement with child welfare as a significant risk factor for prolonged homelessness, which is correlated with increased involvement in the criminal justice system, substance use disorders, mental health challenges, limited educational achievement, employment challenges and continued instability. The problem is compounded by the extremely low vacancy rate in the Greater Portland area (<1%) which creates a significant and often insurmountable barrier for voucher holders seeking housing, particularly these youth. By bringing together landlords and social service supports, QHC aids young tenants who would otherwise be screened out of the housing application process due to application fees, credit scores, tenant histories, and move-in costs.

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

It all starts with having a place to call home. The domino effect of housing instability cannot be overstated as the torrent of its impact can be felt throughout our city. QHC works collaboratively across sectors to address the interrelated challenges that clients face so that we not only enable tenants to find and secure a stable and affordable home in Portland, but we help them and their children to access the benefits of health care, education, and professional advancement needed to move from crisis mode to future aspiration mode, improving not only their lives but the Portland community as a whole. Through six years of dedicated efforts, QHC has earned a reputation as a

reliable community partner, critical to our mission of securing and maintaining housing for Portlanders in need. Since 2018, we have engaged 100 landlord partners statewide (30 in Portland) enabling us to provide over 1,000 stable homes for more than 3,000 adults and children. And because of our full year-long housing support, 99% of our households have successfully completed their first year-long lease. As remarkable —if not more so— is our zero eviction rate for young adults in Portland taking advantage of FYI vouchers. Over the last four years, we have helped 50 youth to successfully transition to independent living which is the highest utilization and success rate of all the housing voucher programs in the State. Nearly 90% of all FYI participants in Portland are residing in QHC-partnered units. PHA and QHC are preventing dozens of young adults from ending up on the streets as they transition to adulthood. Working together we help youth leaving foster care to leverage these housing vouchers to first have a safe and stable place to call home – a necessary precursor that enables them to move forward into life on their own. Then, we work together with social service agencies and partners to address the complex and unique needs of these young people - equipping them with the education, workforce training and health support needed to stabilize and build toward self-sufficiency. With this grant we seek to build on our success by supporting Portland residents each year with this tremendously effective and scalable model. Together we can:

- Expand Portland’s FYI program by 20%, serving 30 young adults aging out of foster care annually with FYI vouchers to secure housing for them and their families (approx. 60 adults and children) in Portland’s competitive rental market
- Maintain existing landlord relationships while recruiting 30 more partners within Portland city limits that ensure private rental units are available without application barriers for this high-risk population
- Provide year-long stabilization support that allow 99% of Project HOME clients (and thus far, 100% of those using FYI vouchers) to complete a year-long tenancy. Once moved in, we will work with clients to establish goals —health, life, professional and education —and the support needed to achieve th

C.4. Goal

Choose and describe how this program meets one of the goals of the CDBG program:[\(See table here\).](#)

- 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**

Quality Housing Coalition has a strong record of preventing and reducing homelessness, core goals that we share with CDBG. Our success is evident with 99% of tenants achieving a year-long tenancy among over 1,000 households over the last six years. Remarkably, we have demonstrated a zero eviction rate among young adults using FYI vouchers, despite foster youth historically being one of the least likely to maintain stable housing. No other MaineHousing voucher program in the State can point to this kind of success. This is possible because not only do we convince landlords to accept tenants they have historically excluded, we do so much more after each household is stably lodged — from supporting access to health/dental care, behavioral health care/recovery, drivers licenses, obtaining meaningful employment, crisis support and more. Ultimately our goal is for clients to have a sense of purpose and belonging in their communities; all of which we know is the key to the prevention work. (1) Reducing homelessness = Access. We reduce homelessness by increasing affordable rental units available to a traditionally difficult to house population. Working as a bridge between landlord and tenant we help navigate the complex systems involved in securing and using vouchers and overcoming other obstacles that would otherwise present tremendous roadblocks to accessing rental properties. Through carefully crafted partnerships with landlords we unlock access to much-needed housing opportunities that otherwise would be unattainable. (2) Preventing homelessness = Stability. We prevent homelessness through comprehensive wraparound supports for tenants that are foundational and critical to preventing further crises and promoting long-term stability. The program’s holistic approach addresses the unique needs of clients including health needs assessments and connections with primary care physicians, mental health counselors and free dental care clinics; educational and career counseling; transportation and support with navigating

daily crises often stemming from childhood trauma. And we have just launched a new transformational Eviction Prevention Program to prevent individuals and families from becoming homeless and entering the sheltering system. With CDBG support we can increase our work to reduce homelessness in Portland while also – and as importantly – preventing eviction by providing the comprehensive support needed to achieve stability. It is at this intersection of the dual goals of preventing and reducing homelessness that QHC stands.

C.5. Priority Impact Level

Choose and describe how this program best addresses one of the priority impacts level activities from the selected goal in the question above: :

- 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.**

QHC's mission is to create and support quality housing opportunities for those in need in Maine. Our unique, holistic approach is grounded in the understanding that rental housing alone is not enough to sustainably secure, on a long-term basis, safe, stable and affordable housing. We envision a Maine where every individual, family and child has access to permanent, affordable housing, good health and financial stability. To achieve this we have created a continuum of client-centered, culturally aware and trauma-informed programming that begins with access to a safe and affordable home and includes housing navigation, health outreach, direct-cash assistance for single moms, workforce development and eviction prevention safety nets that weave an interconnected web to achieve stability ultimately leading the client to long-term financial and housing sustainability. QHC's signature housing model – Project HOME – offers an innovative approach to addressing the dual goals of reducing and preventing homelessness. Our robust Housing Navigation works with each individual to assess needs and develop a specific housing stabilization plan that includes some or all of the following: orientation on expectations to ensure successful tenancies, screening and application assistance, applying for and maintaining subsidies; resolving conflicts/lease violations to prevent eviction; and connection to community resources. Our commitment to clients extends beyond housing, ensuring they have essential resources for a successful transition to independence including: • Access to healthcare and dental care • Assistance in obtaining driver's licenses and vocational training • Reconnection with family and children when possible • Crisis support, including for arrests, domestic violence and substance use disorders • Support in building a sense of purpose and belonging for sustained independence and community integration. These comprehensive supports are key to preventing further crisis and promoting long-term stability.

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.

Consistent & Measurable: QHC works closely with the City's Social Service Division and PHA to align with city initiatives. We are committed to taking innovative approaches and carefully measuring and evaluating their impact through data tracking and outside evaluation. Diversity and Inclusiveness: The core of our work is addressing inequalities and racial discrimination that create barriers to housing for our city's lowest income earners, who are disproportionately Black and Brown. The Covid-19 pandemic laid bare the disparities revealing that while Black and Brown Mainers represent less than 2% of Maine's entire population, nearly a quarter (22%) of Mainers experiencing housing insecurity are Black and Brown. 70% of QHC tenants are members of Black, brown and Indigenous communities. QHC reformed hiring practices are designed to reduce racial and ethnic discrimination by not requiring specific education degrees, but rather valuing individuals with work and lived experience. Five staff members, including our Director of Programs, have direct lived experience as asylum seekers navigating the housing and social services systems alone and 3 staff are members of the LGBTQ+ community, another population overrepresented in homeless statistics. We work closely with our clients to create and evolve programs that directly address disparities and meet emerging needs. Priority to Lower Incomes: We serve low and extremely low income individuals and families. Very often the people we serve have zero income when they first come to us. Within our programs, we learned that mother-led households and unaccompanied young adults, majority Black and Brown, were most at-risk of eviction. Leveraged Funding: QHC multiplies all funding through effective collaboration. Our navigation services have been funded by MaineHousing in the past, however, those funds are less certain in 2025 given the end of Covid-relief funding from the federal government. QHC was chosen to administer Maine's Eviction Prevention Program. In the first 3 weeks of the program we have begun to work with 226 new landlords in the Portland and Greater Portland area who we did not previously work with. Our goal is to leverage these relationships and recruit each of these new landlords as partners to offer more units to Portland residents in need. Because of our strong relationships, we are able to leverage government assistance programs like the use of the PHA's FYI vouchers. Without QHC's year-long support and financial guarantee, landlords will not accept these vouchers, leaving not only the allocated funding unused but also leaving the young people with no place to turn but the streets. QHC was also awarded a Congressional Direct Spending Grant to create a tenant support fund. The \$90,000 currently available in that fund is utilized to pay back rent, security deposits, and damages that could result in the loss of housing.

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.

The complex problem of homelessness cannot be solved in silos. Although QHC is applying as a single entity, we were created with collaboration at the epicenter innovating a model grounded in inclusive, cross-sector partnerships and conducted with cultural competence to provide high quality housing for individuals and children who have experienced or are at risk of experiencing homelessness. In Portland, our work would not be possible without a close collaboration with the City of Portland's Social Services Department in navigating the General Assistance (GA) that many of our clients rely on. In the past two years, 100% of our clients who we have accompanied through the Portland GA process have obtained housing and employment that enables them to transition off of GA support and continue to be successfully housed and afford their rent without assistance. Similarly, our powerful partnership with Portland Housing Authority allows us to access FYI housing vouchers. We also work closely with The City of Portland Family Shelter and Resettlement Office, the Portland School District McKinney Vento liaisons, Gateway Community Services, McAuley Residence of Mercy Hospital, MANA, and Hope Acts who are critical collaborators in referring clients in need of housing or financial assistance to prevent evictions, delivering housing readiness trainings and providing follow-up housing mentorship to clients once they are housed. To ensure success and not duplicate services, we have an individually tailored MOU with each organization that acknowledges our individual strengths and a shared goal of helping our clients achieve financial and long-term housing stability. Lastly we bridge the public and private sectors by working closely with landlords, property managers and nonprofit housing providers to increase accessible housing. QHC was created in 2018 to bring novel solutions to the problem of homelessness and housing access, which we do by removing application and financial barriers to applying for housing and providing resident management services and financial guarantees for each household to prevent unnecessary evictions.

C.8. Readiness to Proceed

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

Quarter 1 - July -September 2025 >Provide Responsive Housing Navigation Services • Meet with DHHS to identify eligible FYI applicants • Work with housing readiness partners and voucher providers to maintain streamlined systems for intake and referral • Provide housing/tenant education for applicants • Begin placements of tenants in units, coordinate move-in logistics, furniture > Conduct Landlord Recruitment • Identify potential new landlord partners • Convene outreach meetings with interested prospects • Provide training to new landlord partners and adopt Memorandums of Understanding Quarter 2 - October - December 2025 >Continue to Provide Responsive Housing Navigation Services (same as above) >Provide Stability Supports • Begin weekly visits to the units of those moved in • Conduct health needs assessments • Connect residents to Mainely Teeth for free appointments • Connect residents to a PCP • Connect residents to a behavioral health professional. >Continue to Conduct Landlord Recruitment (same as above) Quarters 3 + 4 January - June 2026 • Continue all services described above

C.9. Experience Providing Service

Describe your organization's experience in delivering and managing this or similar programs.

Please summarize current licensing and accreditations obtained.

Over the past six years QHC has been able to recruit over 100 landlords across seven Maine counties, who manage over 6,000 apartments. Our 99% success rate with over 1,000 households and the fact that at this stage in our operations, landlords come to us with vacant units rather than us going to them, speaks volumes about the credibility of our work. In 2020, we began working with Portland Housing Authority's Foster Youth to Independence (FYI) program and in the last four years have supported 50 young individuals, a number we seek to grow to 30 in a single year with this CDBG funding. After 6 full years of housing navigation and working closely with landlords and tenants towards successful tenancies, we have navigated through almost every possible tenancy conflict and been successful at maintaining stable housing for 99% of our tenants. Because of this success, the Rental Housing Alliance of Southern Maine recommends our services and many of their members are active landlord partners with QHC. We have intentionally built a strong team that is reflective of and trusted within the communities we serve. Executive Director, Victoria Morales, brings 20 years experience that uniquely and credibly bridges the requisite legal, legislative and community work. Director of Housing Initiatives, Lucas Schrage, has grown the success and the reach of Project HOME to 7 counties over the past three years. He is an expert in the Section 8/Housing Choice Voucher arena, is a Latino from Brazil and speaks fluent Portuguese. Project HOME Coordinator, Tiffany Converge is a real estate professional with 15+ years of sales work in Maine. She understands the housing market, property owners and how the housing systems work in Maine. Exceptionally skilled at landlord recruitment and management, she has increased the number of Project HOME landlord partners by 225% since joining the team in 2023. Director of Program Development, Rod Mahoua, has lived experience with homelessness and is a member of the Black community. He is an expert at logistics and for the past four years has been at the forefront of designing our programming to be accessible to those most marginalized due to race, ethnicity, sexual orientation, and low income. Rod is fluent in French and Lingala. Senior Housing Navigator, Severina Pedro, has lived experience with homelessness and is a member of the Black community. She is exceptionally skilled at working with each tenant to understand their responsibilities under their lease and to actualize their financial and professional goals and to live within their means. She speaks Portuguese, Lingala and French.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

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

QHC's proven success has increased the demand for our services and partnership. Our housing readiness partners, including Hope Acts, The Family Shelter, Portland Housing Authority, and the 166 Riverside Shelter, rely on us to make available to their clients apartments that our landlord partners offer us. The faster we can move folks from shelter to permanent housing the best for everyone involved. This system would not be possible without QHC guaranteeing these leases and our staff navigating all of the leasing issues that arise over the course of the year. Our unheard of zero eviction rate in housing former foster care youth has enabled Portland Housing Authority to receive a new allocation of FYI Vouchers, increasing the availability to 30 households this year with a federal investment of \$488,538 per year for the vouchers. Similar to State of Maine BRAP vouchers and General Assistance support for housing, these housing vouchers do not come with housing and life navigation staff funding that the lowest income earning tenants need to ensure that they stay stably housed and move forward to achieve financial stability. We have utilized donations, previous grant funding, and MaineHousing funding, to fund this support, however, to continue expanding our comprehensive services to serve additional clients, we urgently need funding to support the growing demand for programming. Unfortunately, given that Maine no longer has Covid relief funds, MaineHousing has indicated that the housing navigation funding will not continue in 2025-2026. Although we are actively seeking additional resources to continue this critical work, we have not secured this funding for 2025 to date and this CDBG funding is critical to

ensure that we continue to serve Portland's low income community by providing housing to those in need. QHC does not anticipate relying on Portland CDBG or MaineHousing for housing navigation funding in 2026 because we are becoming a MaineCare provider with the ability to bill for housing navigation services under Maine's new targeted case management waivers that have removed barriers in 2025 for public health organizations like ours who focus on stable housing for those experiencing homelessness. We look forward to this sustainable source of funding for the essential housing access and stability work we do at QHC.

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.

Quality Housing Coalition has built a broad base of support across Federal, state, county and private funders that fund the organization's programs. For Project HOME, specifically, in addition to the Portland CDBG grant requested, this program is supported by: • A Congressional earmark sponsored by Senator King's office (secured) • A Longterm Solutions to Homelessness grant from MaineHousing (applied) • Reimbursed Eviction Mitigation expenses from Portland Housing Authority (secured) • Private donations (secured) • MaineCare reimbursements (anticipated received for work performed) • A team of skilled housing navigators and a housing system model (Project HOME) that works statewide to recruit landlords and ensure that tenancies are successful. • Excellent relationships with governmental entities on the state and local level to untangle systems challenges and advocate for change. • The ability to leverage more than three times the amount of CDBG dollars with a federal match in the form of \$488,538 in housing vouchers.

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, 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 Portland CDBG grant funds will be used to support the salary and benefits of two housing navigators. The annual salary for each employee is \$55,000. In addition, Quality Housing Coalition provides a comprehensive health, vision and dental insurance package to all its employees at no additional cost to them. The healthcare premiums total roughly \$687 per employee per month or \$8,244 per employee annually. Employer taxes are slightly higher than historically because of the increase in percentage to anticipate the implementation of Maine's new PFML policy. (While QHC has the option to pass on some of the increased payroll taxes to its employees, the organization has opted not to do that in order to keep as much funds flowing to our employees as possible.) Lastly, payroll costs are needed to ensure accurate and timely payments of funds to our employees by Payroll Management Inc., a Maine based company. What we have learned the past 10 years is that in a housing shortage crisis, the ability of those experiencing homelessness to navigate themselves to available apartments and navigate landlord/tenant issues is nearly impossible. Housing navigators are critical to doing this work, and they offer an incredible return on investment. With Portland's CDBG investment of approximately \$600 per household, QHC will provide stable housing for 247 households and 568 adults and children experiencing homelessness in FY 2025-2026.

D. Program Budget Detail

Completed by dan@qualityhousingcoalition.org on 11/15/2024
3:12 PM

Case Id: 30538

Name: Quality Housing Coalition - 2025

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.

\$150,000.00

D.2. Total Program Budget

\$766,072.03

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Salaries	\$337,000.00	\$110,000.00	\$227,000.00	MaineHousing Long Term Solutions	Pending
Benefits	\$93,431.58	\$26,523.00	\$66,908.58	MaineHousing Long Term Solutions	Pending
Administrative Expenses (Rent, Insurance, etc.)	\$50,040.45	\$13,477.00	\$36,563.45	Private Donations	Committed
Program Expenses (Security Deposits, Eviction Mitigation, etc.)	\$285,600.00	\$0.00	\$285,600.00	Congressionally Directed Spending, Private Donations, Reimbursed Expenses, MaineCare reimbursement	Committed
	\$766,072.03	\$150,000.00	\$616,072.03		

E. Required Documents

Completed by dan@qualityhousingcoalition.org on 11/18/2024
8:51 AM

Case Id: 30538

Name: Quality Housing Coalition - 2025

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**

****No files uploaded**

☐ **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**

****No files uploaded**

☐ **Conflict of Interest Policy**

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

****No files uploaded**

☐ **Letters of Support/ MOUs**

Demonstrated outreach in the form of Letters of Support and/or Memorandums of Agreement is required. Applicants can submit as many items as desired, but are encouraged to prioritize quality over quantity. ***Required**

****No files uploaded**

☐ **Most Recent Agency Operating Budget** ***Required**

***No files uploaded*

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

***No files uploaded*

☐ **Non-Discrimination Policy**

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

***No files uploaded*

☐ **Project Timeline** ***Required**

***No files uploaded*

☐ **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****

***No files uploaded*

☐ **Whistleblower Policy**

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

***No files uploaded*

☐ **Other Document Type**

***No files uploaded*

Submit

Completed by dan@qualityhousingcoalition.org on 11/18/2024
9:57 AM

Case Id: 30538

Name: Quality Housing Coalition - 2025

Address: *No Address Assigned

Submit

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

☒ I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Signature

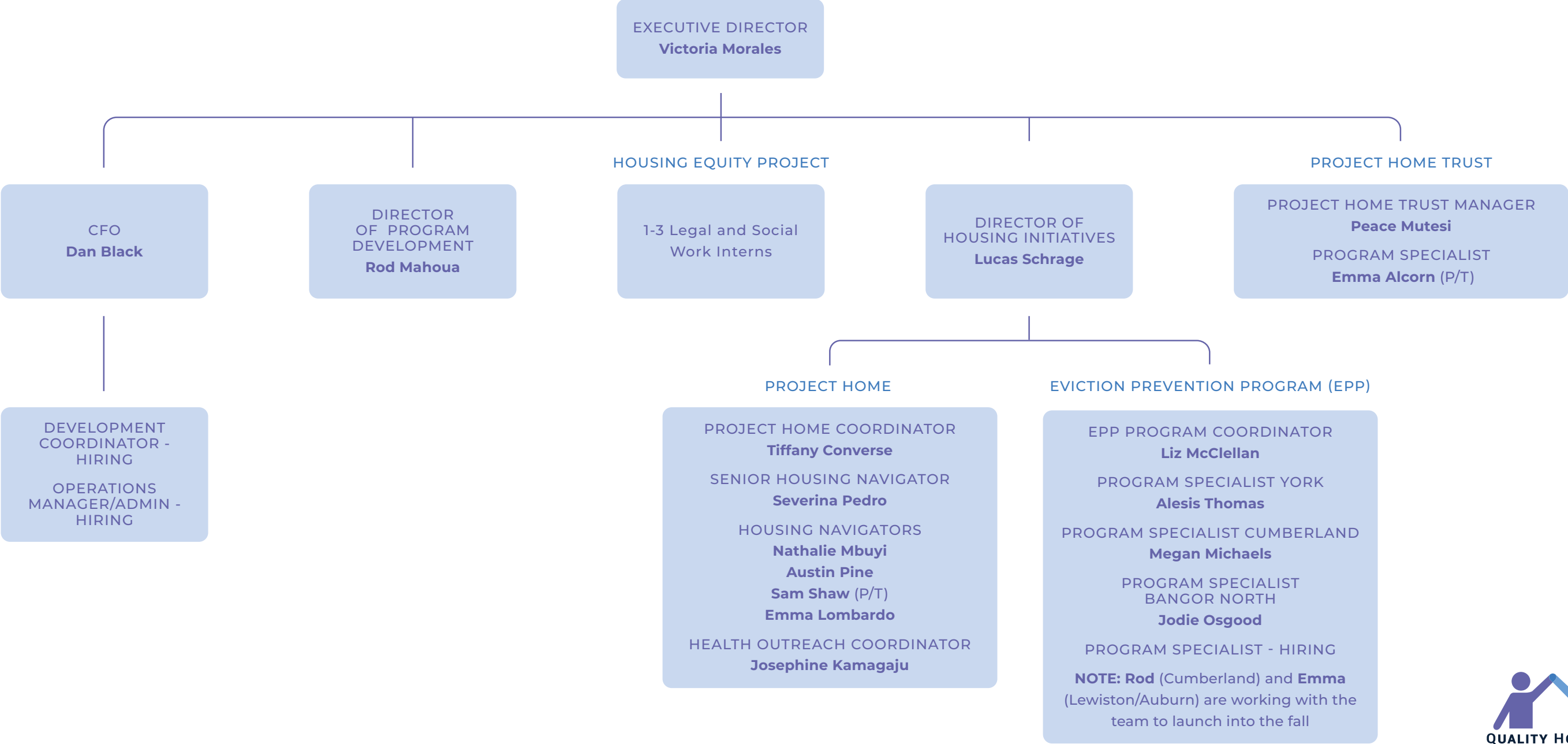
Victoria Morales

Electronically signed by dan@qualityhousingcoalition.org on 11/18/2024 9:56 AM

Title

Executive Director

ORGANIZATIONAL CHART





Board of Directors – November 2024

Name	Occupation/Role	Board Position	Years of Service	Town/City of Residence
Brit Vitalius	Vitalius Real Estate Group, Principal	President	7	Yarmouth
Larissa Gahimbare	City of Portland, Resettlement Coordinator	Leadership Team Member	5	Portland
Jonathan Culley	Redfern Properties, Owner	Secretary	7	Falmouth
Leah Bruns	Portland Housing Authority, Voucher Program Director	Member	1	South Portland
Marpheen Chan	Author/Activist	Member	1	Portland
Elaine Charette	Paralegal and Executive Assistant, The Wishcamper Companies	Member	>1	Freeport



Core program Project HOME unlocks access to private rental housing by people who face systemic barriers. Project HOME secures landlord partnerships by providing financial guarantees and year-long culturally and linguistically appropriate support to residents. Residents receive in-home health services, essential needs navigation, financial guidance, and eviction prevention support.

QHC has two new programs designed to improve income-earning capacity and health. Project HOME to Profession provides tenants with opportunities and support to pursue their professional goals. Project HOME Trust helps women beat the benefits cliff by providing monthly cash transfers to 20 single mothers for one year to be used at each mother's discretion.

DOMESTIC
NONPROFIT CORPORATION

STATE OF MAINE

ARTICLES OF INCORPORATION

Filing Fee \$40.00

File No. 20180323ND Pages 5

Fee Paid \$ 40

DCN 2180512220005 ARTI

FILED

02/13/2018


Deputy Secretary of State

A True Copy When Attested By Signature

Deputy Secretary of State

Pursuant to 13-B MRSA §403, the undersigned incorporator(s) execute(s) and deliver(s) the following Articles of Incorporation:

FIRST: The name of the corporation is Quality Housing Coalition

SECOND: ("X" one box only. Attach additional page(s) if necessary.)

☒ The corporation is organized as a public benefit corporation for the following purpose or purposes:

See Exhibit One

☐ The corporation is organized as a mutual benefit corporation for all purposes permitted under Title 13-B or, if not for all such purposes, then for the following purpose or purposes:

THIRD: The Registered Agent is a: (select **either** a Commercial or Noncommercial Registered Agent)

☐ Commercial Registered Agent CRA Public Number: _____

(name of commercial registered agent)

☒ Noncommercial Registered Agent

Robert H. Levin

(name of noncommercial registered agent)

94 Beckett St., 2nd Floor, Portland, ME 04101

(physical location, not P.O. Box – street, city, state and zip code)

(mailing address if different from above)

FOURTH: Pursuant to 5 MRSA §108.3, the registered agent as listed above has consented to serve as the registered agent for this nonprofit corporation.

Form No. MNPCA-6 (1 of 3)

FIFTH: The number of directors (not less than 3) constituting the initial board of directors of the corporation, if the number has been designated or if the initial directors have been chosen, is _____.

The minimum number of directors (not less than 3) shall be three (3) and the maximum number of directors shall be twenty-one (21).

SIXTH: Members: ("X" one box only.)

- ☒ There shall be no members.
☐ There shall be one or more classes of members and the information required by 13-B MRSA §402 is attached.

SEVENTH: (Optional) ☒ (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.

EIGHTH: (Optional) ☒ (Check if this article is to apply.)

Other provisions of these articles including provisions for the regulation of the internal affairs of the corporation, distribution of assets on dissolution or final liquidation and the requirements of the Internal Revenue Code section 501(c) are set out in Exhibit 2 attached hereto and made a part hereof.

Incorporators*

Victoria Morales
(signature)

Victoria Morales
(type or print name)

(signature)

(type or print name)

(signature)

(type or print name)

Dated 2-8-18

Street 98 Thirlmere Avenue
(residence address)

South Portland ME 04106
(city, state and zip code)

Street _____
(residence address)

(city, state and zip code)

Street _____
(residence address)

(city, state and zip code)

Form No. MNPCA-6 (2 of 3)

For Corporate Incorporators*

Name of Corporate Incorporator _____

By _____
(signature of officer)

Street _____
(principal business location)

(type or print name and capacity)

(city, state and zip code)

Name of Corporate Incorporator _____

By _____
(signature of officer)

Street _____
(principal business location)

(type or print name and capacity)

(city, state and zip code)

***Articles are to be executed as follows:**

If a corporation is an incorporator (13-B MRSA §401), the name of the corporation should be typed or printed and signed on its behalf by an officer of the corporation. The articles of incorporation must be accompanied by a certificate of an appropriate officer of the corporation, not the person signing the articles, certifying that the person executing the articles on behalf of the corporation was duly authorized to do so.

Please remit your payment made payable to the Maine Secretary of State.

Submit completed form to:

Secretary of State
Division of Corporations, UCC and Commissions
101 State House Station
Augusta, ME 04333-0101
Telephone Inquiries: (207) 624-7752

Email Inquiries: CEC.Corporations@Maine.gov

Articles of Incorporation

Quality Housing Coalition

Exhibit One

The Corporation is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Articles of Incorporation

Quality Housing Coalition

Exhibit Two

- (1) No part of the net earnings, properties, or assets of the Corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or director of the Corporation, except that reasonable compensation may be paid for services rendered to or for the Corporation in carrying out one or more of its purposes.
- (2) Upon dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purpose of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable or purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law), as the Board of Directors shall determine, or shall be distributed to the federal government, or to a state or local government, for a public purpose.
- (3) Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended.

**Bylaws of the
Quality Housing Coalition
Version Date: March 7, 2018**

**ARTICLE I
Name, Purposes, and Location**

The name of this Corporation shall be the "Quality Housing Coalition" (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 support and create quality housing opportunities through policy work and philanthropy in Portland, 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 Incorporator 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, in the sole discretion of the Board of Directors, such removal would be in 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. An Officer may be removed from only his or her Officer position, or from both the Officer position and the Board. Notwithstanding the foregoing, a Director and Officer 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 calendar 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, web platform, 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 seven (7) 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. It shall be the responsibility of each Director to provide a current electronic mail and regular mail address to the Corporation. 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 President may enter the meeting into Executive Session. In Executive Session, only Directors and, at the discretion of the President, 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. Amendments to the Rules for Meetings shall not be deemed amendments to the Bylaws under Article X.

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 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 to the greatest extent practicable.

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 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 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 or amend 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 and other affiliated persons 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 or voting 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. The Executive Director shall be the Chief Executive Officer of the Corporation and 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 an advisor to the Board and its committees and shall attend Board meetings but shall not be a Director or Officer 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

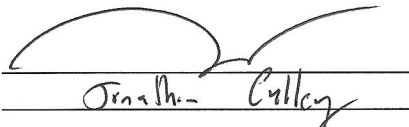
a public purpose.

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 3/7/2018 by the Board of Directors 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.



Jonathan Culley (Print Name) Secretary

Date: 3/7/2018

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner



Maine Department of Health and Human Services
Child and Family Services
11 State House Station
2 Anthony Avenue
Augusta, Maine 04333-0011
Tel.: (207) 624-7900; Toll Free: (877) 680-5866
TTY: Dial 711 (Maine Relay); Fax: (207) 287-5282

October 29, 2024

Victoria Morales, Executive Director
Quality Housing Coalition
188 State Street, #402
Portland, ME 04101

Dear Ms. Morales,

On behalf of the Youth Transition Program at the State of Maine Department of Health and Human Services, please accept this letter of support for the Quality Housing Coalition's (QHC) proposal for funding from the City of Portland's Community Development Block Grant program to support QHC's Foster Youth Initiative (hereinafter "QHC").

Since 2020, QHC has secured and stabilized housing for over 50 young adults aged 18-25 who have aged out of the foster care system in Portland. Many of these individuals had previously experienced homelessness, substance misuse, and unemployment. In this program, Portland Housing Authority supplies housing vouchers for each resident and QHC offers comprehensive support services, which include: housing navigation, intensive in-home health and behavioral health support, access to essential resources, and workforce preparation and navigation.

Despite the high risk of eviction and homelessness facing this population due to past trauma, it's noteworthy that no evictions have occurred in this program in 2024. This remarkable achievement can be attributed to the collaborative efforts of the youth serving staff together with the entire QHC Project HOME team of housing navigators and their over 100 landlord partners who have agreed to reduce barriers in the housing application process and exercise patience and understanding when residents face challenges. QHC enhances the program's effectiveness by providing financial guarantees and year-long support to both residents and partner landlords. These combined efforts ensure successful and stable tenancies for program participants.

With 80 youth in care turning 18 every year in Maine, there is a great need to expand this program. Accordingly, we support QHC's FYI application because we believe they have created the most effective and collaborative model that has proven its effectiveness these past 4 years.

Sincerely,

Bobbi L. Johnson, LMSW

Bobbi L. Johnson, LMSW
Director
Office of Child and Family Services

Commissioners

Christian MilNeil, Chair
Shirley Peterson, Vice Chair
Kristin Blum
Diane Herrmann
Monique Mutumwinka
Tim Wells
Joan White

**Brian Frost**

Executive Director
970 Baxter Boulevard
Portland, Maine 04103
Office: 207-773-4753
Fax: 207-761-5886
porthouse.org

October 28, 2024

**Office of Community Development
City of Portland
389 Congress Street
Portland, ME 04101**

Dear Member of the CDBG Review Committee,

I am writing to express the Portland Housing Authority's strong support for the Quality Housing Coalition's (QHC) application for Community Development Block Grant (CDBG) funds to expand the Project HOME-Foster Youth to Independence (FYI) Program. This vital initiative addresses the urgent housing needs of young adults transitioning out of the foster care system and demonstrates QHC's commitment to promoting stability and self-sufficiency among vulnerable populations.

The challenges faced by youth aging out of foster care are significant, with many at high risk of homelessness and associated challenges. The Project HOME FYI Program effectively supports young adults aged 18-25 in our community by providing stable housing, intensive in-home services, and access to critical resources. Since its inception in 2020, the program has successfully housed over 50 young people and their families, demonstrating both innovation and a deep understanding of the complex needs of this population.

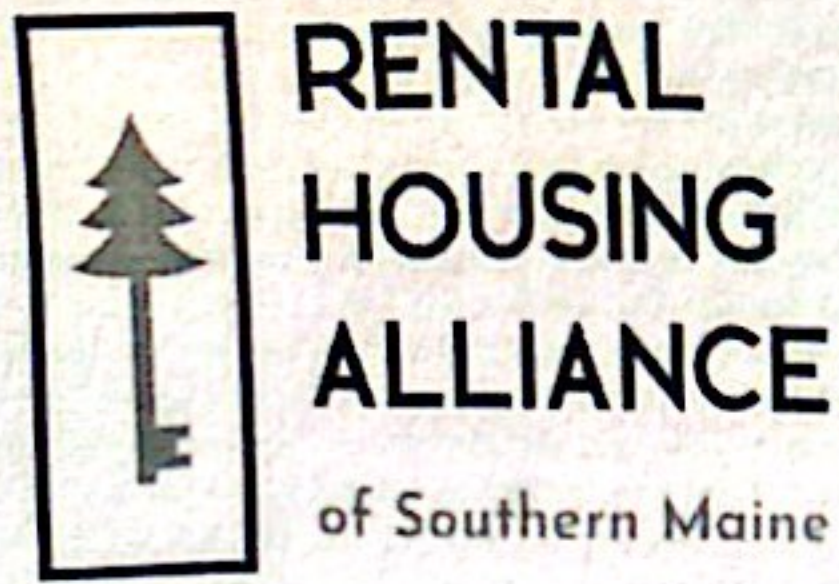
Recognized by the U.S. Department of Housing and Urban Development (HUD) as a "bright spot" for innovation and impact, the program's zero eviction rate in 2024 speaks volumes about the effectiveness of its support systems and the partnerships QHC has cultivated with local landlords. These partnerships not only increase housing availability but also foster community engagement and collaboration, which are essential for long-term success.

The need for continued funding is paramount as QHC seeks to expand its services to meet the growing demand for housing assistance among young adults transitioning from foster care. By providing CDBG funds, we can empower QHC to support even more individuals in achieving stability, independence, and improved quality of life.

The Portland Housing Authority is proud to partner with QHC in this critical work. We wholeheartedly endorse their application for CDBG funding and are confident that this investment will yield significant benefits for our community's youth. Thank you for considering this important initiative. If you have any questions or require additional information, please feel free to contact me at (207) 221-8006 or lbruns@porthouse.org.

Sincerely,

Leah Bruns
Deputy Director
Portland Housing Authority



Victoria Morales, Executive Director
Quality Housing Coalition
188 State Street, #402
Portland, ME 04101

November 15, 2024

Dear Ms. Morales,

On behalf of the Rental Housing Alliance of Southern Maine (RHA) and our 702 landlord members, we strongly support the Quality Housing Coalition's (QHC) proposal for funding from the City of Portland's CDBG Program.

The RHA endorses Project HOME's Housing Navigation and Tenant Management Services due to their proven effectiveness in working with landlords. Their model efficiently fills vacant units with well-prepared tenants ready for long-term lease commitments. The team's value lies in addressing aspects of renting to low-income individuals that landlords often find challenging:

1. Managing complex paperwork and inspections
2. Providing financial guarantees during initial lease-up periods
3. Offering round-the-clock tenant management support to resolve lease issues or system complications
4. Ensuring tenants have access to healthcare, enabling them to pursue educational and career goals
5. Supporting tenants in achieving financial stability and professional objectives

This comprehensive approach results in stable, secure tenants who rarely encounter lease-related problems, making the program highly beneficial for both landlords and tenants. We regard the Project HOME team as an essential asset for our landlord partners and the tenants they serve, and we will continue to enthusiastically recommend Project HOME to our landlords.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sara McKee", written over the word "Sincerely,".

Sara McKee
Executive Director
Rental Housing Alliance of Southern Maine



November 15, 2024

Quality Housing Coalition
188 State Street 402
Portland, ME 04101
Attention: Victoria Morales, Executive Director

Dear Victoria,

Enclosed are the original and one copy of the 2023 Exempt Organization return, as follows...

2023 Form 990

The attached PDF copies are required to be retained for the Organization to be compliant with the document retention requirements established by the Internal Revenue Service (IRS). Please have an officer sign and then retain them for your records. We recommend that you retain all pertinent tax records for a period of at least three years as taxing agencies possess the authority to request these supporting documents.

Upon receipt of the signed Form 8879, we will immediately electronically file the return(s) with the IRS.

If your return contains Schedule B, *Schedule of Contributors*, please note that public inspection copy of Form 990 containing redacted version of Schedule B is the only version which should be provided to any requesting third party or the general public.

Please call us at any time should you have any questions relating to your tax situation, business, financial or estate planning or any other financial matters. As a part of your advisory team, we will be happy to assist you.

Tax or Professional advice contained in or accompanying this document, unless otherwise specifically stated, is not intended or written to be used, and cannot be used, for the purpose of (I) avoiding penalties under the Internal Revenue code, or (II) promoting, marketing, or recommending to another party any transaction or matter that is contained in or accompanying this document. In addition, unless otherwise specifically stated, any advice provided shall not be deemed a formal tax opinion upon which the addressee can rely.

We sincerely appreciate the opportunity to serve you. If you have any questions regarding the returns, please do not hesitate to call.

Very truly yours,

A handwritten signature in black ink, appearing to read "Adam P. Johnson".

Adam P. Johnson

CBIZ Advisors, LLC

TAX RETURN FILING INSTRUCTIONS

FORM 990

FOR THE YEAR ENDING

December 31, 2023

Prepared For:

Quality Housing Coalition
188 State Street 402
Portland, ME 04101

Prepared By:

CBIZ Advisors, LLC
1 Canal Plaza, 4th Floor
Portland, ME 04101

Amount Due or Refund:

Not applicable

Make Check Payable To:

Not applicable

Mail Tax Return and Check (if applicable) To:

Not applicable

Return Must be Mailed On or Before:

Not applicable

Special Instructions:

This return has qualified for electronic filing. After you have reviewed the return for completeness and accuracy, please sign, date and return Form 8879-TE to our office. We will transmit the return electronically to the IRS and no further action is required. Return Form 8879-TE to us by November 15, 2024

If your tax return(s) are being electronically filed, we cannot release them until we have your signed authorization(s). After reviewing your return(s) for accuracy and completeness, please sign and email your authorization(s) to 8879tax@cbiz.com or fax to (212) 485-5514.

Form 8879-TE

IRS E-file Signature Authorization
for a Tax Exempt Entity

OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service

For calendar year 2023, or fiscal year beginning _____, 2023, and ending _____, 20____

Do not send to the IRS. Keep for your records.

Go to www.irs.gov/Form8879TE for the latest information.

2023

Name of filer

QUALITY HOUSING COALITION

EIN or SSN

82-4353021

Name and title of officer or person subject to tax

VICTORIA MORALES
EXECUTIVE DIRECTOR

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a Form 990 check here	☒	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b 1,397,527.
2a Form 990-EZ check here	☐	b Total revenue, if any (Form 990-EZ, line 9)	2b
3a Form 1120-POL check here	☐	b Total tax (Form 1120-POL, line 22)	3b
4a Form 990-PF check here	☐	b Tax based on investment income (Form 990-PF, Part V, line 5)	4b
5a Form 8868 check here	☐	b Balance due (Form 8868, line 3c)	5b
6a Form 990-T check here	☐	b Total tax (Form 990-T, Part III, line 4)	6b
7a Form 4720 check here	☐	b Total tax (Form 4720, Part III, line 1)	7b
8a Form 5227 check here	☐	b FMV of assets at end of tax year (Form 5227, Item D)	8b
9a Form 5330 check here	☐	b Tax due (Form 5330, Part II, line 19)	9b
10a Form 8038-CP check here	☐	b Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☒ I am an officer of the above entity or ☐ I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the

2023 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☒ I authorize CBIZ ADVISORS, LLC to enter my PIN 98765
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the tax year 2023 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2023 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax

Date

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

0122799999

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2023 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature

Date

11/15/24

ERO Must Retain This Form - See Instructions

Do Not Submit This Form to the IRS Unless Requested To Do So

For Privacy Act and Paperwork Reduction Act Notice, see instructions.

Form 8879-TE (2023)

LHA 302521 01-05-24

09551115 150872 204828

2023 05000 QUALITY HOUSING COALITION 204828_1

A For the **2023** 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
QUALITY HOUSING COALITION
Doing business as
Number and street (or P.O. box if mail is not delivered to street address) Room/suite
188 STATE STREET 402
City or town, state or province, country, and ZIP or foreign postal code
PORTLAND, ME 04101
F Name and address of principal officer: **VICTORIA MORALES**
188 STATE STREET, SUITE 402, PORTLAND, ME 0

D Employer identification number
82-4353021
E Telephone number
207-216-0643
G Gross receipts \$ **1,397,527.**
H(a) Is this a group return for subordinates? ☐ Yes ☒ No
H(b) Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. See instructions
H(c) Group exemption number

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527
J Website: **WWW.QUALITYHOUSINGCOALITION.ORG**
K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other
L Year of formation: **2018** **M** State of legal domicile: **ME**

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities: **SUPPORTING AND CREATING QUALITY HOUSING OPPORTUNITIES FOR THOSE IN NEED.**
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**
4 Number of independent voting members of the governing body (Part VI, line 1b) **4**
5 Total number of individuals employed in calendar year 2023 (Part V, line 2a) **0**
6 Total number of volunteers (estimate if necessary) **0**
7a Total unrelated business revenue from Part VIII, column (C), line 12 **0.**
b Net unrelated business taxable income from Form 990-T, Part I, line 11 **0.**

Revenue

	Prior Year	Current Year
8 Contributions and grants (Part VIII, line 1h)	397,221.	1,390,292.
9 Program service revenue (Part VIII, line 2g)	0.	0.
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	0.	7,235.
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	0.	0.
12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	397,221.	1,397,527.

Expenses

13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	37,295.	505,820.
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)	108,359.	418,182.
16a Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
b Total fundraising expenses (Part IX, column (D), line 25)	65,792.	
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	44,783.	147,624.
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	190,437.	1,071,626.
19 Revenue less expenses. Subtract line 18 from line 12	206,784.	325,901.

Net Assets or Fund Balances

	Beginning of Current Year	End of Year
20 Total assets (Part X, line 16)	276,784.	648,813.
21 Total liabilities (Part X, line 26)	13,573.	59,701.
22 Net assets or fund balances. Subtract line 21 from line 20	263,211.	589,112.

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
VICTORIA MORALES, EXECUTIVE DIRECTOR
Type or print name and title

Date

Paid Preparer Use Only

Print/Type preparer's name
ADAM P. JOHNSON

Preparer's signature

Date
11/15/24

Check if self-employed ☐

PTIN
P00568840

Firm's name
CBIZ ADVISORS, LLC

Firm's EIN
88-1478669

Firm's address
**1 CANAL PLAZA, 4TH FLOOR
PORTLAND, ME 04101**

Phone no. (207) 352-7600

Part III Statement of Program Service AccomplishmentsCheck if Schedule O contains a response or note to any line in this Part III ☒ **X****1** Briefly describe the organization's mission:

QHC CENTERS ITS WORK AROUND INCLUSIVE CROSS-SECTOR COMMUNITY PARTNERSHIPS BY WORKING WITH MUNICIPALITIES, HOUSING AUTHORITIES, STATE AND LOCAL LEADERS, HOUSING AND HOMELESS ADVOCATES, NONPROFIT AND FOR PROFIT HOUSING DEVELOPERS, TENANTS, LANDLORDS, PROPERTY MANAGERS,

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 \$ **859,527.** including grants of \$ **505,820.**) (Revenue \$)

QUALITY HOUSING COALITION RUNS PROJECT HOME WITH IS CURRENTLY PROVIDING SCATTERED SITE TENANCY MANAGEMENT SERVICES TO 250 HOUSEHOLDS WITH 35 LANDLORDS IN CUMBERLAND, YORK, ANDROSCOGGIN, SAGADAHOC, AND KENNEBEC COUNTIES.

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 **859,527.**

Part IV Checklist of Required Schedules

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

Part IV Checklist of Required Schedules (continued)

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

Note: All Form 990 filers are required to complete Schedule O

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

	Yes	No
1a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a 0	
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	0
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b	
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	
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f	
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

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

	1a	1b	2	3	4	5	6	7a	7b	8a	8b	9	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year	8													
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		8												
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.)

	10a	10b	11a	11b	12a	12b	12c	13	14	15a	15b	16a	16b	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									
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								
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
VICTORIA MORALES - 207-216-0643
188 STATE ST. STE 402, PORTLAND, ME 04101

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

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
1b Subtotal								0.	0.	0.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								0.	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

- 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*
- 4** For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? *If "Yes," complete Schedule J for such individual*
- 5** Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*

	Yes	No
3		X
4		X
5		X

Section B. Independent Contractors

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

(A) Name and business address	(B) Description of services	(C) Compensation
NONE		

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

0

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

				(A) 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					
	d Related organizations	1d					
	e Government grants (contributions)	1e	627,718.				
	f All other contributions, gifts, grants, and similar amounts not included above ...	1f	762,574.				
	g Noncash contributions included in lines 1a-1f	1g	\$ 13,344.				
	h Total. Add lines 1a-1f		1,390,292.				
Program Service Revenue			Business Code				
	2 a						
	b						
	c						
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f						
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			7,235.			7,235.
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6 a Gross rents	6a	(i) Real (ii) Personal				
	b Less: rental expenses ...	6b					
	c Rental income or (loss)	6c					
	d Net rental income or (loss)						
	7 a Gross amount from sales of assets other than inventory	7a	(i) Securities (ii) Other				
	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 \$ _____ 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						
	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						
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d						
12 Total revenue. See instructions				1,397,527.	0.	0.	7,235.

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	505,820.	505,820.		
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	135,668.	83,943.	25,863.	25,862.
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	253,804.	223,950.	29,854.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes	28,710.	23,568.	5,142.	
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting	7,914.		7,914.	
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.)	63,869.	2,647.	21,551.	39,671.
12 Advertising and promotion				
13 Office expenses	48,034.	2,558.	45,217.	259.
14 Information technology				
15 Royalties				
16 Occupancy				
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				
23 Insurance	2,867.		2,867.	
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 EVENT EXPENSES	16,677.	16,677.		
b DEVELOPMENT PROJECTS	4,994.		4,994.	
c CELL PHONES	1,647.	221.	1,426.	
d PAYROLL FEE	1,543.	64.	1,479.	
e All other expenses	79.	79.		
25 Total functional expenses. Add lines 1 through 24e	1,071,626.	859,527.	146,307.	65,792.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance SheetCheck if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	78,095.	1	113,485.
	2 Savings and temporary cash investments		2	456,127.
	3 Pledges and grants receivable, net	198,689.	3	47,105.
	4 Accounts receivable, net		4	
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a		
	b Less: accumulated depreciation	10b		
	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	0.	15	32,096.
16 Total assets. Add lines 1 through 15 (must equal line 33)	276,784.	16	648,813.	
Liabilities	17 Accounts payable and accrued expenses	7,590.	17	
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	5,983.	25	59,701.
	26 Total liabilities. Add lines 17 through 25	13,573.	26	59,701.
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	147,451.	27	393,054.
	28 Net assets with donor restrictions	115,760.	28	196,058.
	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	263,211.	32	589,112.
	33 Total liabilities and net assets/fund balances	276,784.	33	648,813.

Form 990 (2023)

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

1	Total revenue (must equal Part VIII, column (A), line 12)	1	1,397,527.
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,071,626.
3	Revenue less expenses. Subtract line 2 from line 1	3	325,901.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	263,211.
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	589,112.

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

	Yes	No
1 Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2a	X
b Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2b	X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c	
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	

Form 990 (2023)

Department of the Treasury
Internal Revenue Service

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

OMB No. 1545-0047

2023

**Open to Public
Inspection**

Name of the organization

QUALITY HOUSING COALITION

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

82-4353021

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

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

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

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

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	40,979.	53,725.	128,505.	397,221.	1376948.	1997378.
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	40,979.	53,725.	128,505.	397,221.	1376948.	1997378.
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)						741,014.
6 Public support. Subtract line 5 from line 4.						1256364.

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
7 Amounts from line 4	40,979.	53,725.	128,505.	397,221.	1376948.	1997378.
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						1997378.
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 2023 (line 6, column (f), divided by line 11, column (f))	14	62.90	%
15 Public support percentage from 2022 Schedule A, Part II, line 14	15	53.94	%
16a 33 1/3% support test - 2023. 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 - 2022. 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 - 2023. 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 - 2022. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization			☐
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions			☐

Schedule A (Form 990) 2023

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) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(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) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(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 2023 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2022 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2023 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2022 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2023. 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 - 2022. 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? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

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

Section B. Type I Supporting Organizations

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

Section C. Type II Supporting Organizations

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

Section D. All Type III Supporting Organizations

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

Section E. Type III Functionally Integrated Supporting Organizations

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

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

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

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

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

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

Schedule A (Form 990) 2023

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

		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required - <i>provide details in Part VI</i>)	5
6	Other distributions (<i>describe in Part VI</i>). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	8
9	Distributable amount for 2023 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-2023	(iii) Distributable Amount for 2023
1 Distributable amount for 2023 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2023 (reasonable cause required - <i>explain in Part VI</i>). See instructions.			
3 Excess distributions carryover, if any, to 2023			
a From 2018			
b From 2019			
c From 2020			
d From 2021			
e From 2022			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2023 distributable amount			
i Carryover from 2018 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2023 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2023 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2023, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2023. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 2024. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2019			
b Excess from 2020			
c Excess from 2021			
d Excess from 2022			
e Excess from 2023			

Schedule A (Form 990) 2023

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.)

2023

*** Not Open to Public Inspection ***

Total Excess Contributions to Schedule A, Part II, Line 5

Schedule B
(Form 990)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

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

OMB No. 1545-0047

2023

Name of the organization

QUALITY HOUSING COALITION

Employer identification number

82-4353021

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

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

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

☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation

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

☐ 501(c)(3) taxable private foundation

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

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

General Rule

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

Special Rules

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

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

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

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

For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990) (2023)

Name of organization	Employer identification number
QUALITY HOUSING COALITION	82-4353021

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	UNITED WAY OF SOUTHERN MAINE 550 FOREST AVE SUITE 100 PORTLAND, ME 04101	\$ 28,566.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
2	WOODFORDS CONGREGATIONAL CHURCH 202 WOODFORD ST PORTLAND, ME 04103	\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
3	MAINE STATE HOUSING AUTHORITY (MSHA) 26 EDISON DR AUGUSTA, ME 04330	\$ 361,231.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
4	TOWN OF FREEPORT 30 MAIN STREET FREEPORT, ME 04032	\$ 60,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
5	MAINE DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) 109 CAPITOL STREET AUGUSTA, ME 04333	\$ 72,626.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
6	DIANE WOODS - THE WOODS FAMILY FOUNDATION C/O BANK OF AMERICA 100 FEDERAL ST BOSTON, MA 02110	\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
QUALITY HOUSING COALITION	82-4353021

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	ANDROSCOGGIN BANK 130 MIDDLE STREET PORTLAND, ME 04101	\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
8	BILL AND JOAN ALFOND FOUNDATION TWO MONUMENT SQUARE PORTLAND, ME 04101	\$ 65,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
9	BONNIE PORTA AND ROBERT MONKS C/O MONKS O'NEIL DEVELOPMENT 1 CITY CENTER 4TH FLOOR PORTLAND, ME 04101	\$ 25,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
10	CARON CHESS 7 VETERANS ST PEAKS ISLAND, ME 04108	\$ 25,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
11	ELISE KIELY 161 WOODLANDS DR. FALMOUTH, ME 04105	\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
12	LUCAS AND YEMAYA ST. CLAIRE ELIOTSVILLE FOUNDATION, INC. P.O. BOX 445 PORTLAND, ME 04112	\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
QUALITY HOUSING COALITION	82-4353021

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	ERICA SHAIR-CARDONA P.O. BOX 7235 PORTLAND, ME 04112	\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
14	ARNOLD MACDONALD AND ELIZABETH MOORE P.O. BOX 292 SOUTH FREEPORT, ME 04078	\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
15	GPCOG BROADBAND ACCESS GRANT 970 BAXTER BLVD #201 PORTLAND, ME 04103	\$ 30,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
16	ALISON MANN 41 ATLANTIC ST. PORTLAND, ME 04101	\$ 7,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
17	INTERMED 84 MARGINAL WAY 7TH FLOOR PORTLAND, ME 04101	\$ 30,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
18	JIM AND BETHANY HANLEY 239A FORESIDE RD FALMOUTH, ME 04105	\$ 12,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
QUALITY HOUSING COALITION	82-4353021

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	KRYSTAL WILLIAMS PROVIDENTIA GROUP PLLC 110 MARGINAL WAY STE 195 PORTLAND, ME 04101	\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
20	LINZEE WELD 754 SLIGO RD. NORTH YARMOUTH, ME 04097	\$ 24,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
21	MAINE COMMUNITY FOUNDATION 2 MONUMENT SQ. STE 403 PORTLAND, ME 04101	\$ 105,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
22	JOE AND CAROL WISHCAMPER 35 LITTLE RIVER LANE FREEPORT, ME 04032	\$ 65,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
23	RICHARD AND CAROLYN MCGOLDRICK C/O MAINE COMMUNITY FOUNDATION 245 MAIN ST. ELLSWORTH, ME 04605	\$ 24,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
24	MARGO AND JACK SIMMONS 5 TRILLIUM LN FALMOUTH, ME 04105	\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
QUALITY HOUSING COALITION	82-4353021

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
25	OPTIMUM CONSTRUCTION 140 THADEUS ST. PORTLAND, ME 04106	\$ 7,500.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
26	PORTLAND ARPA 389 CONGRESS ST. PORTLAND, ME 04101	\$ 67,630.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
27	PORTLAND HOUSING AUTHORITY 970 BAXTER BLVD #201 PORTLAND, ME 04103	\$ 11,231.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
28	PORTLAND PUBLIC HEALTH 389 CONGRESS ST. PORTLAND, ME 04101	\$ 25,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
29	ROCKEFELLER FAMILY FOUNDATION 475 RIVERSIDE DR. STE 900 NEW YORK, NY 10115	\$ 30,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
30	ROGER AND MARGOT MILLIKEN 157 PINE ST. PORTLAND, ME 04102	\$ 25,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
QUALITY HOUSING COALITION	82-4353021

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
31	SEWALL FOUNDATION 15 MAIN ST. #230 FREEPORT, ME 04032	\$ 40,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
32	THE BETTERMENT FUND, ATTN CAROLYN WOLLEN P.O. BOX 979 BETHEL, ME 04217	\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
33	MAINE HEALTH ACCESS FOUNDATION 146 CAPITOL ST. AUGUSTA, ME 04330	\$ 50,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Employer identification number

82-4353021

Part II

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	

Name of organization	Employer identification number
QUALITY HOUSING COALITION	82-4353021

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

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

SCHEDULE D
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

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

Attach to Form 990.

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

OMB No. 1545-0047

2023

Open to Public
Inspection

Name of the organization

QUALITY HOUSING COALITION

Employer identification number

82-4353021

Part I

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

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

Part II

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

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (for example, recreation or education) ☐ Preservation of a historically important land area

☐ Protection of natural habitat ☐ Preservation of a certified historic structure

☐ Preservation of open space

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

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included on line 2a	2c
d Number of conservation easements included on line 2c 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 2d above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?

☐ Yes ☐ No

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

Part III

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

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

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

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

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

(ii) Assets included in Form 990, Part X

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

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

b Assets included in Form 990, Part X

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

Schedule D (Form 990) 2023

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

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

a ☐ Public exhibition

d ☐ Loan or exchange program

b ☐ Scholarly research

e ☐ Other _____

c ☐ Preservation for future generations

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

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets

to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

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

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

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

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

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

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

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

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

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

a Board designated or quasi-endowment _____ %

b Permanent endowment _____ %

c Term endowment _____ %

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

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

(i) Unrelated organizations? ☐ Yes ☐ No

(ii) Related organizations? ☐ Yes ☐ No

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ☐ Yes ☐ No

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

Part VI Land, Buildings, and Equipment

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

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other				

Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, line 10c, column (B)) 0.

Schedule D (Form 990) 2023

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, line 12, col. (B))		

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, line 13, col. (B))		

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, line 15, col. (B))	

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) ACCRUED PAYROLL	20,016.
(3) CREDIT CARD	7,273.
(4) OPERATING LEASE	32,412.
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, line 25, col. (B))	59,701.

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

Schedule D (Form 990) 2023

SCHEDULE I
(Form 990)

Department of the Treasury
Internal Revenue Service

**Grants and Other Assistance to Organizations,
Governments, and Individuals in the United States**
Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.
Attach to Form 990.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2023

Open to Public
Inspection

Name of the organization

QUALITY HOUSING COALITION

Employer identification number
82-4353021

Part I General Information on Grants and Assistance

- 1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? ☒ Yes ☐ No
- 2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

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

1 (a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of noncash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance

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

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

Schedule I (Form 990) 2023

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

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
CASH ASSISTANCE TO RENTERS IN MAINE THAT FACE FINANCIAL HARDSHIP. ASSISTANCE IS PROVIDED TO COVER BACK RENT, DELINQUENT UTILITY BILLS, WORK NECESSARY TO REPAIR DAMAGE (BEYOND WEAR AND TEAR)	214	505,820.	0.		

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

PART I, LINE 2:

GRANT FUNDS ARE USED TO PAY DEBTS OWED BY THE RECIPIENT TO THIRD PARTIES.

QUALITY HOUSING COALITION PAYS GRANT FUNDS DIRECTLY TO THE THIRD PARTIES TO

ENSURE PAYMENT IS COMPLETED AND NO FURTHER MONITORING IS NECESSARY.

PART III, COLUMN (A):

(A) TYPE OF GRANT OR ASSISTANCE: CASH ASSISTANCE TO RENTERS IN MAINE

THAT FACE FINANCIAL HARDSHIP. ASSISTANCE IS PROVIDED TO COVER BACK RENT,

DELINQUENT UTILITY BILLS, WORK NECESSARY TO REPAIR DAMAGE (BEYOND WEAR

Part IV	Supplemental Information
----------------	---------------------------------

AND TEAR) TO UNITS, AND OTHER EVICTION MITIGATION ACTIVITIES INCLUDING
BUT NOT LIMITED TO TAXI FARES, CELL PHONE BILLS, AND PARKING TICKETS. ALL
ASSISTANCE MUST BE RELATED DIRECTLY TO THE RECIPIENT'S HOUSING SECURITY.

**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

2023

Open to Public
Inspection

Name of the organization

QUALITY HOUSING COALITION

Employer identification number

82-4353021

FORM 990, PART III, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

AND COMMUNITY MEMBERS TO CREATE HOUSING FORWARD POLICIES THAT PROVIDE
QUALITY HOUSING FOR THOSE IN NEED IN MAINE.

FORM 990, PART VI, SECTION B, LINE 11B:

A COPY OF THE TAX RETURN IS PROVIDED TO ALL OFFICERS AND DIRECTORS FOR
THEIR REVIEW BEFORE FILING.

FORM 990, PART VI, SECTION B, LINE 15:

THE EXECUTIVE DIRECTOR'S SALARY IS DETERMINED ON AN ANNUAL BASIS THROUGH A
BOARD LED REVIEW AND A COMPARISON WITH SIMILAR SIZED NONPROFIT
CORPORATIONS.

FORM 990, PART VI, SECTION C, LINE 19:

THE ORGANIZATION MAKES ITS GOVERNING DOCUMENTS, CONFLICT OF INTEREST
POLICY, AND FINANCIAL STATEMENTS AVAILABLE TO THE PUBLIC UPON REQUEST.

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

DEPARTMENT OF THE TREASURY

Date: **AUG 15 2018**

QUALITY HOUSING COALITION
C/O ROBERT H LEVIN
94 BECKETT ST 2ND FLOOR
PORTLAND, ME 04101

Employer Identification Number:
82-4353021
DLN:
26053496002268
Contact Person:
NANCY L HEAGNEY ID# 31306
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:
February 13, 2018
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.

Letter 947

QUALITY HOUSING COALITION

We sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements

Letter 947



PROJECT HOME TRUST

BASIC
INCOME PILOT
PROGRAM

FINAL IMPACT ASSESSMENT

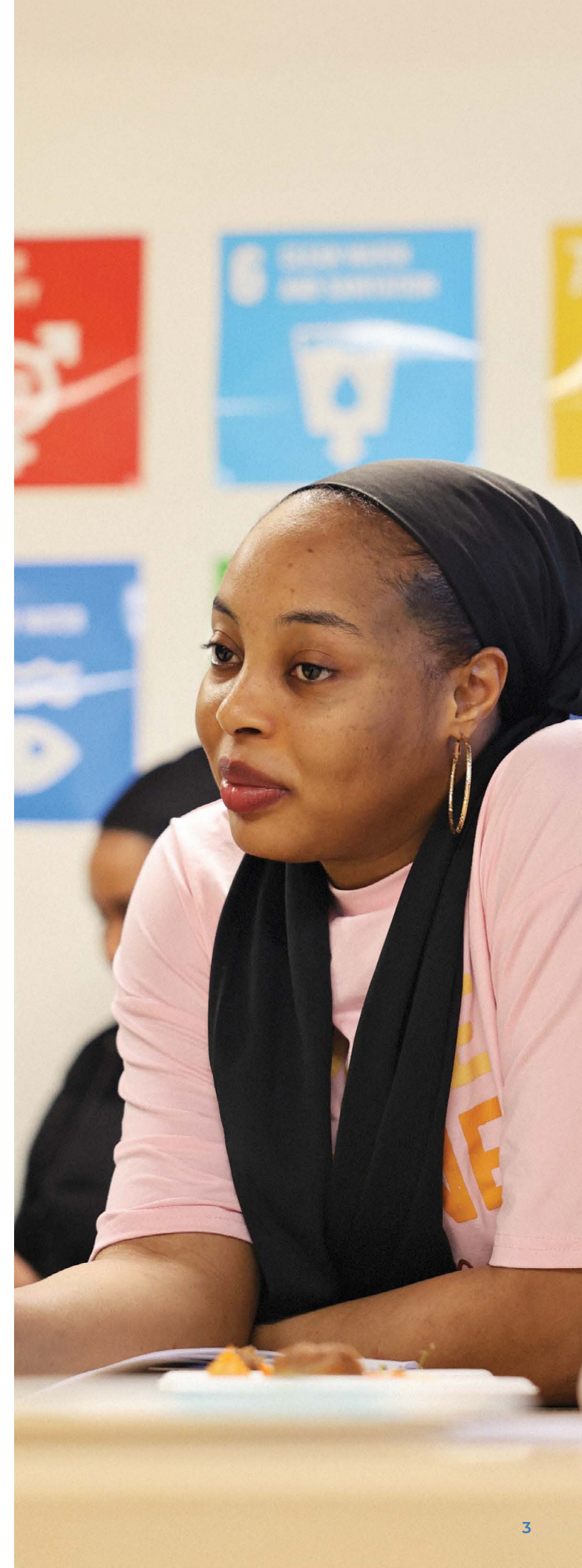


Stepwise Data Research
Michael LeVert
In collaboration with
Chris Rogers
Catherine Reilly deLutio

Stepwise Data Research
stepwiseresearch.com

Design by Polychrome Collective
polychromecollective.com

4	EXECUTIVE SUMMARY
6	INTRODUCTION
8	METHODOLOGY
10	RESULTS
11	<i>Key Performance Indicators</i>
11	Overall Financial Security
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22	CONCLUSION





Project HOME Trust’s Basic Income Pilot Program had a transformative impact on the households of twenty low-income single mothers from June 2023 to May 2024.

They reported greater ability to meet basic needs and cover emergency expenses, improved outlooks, and better health, which extended to their children. These impacts were immediate and lasting, although they varied over time as households faced life’s inevitable ups and downs. Participants’ spending reflected prudent allocations focused on basic needs, and they reported stable work patterns and increased educational pursuits. When compared to a control group, participants showed substantial positive outcomes across many dimensions of household life.



EXECUTIVE SUMMARY

PARTICIPANTS ARE MORE FINANCIALLY STABLE. At the program’s outset, just 5% of Participants and 6% of Controls were “doing okay” or better financially. One year later, that percentage was unchanged for Controls, but had risen to 53% of Participants.

PARTICIPANTS ARE BETTER ABLE TO PAY FOR BASIC NEEDS. In the beginning, four in five Participants and Controls (79%) said it was “very” or “somewhat” difficult to pay for basic needs such as food and rent. One year later, that had shrunk to just one in four Participants (26%), but the share of struggling Controls was still high – 84%.

PARTICIPANTS COULD BETTER HANDLE AN EMERGENCY EXPENSE. Consistently, 0% of Controls say they would be able to handle a \$400 emergency expense without missing payments on other bills. For Participants, this percentage increased from 5% at the beginning of the pilot to 42% by the end.

PARTICIPANTS ARE MORE OPTIMISTIC ABOUT THEIR FINANCIAL FUTURE. At the outset, Participants and Controls expressed similar, uncertain outlooks regarding their finances. One year later, nearly all Participants (95%) thought they would be the same or better in one year, compared to just 42% of Controls.

PARTICIPANTS ARE MORE SATISFIED WITH LIFE. About two-thirds of Participants (68%) reported greater life satisfaction at the program’s end, and only 5% reported lower satisfaction. By contrast, just 21% of Controls reported higher satisfaction. On a scale from 0 to 10, Participants’ average life satisfaction rating rose from 6.3 to 7.9 while Controls declined slightly from 6.0 to 5.4.

GAINS EXTENDED TO PARTICIPANTS’ CHILDREN. From June 2023 to May 2024, the share of Participants reporting their children were “very happy” grew from 47% to 89%. For Controls, it fell from 63% to 42%.



These results suggest there is significant potential for basic monthly income, combined with social support services, to improve the lives of low-income women and their dependents, alleviating economic stress and empowering them to take positive steps toward self-sufficiency.

INTRODUCTION

This report summarizes the experiences of twenty individuals who participated in Project HOME Trust's Basic Income Pilot Program, as reported by them in surveys taken every four months from June 2023 to May 2024.



It reduced stress on paying for basic expenses like rent. I'm less worried about getting evicted at any time and payments are made on time now. (No more late fees.)"

These individuals received monthly checks for \$1,000, attended monthly group meetings where they shared ideas and strategies for increasing household stability, and received training on topics such as budgeting, building credit, and career options. Of the twenty Participants, fourteen lived in Cumberland County, five lived in Androscoggin County, and one lived in York County. A control group of twenty individuals also completed surveys during this time. They received \$50 gift cards to compensate them for their time but did not receive the \$1,000 monthly payments. Seventeen members of the Control group lived in Cumberland County and three lived in Androscoggin County. Comparing the responses of these groups helps to assess the impact of the extra supports received by Participants, the most notable of which is the monthly payment.

The goal of this evaluation was to gain a preliminary understanding of basic income payments and to gauge the potential merit of a larger program to serve more households. The Control group used in this evaluation is not perfectly comparable to the Participants, but the preponderance of positive results gives us confidence in the program's potential.

The surveys asked over thirty detailed questions about the physical and mental well-being of respondents and their families, their finances, work and education status, life satisfaction, and plans for the future. Collectively, they paint a detailed picture of respondents' overall well-being and how it has fluctuated over the course of the pilot. This report highlights five survey questions that emerged as "Key Performance Indicators" of how respondents were fairing. They relate to financial security, basic needs, emergency expenses, financial outlook, and life satisfaction. The report also summarizes changes to respondents' mental and physical health, their children's well-being (Participants and Controls were parents to 33 and 35 children under the age of 18, respectively), and work and educational status.

The quotes in this report are Participants' responses to the open-ended survey question, "In the past month, what effect did the \$1,000 have on daily life in your household?" Some responses have been lightly edited for clarity.



METHODOLOGY

This pilot program began in June 2023 and concluded in May 2024. Participants were identified through an application process open to single female heads of households receiving tenant management services from Project HOME, with incomes below 60% of the area median income, and who did not face a significant loss of benefits from higher earnings (“benefits cliff”).

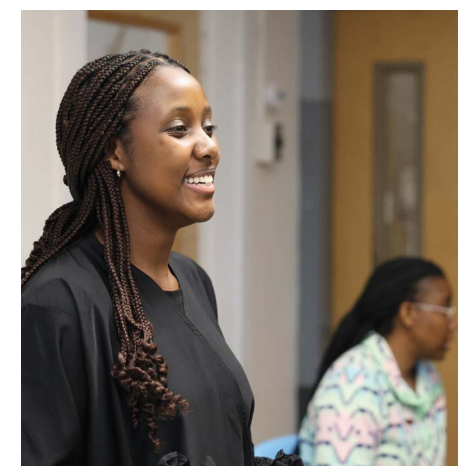
“It helped out to prevent my child and me from getting evicted from our apartment.”

Twenty individuals were randomly selected from the pool of applicants. Herein, these individuals are referred to as “Participants.” Members of the control group (“Controls”) were chosen from the remaining applicants and from other Project HOME tenants and given a \$50 gift card for completing surveys as part of the evaluation.

Members of the Participant and Control groups share many – but not all – individual and household characteristics. Their responses to survey questions related to household size and composition, mental and physical wellness, work status, and outlook were very similar. However, Participants reported higher levels of formal education, longer residency in the U.S., younger children in their household, and somewhat better social supports. In addition, while it

was required that the basic income payments would not jeopardize Participants’ public benefits, no such requirement was made of Controls (who did not receive additional income). While having a control group allows evaluators to isolate the impact of the additional supports given to Participants, these differences should be kept in mind when assessing the results of this pilot.

Both groups completed surveys at four-month intervals through the duration of the program. These were administered in person and virtually, and with the assistance of, when necessary, translation services of Project HOME Trust coaches. In June 2023, a baseline survey collected information on the conditions facing individuals and their households at the program’s outset. It asked basic demographic information such as age, level of education, and household composition, plus questions about respondents’ physical and mental well-being, financial security, future plans, and more. Subsequent surveys asked many of the same questions to gauge changes over time, and to understand how Participants spent the \$1,000 payments they received. This process created a rich dataset with which to assess the impact of these funds over time and through changing circumstances. In this report, results from the initial survey are referred to as “Baseline” or “outset.” One member of the participant group and one member of the control group were excluded from this analysis because they were unable to complete all surveys. It is important to keep in mind the small size of the groups when assessing these results; each participant represents roughly 5% of the sample.





RESULTS

Overall, the results are striking. Participants reported immediate, significant improvements in their overall financial security while Controls continued to struggle. Positive shifts spanned many dimensions of household life, from basic needs and emergency expenses to mental health and parenting.

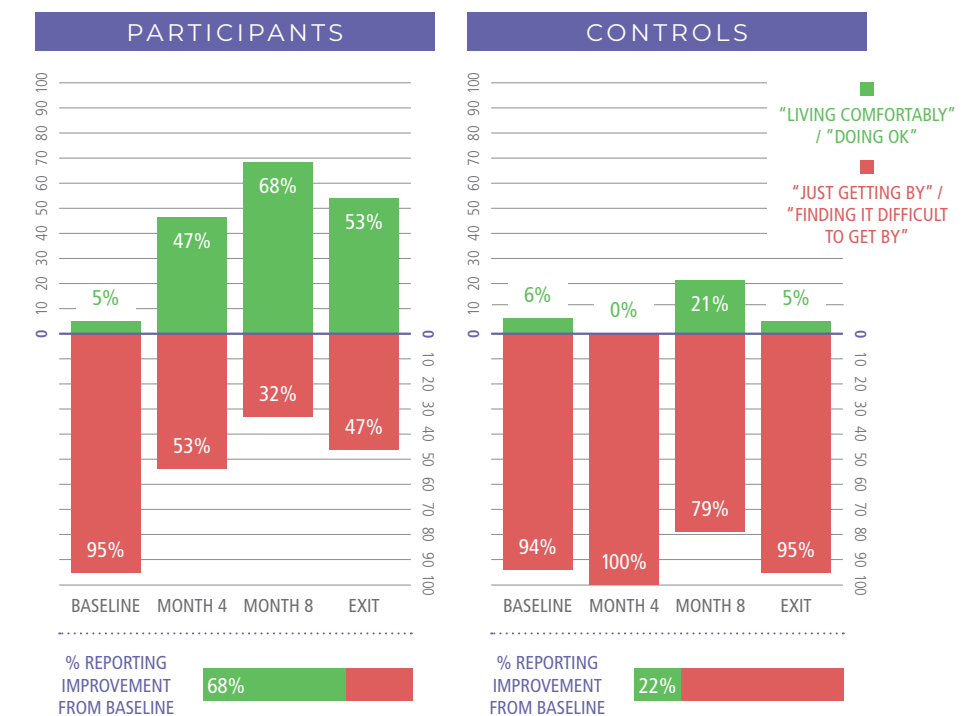
KEY PERFORMANCE INDICATORS

Amid a wealth of information, five questions emerged as key indicators of how well participants and members of the control group were fairing. They illuminate changes to financial security, basic needs, emergency expenses, financial outlook, and life satisfaction.

1 OVERALL FINANCIAL SECURITY

At the outset, Participants and Controls gave nearly identical assessments of their financial conditions. When asked, “Overall, how well are you managing financially these days?”, only 5-6% were “doing okay” or “living comfortably.” One year later, their responses were dramatically different. Over half of Participants (53%) said they were “doing okay” or better, and 68% reported some level of improvement. The most negative response category, “finding it difficult to get by,” dropped from 32% to 0%. By contrast, most Controls were still struggling: Just 5% were “doing OK” or better and 42% were “finding it difficult to get by.” Only 22% showed improvement from the baseline.

“Overall, how well are you managing financially these days?”



KEY PERFORMANCE INDICATORS (continued)

2 BASIC NEEDS

At the program's outset, nearly four in five Participants and Controls (79%) said it had recently been "very" or "somewhat" difficult to pay for basic needs. One year later, that had shrunk to just one in four Participants (26%), but the percentage of struggling Controls was still high – 84%. Despite this progress, 63% of Participants were still finding it "a little difficult" to meet their basic needs. Just 11% said doing so was "not at all difficult."

Individually, nearly three in four Participants (74%) reported some level of improvement in their ability to meet basic needs. The share of Controls that improved was much smaller – just over one in four (26%). In fact, over half of Controls (53%) were having more difficulty meeting basic needs in May 2024

compared to one year earlier. By contrast, just 5% of Participants were having more difficulty.

Focusing on food, at the beginning of the program 11% and 16% of Participants and Controls, respectively, said recently there was "often" or "sometimes" not enough to eat in their households. One year later, that share was unchanged for Controls (16%) but 0% for Participants. Looking at housing, at Baseline 11% of Participants and 16% of Controls were behind on rent. That percentage initially fell for Participants, to 0% after three months, but then rose, returning to 11% one year later. For Controls, it fluctuated – rising to as much as 26% three months into the program before falling to 11% after one year.

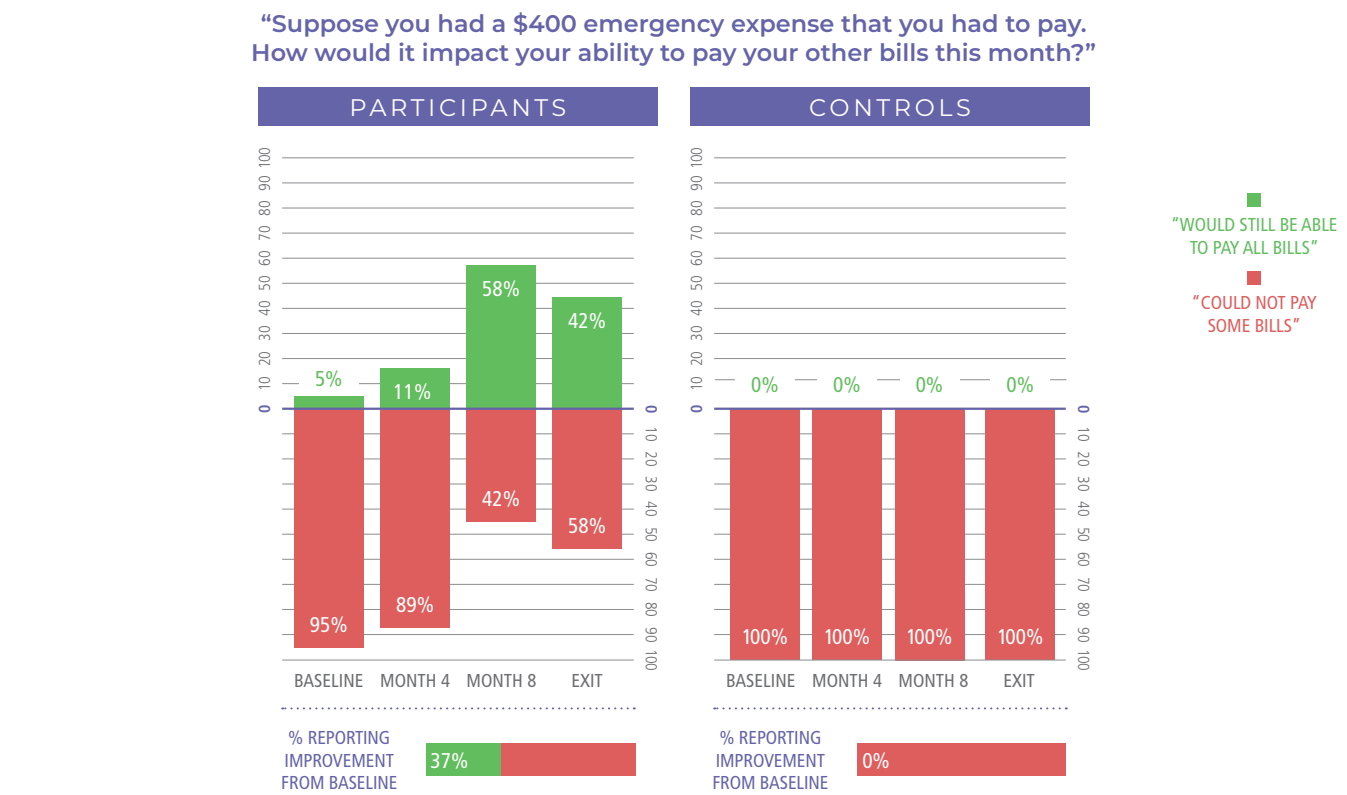
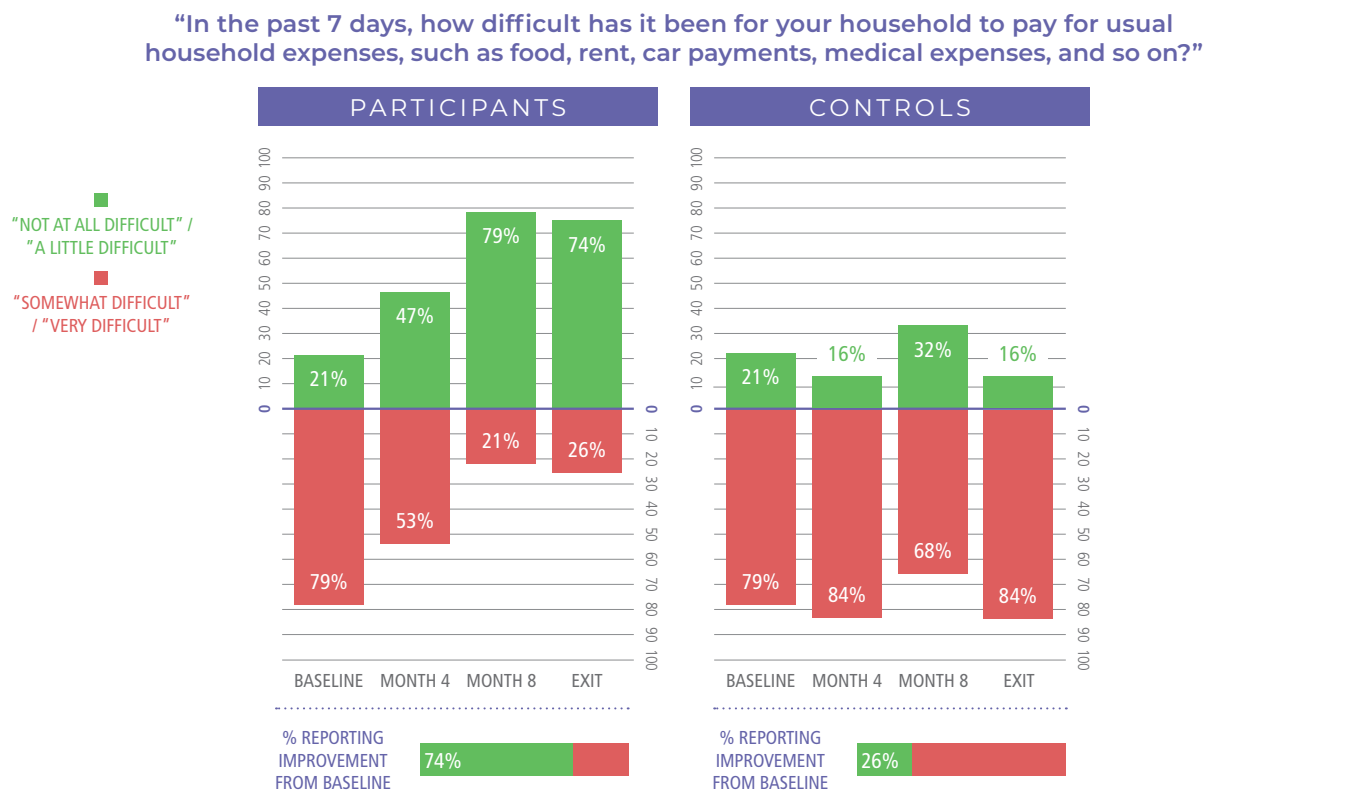
3 EMERGENCY EXPENSES

At the beginning of the program, nearly all Participants and Controls (95% and 100%, respectively) said they would be unable to pay other bills if faced with a \$400 emergency expense. Through the duration of the program, there was no change in Controls' responses. By contrast, the percentage of Participants who would be able to pay all bills rose to 11% in October and 58% in February before ending the year at 42% in May 2024. Individually, over one-third of Participants (37%) reported greater ability to pay an emergency expense in May, and none (0%) reported less ability to pay. There was no improvement in Controls' ability to pay.

The monthly payments received by Participants appear to have allowed some of them to accumulate a small cash reserve. At the outset, only 16% would pay a hypothetical \$400 expense with "money

currently in my checking/savings account or cash," with the remaining Participants either unable to pay the expense by any means (32%), borrowing from someone they know (32%), using a credit card (16%), or selling something (5%). One year later, 42% would pay an emergency expense with cash or money from a bank account and no Participant indicated that they would be unable to pay the expense by any means. For Controls, the share that would not be able to pay the expense by any means remained constant at 79%.

Participants also reported an increase in their support network. At the outset, 37% said they were "rarely" or "never" able to ask others for help when problems arise. One year later, that share was just 11%. For Controls, it also rose from 22% to 42%.



KEY PERFORMANCE INDICATORS (continued)

4 FINANCIAL OUTLOOK

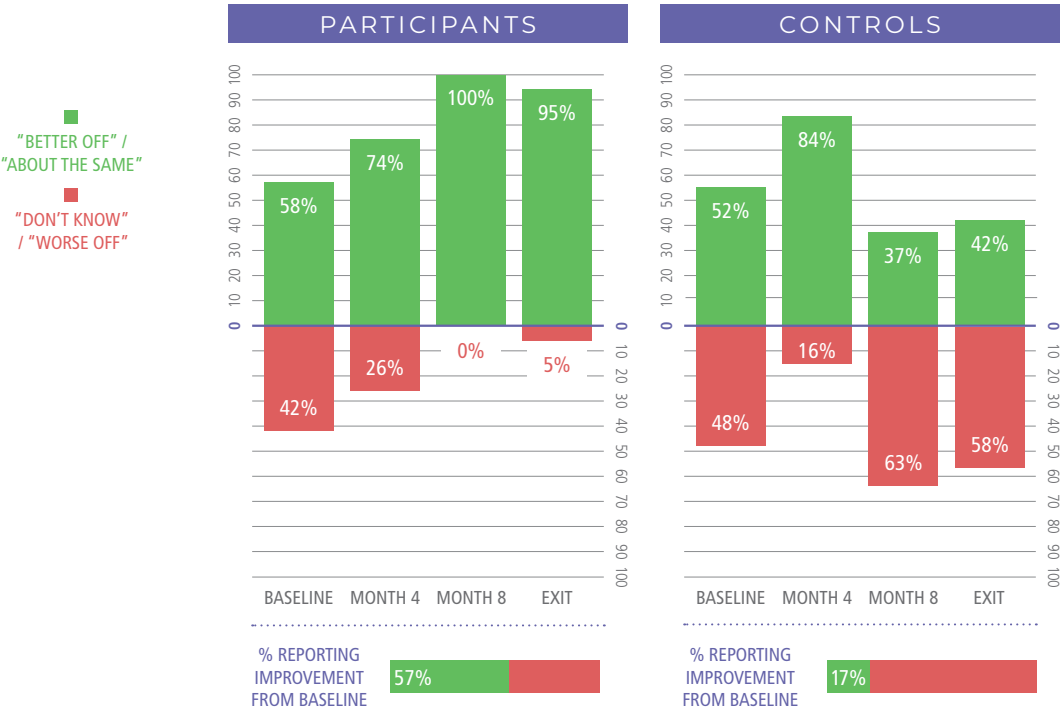
At the beginning of the pilot, Participants and Controls had similar perceptions of their households' financial futures. Respectively, 42% and 48% of Participants and Controls either didn't know what their financial situation would be in one year or thought they would be "worse off." The remainder thought they would be "about the same" or "better off." If anything, the Participants were slightly more pessimistic: 16% thought they would be "worse off" compared to 5% of Controls.

One year later, Participants were notably more optimistic: 84% of Participants thought their finances would be better in one year, compared to just 5% of Controls. Individually, over half of Participants (57%) reported some level of improvement in their outlook, compared to fewer than one in five Controls (17%). According to a Project HOME staff member, a portion of Participants' improved outlook may be from the confidence and knowledge they gained in group meetings: "The mothers encouraged each other on taking certain short classes. Particularly more interest was shown in budgeting and credit building."



It helped to reduce my worry for meeting my daily bills and I started planning more for my family's future. I started putting some of my salary towards my kid's college fund after my basic bills were met."

"Looking ahead 1 year, how do you think your household's financial situation will be compared to now?"



5 LIFE SATISFACTION

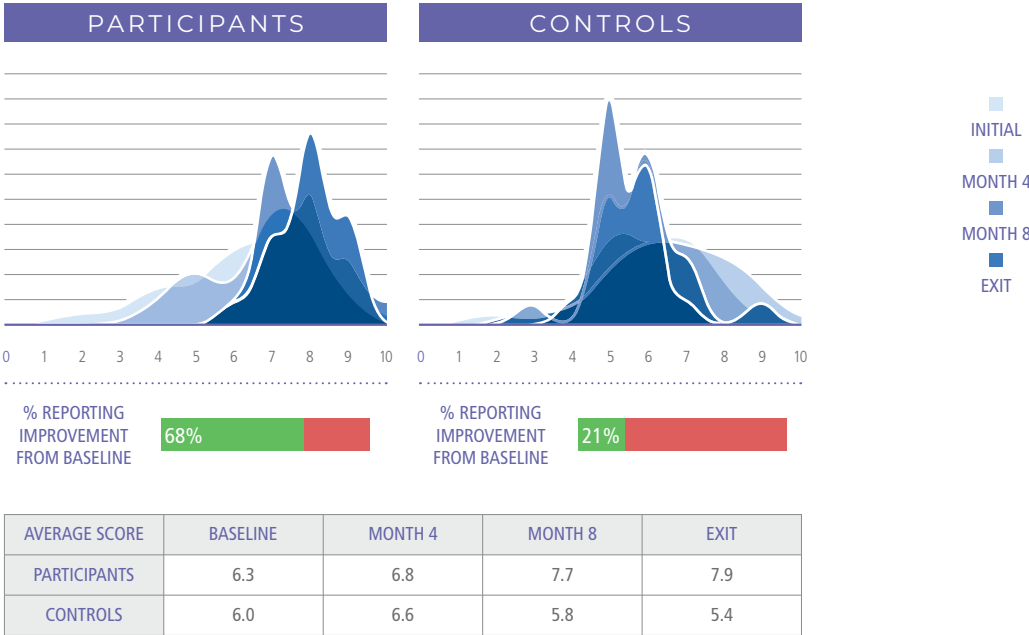
Improvements in Participants' financial stability corresponded with higher life satisfaction. On a scale from 0 to 10, Participants' average life satisfaction rating rose from 6.3 to 7.9 while Controls declined slightly from 6.0 to 5.4. Individually, about two-thirds of

Participants (68%) reported greater satisfaction after one year of the program, and only 5% reported lower satisfaction. By contrast, only 21% of Controls reported greater satisfaction while even more (58%) felt less satisfied.



I used to work two jobs. Now I'm able to spend more time developing and preparing to start my business. I spend more time with my child. I am able to plan more for our future..."

"Overall, on a scale from 0 to 10, how satisfied are you with life as a whole?"



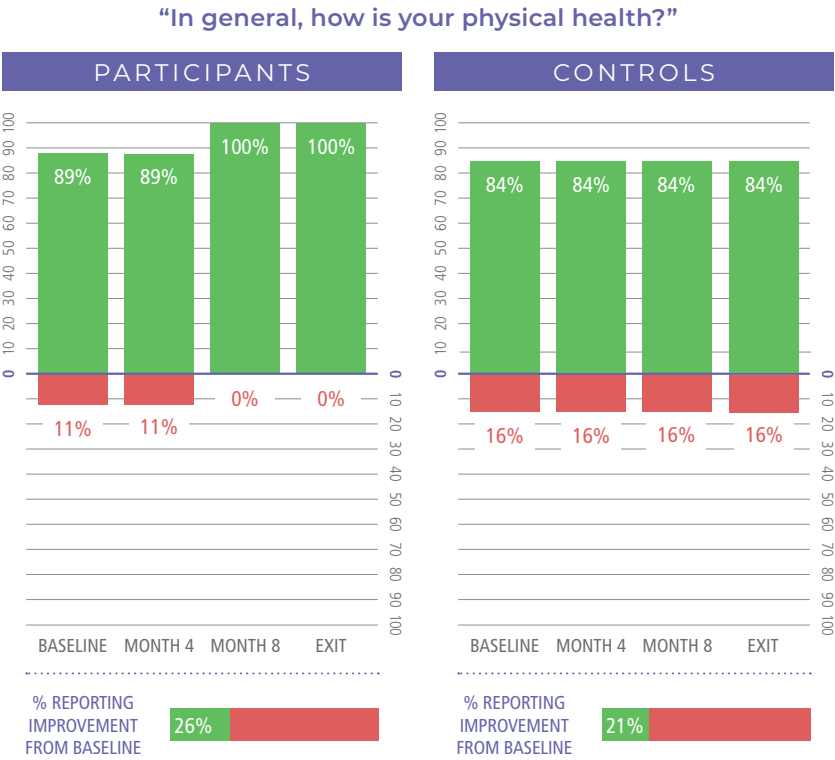
ADDITIONAL INDICATORS

The financial gains described above yielded improvements in other dimensions of household life. Participants reported some mental health improvements, less stress, and more confidence with parenting. At the same time, they worked more and expressed greater aspirations.

PHYSICAL HEALTH

Participants' and Controls' self-reported physical health remained relatively stable across the duration of the program. At the outset, 89% of Participants and 84% of Controls said their health was "good" or better, while 11% and 16%, respectively, said it was "fair" or

"poor." One year later, 100% of Participants reported being in "good" or better health. Meanwhile, 16% of Controls were still "fair." No Participants or Controls reported "poor" health in the final two surveys.

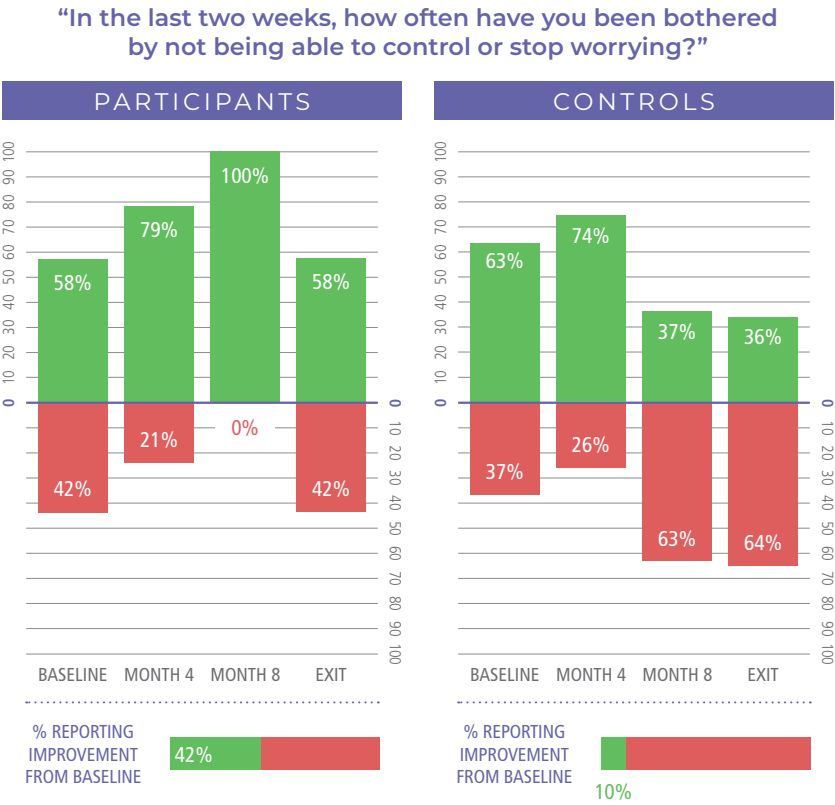


“My housing is more secure and my niece’s mental health has improved. Also mine has improved.”

MENTAL HEALTH

Participant's self-reported mental health also improved. At the outset, 31% of Participants reported "not at all" to feeling "down, depressed, or hopeless" during the last two weeks. One year later, 89% reported "not at all." For Controls, the share that reported "not at all" declined from 37 to 16%. Several other questions followed the same trajectory: the share of Participants who reported "not at all" increased from 26 to 68% to "feeling little interest or pleasure in doing things" (Controls also increased, from 16 to 36%); from 16 to 37% to "not being able to control or stop worrying" (Controls decreased from 16 to 5%); and from 5 to 42% to "feeling nervous, anxious, or on edge" (Controls increased from 5 to 10%). The

share of Participants who felt their family life was "rarely" or "never" under control fell from 21% at the outset to 0-5% in the fourth and eighth months of the program, but then rose to 37% as the program finished. Controls experienced similar fluctuations, rising from 11% at the outset to 47% after eight months before falling back to 16% as the program finished. A Project HOME staff member observed positive outcomes within the Participant group: "The involvement in planning monthly meetings together (two moms per month) led to more confidence and more knowledge sharing. I noticed the moms felt more equipped knowing they were teaching others something new."



ADDITIONAL INDICATORS (continued)

CHILDREN AND PARENTING

Improvements in Participants' aggregate mental health, and reductions in stress, corresponded with improved self-assessments of their parenting skills and their children's happiness. (Participants and Controls were parents to 33 and 35 children under the age of 18, respectively). From June 2023 to May 2024, the share of Participants reporting their children were "very happy" grew from 47% to 89%. For Controls, it fell from 63% to 42%. At the outset, when asked how they were handling the daily demands of parenting, 21% of Participants said, "not very well." Eight months later, that percentage had dropped to 0%; i.e., 100% of Participants said "somewhat" or "very" well. That result held through the end of the pilot. The share of Participants who felt they handle problems with their kids "pretty well" "all" or "most" of the time also grew from 63% to 95%. For Controls, it fell from 74% to 47%.

A Project Home staff member reports that Participants' WhatsApp chat group became a place

for them to support each other and exchange information: "The chat group enabled the moms to constantly share with each other any upcoming events, opportunities in the workplace, and parenting tips."

Participants' assessment of their children's mental health also improved. At the beginning, just under half of Participants (47%) said they "never" or "rarely" were "concerned about the emotional state or behavior" of their children. At the end of the year, virtually all Participants (95%) indicated "never" or "rarely." For Controls, the percentage indicated "never" or "rarely" actually decreased, from 58% to 37%.

Respondent's assessments of their children's physical health remained fairly constant among both groups. Just 10% of Participants rated their children's health "fair" at the outset, dropping to 0% by the end of the year. For the Control group, the share indicating "fair" was 5% throughout the year.

Participants' and Controls' responses about how "enjoyable" they find parenting remained fairly steady, but responses about parenting being "stressful" or "tiring" improved for Participants. The share of Participants who said being a parent was stressful "all" or "most of" the time fell from 63% to 5%, while the share who said being a parent was tiring "all" or "most

of" the time fell from 53% to 11%. These responses did not improve for Controls. The share of Participants who found parenting to be "rewarding" "all" or "most of" the time remained high (89-94% for the year), while for Controls it fell from 83% at the beginning to 53% at the end.

The pay has made a lot of difference in my life. I was able to buy a few [pieces of] equipment for my start-up business."

WORK AND LEARNING

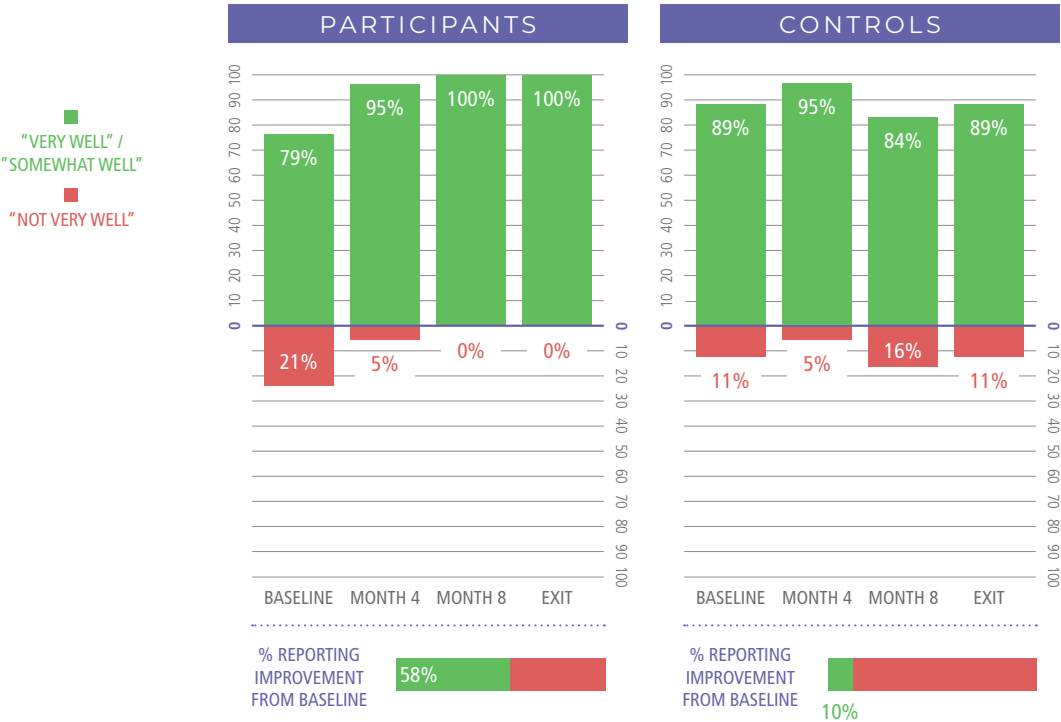
One common question about basic income payments is whether they negatively impact recipients' work patterns. In this pilot, Participants receiving monthly payments did not reduce their work hours. In fact, they increased them slightly – from 31.7 hours per week at the outset to 36.5 at the end of the program. Weekly median earnings rose from \$600 to \$760, and the share of Participants working rose slightly from 63% to 68%. Most who were not working attributed it to being in school and/or a lack of childcare. For Controls, median earnings rose less, from \$600 to \$660.

enrolled as students rose from 37% at Baseline to 53% in February, before returning to 37% in May. Seventy-four percent of Controls planned to enroll in school at Baseline and 42% were already enrolled. This dipped to just 16% after three months but returned to 42% by the pilot's end.

Entrepreneurial aspirations followed a similar pattern. Throughout the program, 36%-42% of Participants hoped to start a business in the coming year. According to a Project HOME staff member, this may be in part due to the monthly group meetings: "When we shared and celebrated moms who started their own business, many more came forward with great ideas they wanted to pursue in the future." For Controls, that share fell from 17% in June to 0% in October and 5% thereafter.

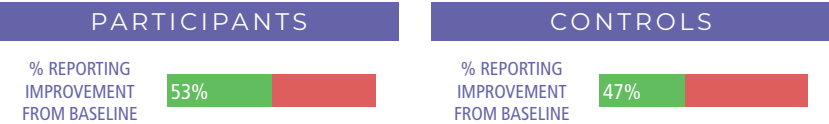
Both groups displayed high aspirations for learning and career advancement. At the outset, 89% of Participants said they planned to enroll in an education or training program in the coming year. Following through on this, the share of Participants

"How well do you think you are handling the day-to-day demands of raising children?"



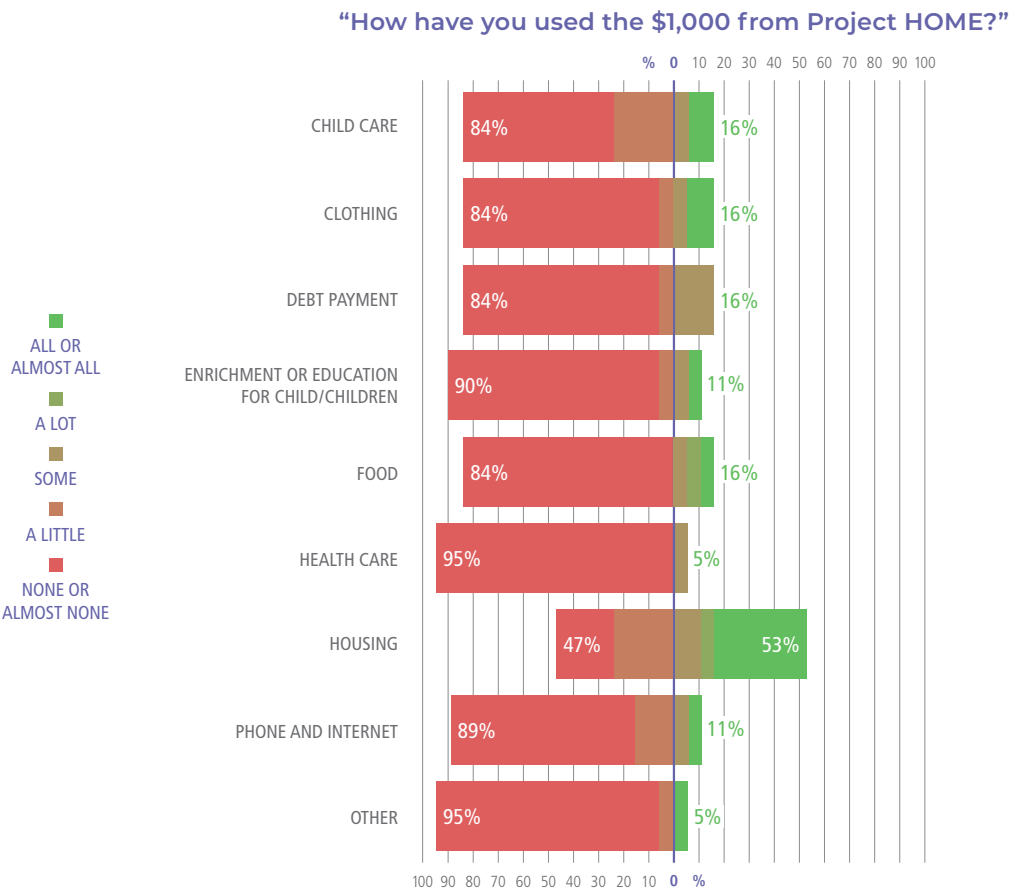
"How many hours a week do you usually work at all jobs?"

AVERAGE HOURS	BASELINE	MONTH 4	MONTH 8	EXIT
PARTICIPANTS	31.7	35.0	33.1	36.5
CONTROLS	31.3	33.2	34.0	36.8



SPENDING CATEGORIES

Participants were asked how they used the \$1,000 they received the previous month. In May 2024, housing was the largest spending category, followed by child care, clothing, food, and paying off debt. Health care was the lowest spending category, perhaps because most Participants were on Mainecare.



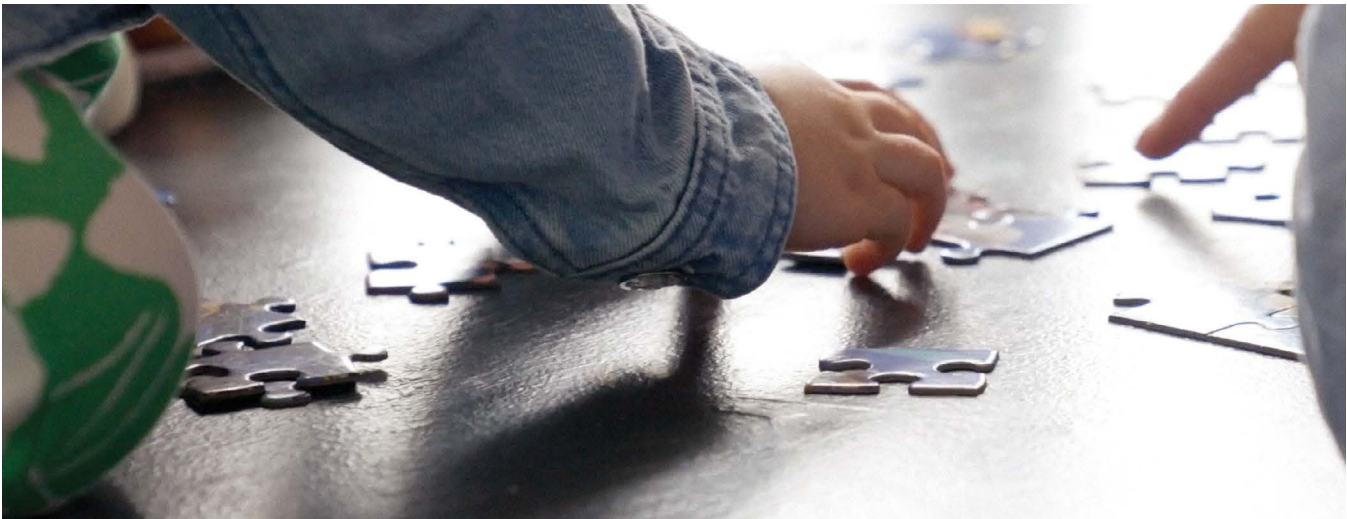
“The first effect the payments had was on my household’s food security. I am required to pack my daughter’s lunches for daycare and provide 4-5 snacks, five days a week. Rather than deprive her of fresh fruits, vegetables, and other snacks with a higher nutritional value, I was going without those items to stay in our food stamps budget, which also meant that sometimes I was going without breakfast or lunch. A portion of each payment this year was spent on having enough nutritious and fresh food. This eventually had a positive impact on my own health and supported really prioritizing my physical health after discovering how high my risk is for chronic illness, especially cardiovascular disease.”

QUESTIONS FOR FURTHER INQUIRY

The results of this pilot suggest that basic income payments have the potential to help stabilize and empower low-income households in unique ways across many dimensions of financial, physical, and emotional well-being. These results also suggest questions for further inquiry.

- How does the size of monthly payments affect their impact? For instance, how would payments of \$500 or \$750 compare to \$1000?
- What happens when payments end? Do participants return to previous levels of instability and stress or do the benefits persist? For how long must payments last to achieve permanent benefits?
- What portion (if any) of the positive impacts documented in this report are attributable to the cohort and coaching services Participants received? What would be the impact of a program that delivered only these, and not a basic monthly income? Or only monthly income?
- All households in this pilot were headed by single mothers. Would the impact of basic monthly income differ for households of different compositions?

To build on the results of this pilot, any future programs would benefit from an evaluation that includes a greater number of Participants and a randomly selected Control group that statistically matches the Participants. These changes would increase the evaluation’s statistical validity and allow for a more nuanced understanding of the program’s impact, including the impact of its various elements, such as the payments, cohorts, and coaching services.



CONCLUSION



It reduced the stress of thinking about how I will cover some of my expenses.”



Project HOME Trust’s Basic Income Pilot Program had a profound, positive impact on the twenty women who took part, benefiting them and their children. The comprehensive surveys and comparisons with a control group revealed benefits across various dimensions of household life. Participants reported increased financial security, greater ability to meet basic needs, and increased resilience against emergency expenses. Beyond these financial benefits, they reported improved physical health and parenting capabilities, somewhat better mental health, higher life satisfaction, and

greater health and well-being among their children. These findings suggest that basic income payments have the potential to alleviate economic stress and empower low-income households. Future inquiries should explore variations in payment sizes, the persistence of benefits after the program ends, and the distinct impacts of financial support versus coaching services and supportive cohorts. Overall, this pilot program underscored the potential for basic income initiatives to bring about holistic improvements in the lives of vulnerable populations.



MISSION

to support and create quality housing opportunities for those in need in Maine because housing stability is the foundation for health and economic prosperity.

VISION

that every low-income household has access to sustainable housing, good health, and financial security.

HISTORY

In 2018, Quality Housing Coalition (QHC) launched Project HOME, a housing navigation program in Maine, co-created with tenants, landlords, and community organizations. It is designed to address the needs of low-income housing-insecure and unhoused individuals and families. Since its inception, Project HOME has housed and prevented evictions for more than 3,000 adults and children in more than 900 households. Most notably, 99% of these households maintain stable housing at the end of their first year in the program.

Once housed, the QHC team focuses on each household’s overall physical and financial health by providing year-long eviction prevention services, personalized in-home health outreach services, educational and professional counseling, and first-time home buying services.

In 2023, QHC launched Project HOME Trust in collaboration with residents who were single mothers facing the “benefits cliff.” These residents shared that, while they had clear educational and professional aspirations, their low incomes and lack of access to affordable child care presented the most significant barriers to pursuing these goals.

QHC is deeply grateful to the residents whose insights and experiences were crucial in shaping and co-developing Project HOME Trust. The organization also sincerely appreciates its community donors and the City of Portland for their essential support and guidance, which made it possible to launch Maine’s first basic income initiative.

This collaborative effort exemplifies how community-driven solutions can effectively address complex challenges like the benefits cliff, empowering families to pursue their aspirations and achieve long-term stability.



QUALITYHOUSING
COALITION.ORG

188 STATE ST. #402
PORTLAND, ME 04101

SCAN TO
GIVE ONLINE:



INTRODUCING OUR FIRST-IN-THE-NATION STATEWIDE EVICTION PREVENTION PROGRAM

Quality Housing Coalition (QHC) will be administering a new, first in the nation, statewide Eviction Prevention Program (EPP) funded by the Legislature this session. The program expands on QHC's existing eviction prevention and is designed to assist those most at risk of eviction with a back rent payment and monthly rental payments moving forward for the up to 12 months.

The program will provide back rent payments and monthly rental payments or \$800/month, whichever is less, for up to 12 months for those who are eligible. Applicants may receive up to a total of \$19,200 through the program.

ELIGIBILITY

APPLICANT REQUIREMENTS:

- 1.) Maine resident
- 2.) 60% AMI or below
- 3.) Has a lease with rent that does not exceed 125% of Fair Market Rent
- 4.) Owes back rent
- 5.) Does not have a rental assistance through a Housing Choice Voucher/ Section 8 Voucher
- 6.) Does not live in a subsidized below market public housing unit.

PRIORITY

GIVEN TO APPLICANTS WHO:

- 1) Are a party to a forcible entry and detainer action
- 2) Have received a notice to quit for nonpayment of rent from their landlord.

The Application Process will be through an online portal that MaineHousing is developing with a 3rd party software designer. The application will require uploading documents to demonstrate eligibility.

Once an application is deemed complete, QHC will determine eligibility and will request that MaineHousing make the back rent payment and put in motion future rent payments, all paid directly to the landlord. MaineHousing believes that the payment process will take between 1-2 weeks.

QHC's EPP team will be working with every legal service provider in the State to make sure they understand how to help their clients apply for assistance.

We believe that the program will be ready to launch on Oct 21st.





188 State St, Suite 402, Portland, Maine 04106

Equal Employment Opportunity Policy

QHC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Statement of Affirmative Action Policy

It is the policy of QHC to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, QHC will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to

ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.



QHC Anti-Discrimination Policy

QHC does not discriminate on the basis of race, national or ethnic origin, color, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, veteran status, disability or other characteristics protected by law.

Complaint Process

Complaints of any of the above-named discrimination can be made to the Executive Director or a supervisor, or any member of the Board, if the person making the complaint feels safe to do so. In addition, or separately, complaints may also be made directly to the Maine Human Rights Commission at [\(207\) 624-6290](tel:2076246290).

The Executive Director has the authority to remove QHC staff/volunteers who engage in discriminatory practices within the scope of their employment and/or who engage in discriminatory behavior in the community that negatively impacts the delivery of QHC services.

The QHC Board has the authority to remove the Executive Director and/or any board members by a majority vote for engaging in discriminatory practices within the scope of their service or who engage in discriminatory behavior in the community that has the potential to negatively impact the delivery of QHC services.

Signature: _____
Printed Name: _____
Date: _____



188 State State, Suite 402, Portland, Maine 04101

QHC RACIAL EQUITY PLEDGE

QHC is dedicated to removing structural racism from our housing and essential needs systems. For far too long, Black, brown, and indigenous people have been disproportionately houseless, at risk of being unhoused, and housing cost burdened. History shows that our federal, state, and local housing and essential needs policies explicitly discriminated against Black and brown people.

To move towards transformative change, QHC vows to center the voices of Black, brown, and indigenous people in our work towards housing equity. Our work will primarily focus on removing barriers to existing housing opportunities, supporting successful housing partnerships, and advocating for increasing the supply of affordable housing in Maine. We commit to be open to always learning more and to holding ourselves accountable to make sure our actions align with our intentions.

Signature: _____

Printed Name: _____

Date: _____

2025 Portland CDBG Budget

July 2025-June 2026

	Organization-level	Project HOME	CDBG Budget
Income			
Grants	\$2,161,390.12	\$561,072.03	\$150,000.00
Donations	\$590,500.00	\$120,000.00	\$0.00
Rents	\$0.00	\$0.00	\$0.00
Reimbursed Expenses	\$85,000.00	\$85,000.00	\$0.00
Interest	\$10,930.00	\$0.00	\$0.00
Total 2025 Income	\$2,847,820.12	\$766,072.03	\$150,000.00
Personnel Expenses			
Salary			
Project HOME			
<i>Program Coordinator</i>	<i>\$62,000.00</i>	<i>\$62,000.00</i>	<i>\$0.00</i>
<i>Senior Housing Navigator</i>	<i>\$55,000.00</i>	<i>\$55,000.00</i>	<i>\$0.00</i>
<i>Housing Navigator</i>	<i>\$55,000.00</i>	<i>\$55,000.00</i>	<i>\$0.00</i>
<i>Housing Navigator</i>	<i>\$55,000.00</i>	<i>\$55,000.00</i>	<i>\$0.00</i>
<i>FYI Housing Navigator</i>	<i>\$55,000.00</i>	<i>\$55,000.00</i>	<i>\$55,000.00</i>
<i>FYI Housing Navigator</i>	<i>\$55,000.00</i>	<i>\$55,000.00</i>	<i>\$55,000.00</i>
<i>Other Programming Salaries</i>	<i>\$1,001,083.33</i>	<i>\$0.00</i>	<i>\$0.00</i>
Total Salary	\$1,338,083.33	\$337,000.00	\$110,000.00
Employee Healthcare	\$165,768.24	\$45,209.52	\$15,600.00
Vision and Dental Healthcare	\$11,616.00	\$3,136.32	\$888.00
Other Benefits	\$45,000.00	\$12,150.00	\$0.00
Employer Taxes	\$115,744.21	\$31,250.94	\$9,515.00
Payroll Expenses	\$6,240.00	\$1,684.80	\$520.00
Total Payroll Expenses	\$344,368.45	\$93,431.58	\$26,523.00
Total Consultant Expenses	\$299,833.33	\$0.00	\$0.00
Total Administrative Expenses	\$185,335.00	\$50,040.45	\$13,477.00
Total Program Expenses	\$680,200.00	\$285,600.00	\$0.00
Total Operating Expenses	\$2,847,820.12	\$766,072.03	\$150,000.00



Housing Security for Systems-Involved Youth and Families

TIMELINE

Quarter 1 - July -September 2025

>Provide Responsive Housing Navigation Services

- Meet with DHHS to identify eligible FYI applicants
- Work with housing readiness partners and voucher providers to maintain streamlined systems for intake and referral
- Provide housing/tenant education for applicants
- Begin placements of tenants in units, coordinate move-in logistics, furniture

> Conduct Landlord Recruitment

- Identify potential new landlord partners
- Convene outreach meetings with interested prospects
- Provide training to new landlord partners and adopt Memorandums of Understanding

Quarter 2 - October - December 2025

>Continue to Provide Responsive Housing Navigation Services (same as above)

>Provide Stability Supports

- Begin weekly visits to the units of those moved in
- Conduct health needs assessments
- Connect residents to Mainely Teeth for free appointments
- Connect residents to a PCP
- Connect residents to a behavioral health professional.

>Continue to Conduct Landlord Recruitment (same as above)

Quarters 3 + 4 January - June 2026

- Continue all services described above



Fiscal Policies & Procedures

*Approved by Board of Directors:
September 28, 2023
Amended: N/A*

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Introduction

The purpose of this manual is to describe all fiscal policies and procedures currently in use at Quality Housing Coalition and to ensure that the financial statements conform to generally accepted accounting principles; assets are safeguarded; guidelines of grantors and donors are complied with; and finances are managed with accuracy, efficiency, and transparency.

All Quality Housing Coalition's staff with a role in the management of fiscal and accounting operations are expected to comply with the policies and procedures in this manual.

These policies will be reviewed annually and revised as needed by the staff and approved by the Executive Director and Finance Committee of the Board of Directors.

Summary of Responsibilities

The following is a list of personnel who have fiscal and accounting responsibilities:

Board of Directors

1. Reviews and approves the annual budget
2. Reviews annual and periodic financial statements and information
3. Reviews Executive Director's performance annually and establishes the salary
4. Two members of the board will be appointed by the board to be authorized signers on the bank accounts for amounts greater than \$20,000
5. Reviews and approves all contracts over \$20,000
6. Reviews and approves all non-budgeted expenditures over \$10,000
7. Reviews and advises Executive Director on internal controls and accounting policies and procedures
8. Determines whether the organization should have an audit and, if so, chooses and contracts with the auditor

Executive Director

1. Reviews and approves annual budget before Board of Director's review
2. Approves check signing procedures
3. Reviews and approves all contracts under \$20,000

4. Reviews and approves all grant submissions
5. Is on-site signatory for all bank accounts
6. Approves inter-account bank transfers
7. Approves all program expenditures
8. Downloads monthly bank statements, reviews for any irregularities, and reviews completed monthly bank reconciliations
9. Oversees the adherence to all internal control

Chief Financial Officer

1. Reviews and approves all financial reports including cash flow projections
2. Oversees and manages the development of an annual budget
3. Processes invoices and prepares checks for signature
4. Is on-site signatory for all bank accounts with written permission from Executive Director on a per expense basis
5. Makes bank deposits
6. Monitors program budgets
7. Reviews all payrolls and is responsible for all personnel files
8. Reviews and manages cash flow
9. Reviews and approves all reimbursements and fund requests
10. Processes all inter-account bank transfers
11. Reviews all incoming and outgoing invoices
12. Mails vendor checks
13. Manages the petty cash fund
14. Receives and opens all incoming accounting department mail except bank statements
15. Monitors and manages all expenses to ensure most effective use of assets
16. Monitors grant reporting and appropriate release of temporarily restricted funds
17. Oversees expense allocations
18. Monitors and makes recommendations for asset retirement and replacement
19. Reviews, revises, and maintains internal accounting controls and procedures
20. Initiates donor thank you letter acknowledgements
21. Reviews all financial reports

Bookkeeper

1. Overall responsibility for data entry into accounting system and integrity of accounting system data
2. Processes payroll
3. Maintains general ledger
4. Prepares monthly and year-end financial reports
5. Reconciles all bank accounts
6. Manages Accounts Receivable

Accounting Procedures

Basis of Accounting

Quality Housing Coalition uses the accrual basis of accounting. The accrual basis is a method of accounting whereby revenue and expenses are identified with specific periods of time, such as a month or year, and are recorded as incurred. This method of recording revenue and expenses is without regard to date of receipt of payment of cash.

Procedure:

- Throughout the fiscal year, expenses are accrued into the month in which they are incurred. The books are closed no later than the 10th day after the end of the month. Invoices received after closing the books will be counted as a current-month expense.
- At the close of the fiscal year, this rule is not enforced. All expenses that should be accrued into the prior fiscal year, are so accrued, in order to ensure that year-end financial statements reflect all expenses incurred during the fiscal year. Year-end books are closed no later than 90 days after the end of the fiscal year.
- Revenue is always recorded in the month in which it was earned or pledged.

Chart of Accounts and General Ledger

The Chart of Accounts has been established for needs specific to the operations of Quality Housing Coalition. These accounts are maintained so that the financial statement can be shown in a way that is legible.

The Chief Financial Officer maintains the Chart of Accounts. Changes to the Chart of Accounts can be made as needed at the recommendation of the Chief Financial Officer and will be implemented by the Bookkeeper.

The general ledger is automated and maintained using our accounting software. All input and balancing is the responsibility of the Bookkeeper with oversight by the Chief Financial Officer.

The Executive Director should review the general ledger on a bi-monthly basis for any unusual transactions.

Journal Entries

The Bookkeeper will make journal entries in the general ledger to present transactions more accurately—specifying for expense account and funding source, as needed. These entries shall be made in the same accounting period in which the costs were incurred.

The Chief Financial Officer will review journal entries as needed.

Bank Reconciliations

All bank statements will be downloaded and reviewed by the Executive Director in a timely manner. Bank reconciliation and approval will occur within 30 days of the close of the month.

Procedure:

- All bank statements and cancelled checks will be opened, reviewed and initialed by the Executive Director upon receipt.
- Once reviewed, bank statements are submitted to the Bookkeeper for reconciliation.
- The Executive Director will review and approve reconciliation reports by providing written approval through electronic mail.

Recordkeeping

Procedure:

- A paper record will be kept of all files for the preceding three (3) fiscal years or as otherwise required by grant reporting.
- The paper record shall be held in file folders in either the Executive Director or Chief Financial Officer's office.
- Filing shall be completed by the Chief Financial Officer or the Bookkeeper at the end of every week.
- An electronic record will be kept of all files for the preceding five (5) fiscal years or as otherwise required by grant reporting.
- The electronic record shall be held in the organization's shared Google Drive account in a folder title "Financial File."
- The electronic record shall be maintained and updated by the Chief Financial Officer

Property and Equipment

Property and equipment includes items such as:

1. Office furniture and equipment
2. Computer hardware
3. Computer software
4. Leasehold improvements

It is the QHC's policy to capitalize all items which have a unit cost greater than one thousand dollars (\$1,000). Items purchased with a value or cost less than one thousand dollars (\$1,000) will be expensed in the period purchased.

The depreciation period for capitalized assets is as follows:

Computer Hardware	36 months
Office Equipment	60 months
Office Furniture	60 months
Computer Software	36 months
Leasehold improvements	Length of lease

1. A Fixed Asset Log is maintained by the Chief Financial Officer including date of purchase, asset description, purchase/donation information, cost/fair market value, donor/funding source, identification number, life of asset.
2. The Log will be reviewed by the Bookkeeper.
3. Annually, a physical inspection and inventory will be taken of all fixed assets and reconciled to the general ledger balances.
4. The Chief Financial Officer shall be informed in writing of any change in status or condition of any property or equipment.
5. Depreciation is recorded at least annually. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets. Any impaired assets discovered during the inventory will be written down to their actual value.

Internal Controls

Lines of Authority

Procedures:

- Draft fiscal policy and budgets shall be developed by the Executive Director, Chief Financial Officer and other relevant staff.
- Approved fiscal policy and budgets are established through a formal vote by the Board of Directors, in which the item receives a majority vote and is memorialized in meeting minutes.
- Fiscal policy shall be reviewed and reapproved by the Board of Directors annually.
- Changes to fiscal policy may be drafted and brought to the Board for consideration from time to time as needed.
- Budgets shall be established within the first thirty (30) days of the fiscal year.
- Changes to budgets shall be drafted and brought to the Board if grants or donations above \$20,000 are received, or, from time to time as the Executive Director sees fit.
- The Board of Directors shall approve any expense greater than \$20,000.

- The Executive Director shall approve any expense less than \$20,000.

Conflict of Interest

All employees and members of the Board of Directors are expected to use good judgment, to adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest. A conflict of interest occurs when the personal, professional, or business interests of an employee or Board member conflict with the interests of the organization. Both the fact and the appearance of a conflict of interest should be avoided.

Procedure:

- Upon or before hire, election, or appointment, each employee or Board member must provide a full written disclosure of all direct or indirect financial interests that could potentially result in a conflict of interest. Examples include employer, business, and other nonprofit affiliations, and those of family members or a significant other. This written disclosure will be kept on file and will be updated annually and as needed.
- Employees and Board members must disclose any interest in a proposed transaction or decision that may create a conflict of interest. After disclosure, the employee or Board member will not be permitted to participate in the transaction or decision.
- Should there be any dispute as to whether a conflict of interest exists:
 - The Executive Director shall determine whether a conflict of interest exists for an employee, and shall determine the appropriate response.
 - The Board of Directors shall determine whether a conflict of interest exists for the Executive Director or a member of the Board, and shall determine the appropriate response.

Segregation of Duties

Quality Housing Coalition's financial duties are distributed among multiple people to help ensure protection from fraud and error. The distribution of duties aims for maximum protection of the organization's assets while also considering efficiency of operations.

Procedure:

- The Executive Director shall review all monthly bank statements and reconciliations.
- The Executive Director shall approve all expenses below \$20,000.
- The Board of Directors shall approve all expenses above \$20,000.
- The Chief Financial Officer shall sign and process all checks to vendors; the Executive Director may sign checks in case of the Chief Financial Officer's absence with written approval of the Chief Financial Officer.
- The Bookkeeper shall enter all transactions into the accounting system.
- The Bookkeeper shall reconcile bank accounts monthly.
- The Bookkeeper shall submit
- The Board of Directors shall review annual financials

Inter-Account Bank Transfers

The Chief Financial Officer monitors the balances in the various bank accounts to determine when there is a shortage or excess of funds. The Chief Financial Officer recommends to the Executive Director when a transfer should be made to maximize the potential for earning interest or to preserve a positive balance. The Executive Director will decide on when to make a transfer and in what amount. The Chief Financial Officer will process the transfer, and the Bookkeeper will account for the date, dollar amount and accounts affected by the transfer.

Cash Receipts

Cash receipts generally arise from:

- 1. Contracts and Grants**
- 2. Direct donor contributions**
- 3. Fundraising activities**

The principal steps in the cash receipts process are:

When incoming mail is received, it should be delivered to the Executive Director or Chief Financial Officer unopened. The Executive Director or Chief Financial Officer will open, date stamp, and distribute the mail to the appropriate party. The Chief Financial Officer will scan any cash receipts and stamp all checks “for deposit only.” The checks are kept in a locked cabinet until the Chief Financial Officer can process and deposit.

All scanned cash receipts, as well as deposit slips, will be uploaded to the financial file for access by the Bookkeeper.

All cash received will be counted, verified, and signed off by the Chief Financial Officer and another available staff member. The cash will immediately be posted using the appropriate allocation. A receipt will be given to the paying party and a copy kept for internal purposes. The cash will be kept in a locked, secure location and deposited within 24 business hours.

Payments to Landlords

Payments to landlords generally arise from:

1. Tenant back rent
2. Tenant caused damages
3. Incentive/gap payments

Programming staff will communicate requests for payment to landlords to the Chief Financial Officer and the Executive Director. The Executive Director will decide on whether to grant payment, and, if granted, the Chief Financial Officer will provide payment.

In order to process payment, programming staff must provide:

- the tenant name
- rental property address
- a signed copy of the lease
- a signed Memorandum of Understanding with the landlord
- landlord address
- amount of payment requested
- reason for request

Credit Cards

All staff members who are authorized to carry an organization credit card will be held personally responsible in the event that any charge is deemed personal or unauthorized. Unauthorized use of the credit card includes: personal expenditures of any kind; expenditures which have not been properly authorized; meals, entertainment, gifts, or other expenditures which are prohibited by budgets, laws, and regulations, and the entities from which QHC receives funds.

Before receiving a credit card, a staff member must sign the “QHC Credit Card Policy” to acknowledge these rules.

The receipts for all credit card charges will be given to the Chief Financial Officer within two (2) weeks of the purchase along with proper documentation. The Chief Financial Officer will scan into the Financial File and maintain the physical copy. The Bookkeeper will verify all credit card charges with the monthly statements.

Petty Cash

A petty cash fund will be maintained by Quality Housing Coalition. The funds are to be used for miscellaneous or unexpected purchases.

1. The petty cash fund will not exceed \$250 and is kept in a locked file cabinet at all times.
2. The Chief Financial Officer oversees the petty cash fund.
3. All disbursements made from petty cash are acknowledged in writing by the receiving party.
4. All money returned to the petty cash fund is counted and verified by the Chief Financial Officer and another staff member. Receipts for items purchased with petty cash must be included with the return and should include appropriate account allocations as well as supervisor approval.
5. The Executive Director will periodically count the cash in the petty cash fund.
6. No checks will be cashed by the petty cash fund.

Fundraising

Fundraising is the collection of money through donations and/or events from private institutions or individuals for purposes of charitable donation. Fundraising can take on many forms including sales, direct asks for money, organizing events, raffles, or beneficiaries of someone else’s events. For accounting purposes, fundraising usually falls under these two categories:

1. Restricted – the donor is putting specific restrictions on the use of the funds or a fundraising event is specifically raising money for a specific cause.
2. Unrestricted - the donor is providing a donation with no strings attached. The Board of Directors can use their discretion on how to use the funds.

The Board of Directors are charged with the overall responsibility for raising sufficient funds to meet budgeted objectives. A fundraising committee should be established and charged with developing, evaluating and reviewing fundraising policies, practices and goals.

1. Fundraising costs are reasonable over time. Over a 5-year period, any fundraising or development activity must raise at least three times the amount spent conducting them. Staff time is factored into the overall expense cost.
2. All statements made in fundraising appeals about the use of contributions are honored.
3. Quality Housing Coalition honors the known intentions of donors regarding the use of donated funds.
4. Quality Housing Coalition will communicate all fundraising events on agency website, social media, newsletters, PSA and other public and private media available.
5. Fundraising professional that might be contracted with, are not compensated based on percentage of amount raised or other commission formulas.
6. All board members and staff are encouraged to embrace a culture of philanthropy. However, no board member or staff should be formally soliciting without the approval of the Executive Director.
7. All donations are entered timely into the QuickBooks Data Base.

Quality Housing Coalition understands the importance of protecting the privacy of personal information, especially in today's increasingly electronic environment. The organization will respect and protect the privacy of our donors by adhering to the following guidelines:

1. Information about donors and donations is handled with respect and confidentiality;
2. Quality Housing Coalition does not exchange, lend, rent or sell our donor list to third-party organizations;
3. Donors are provided the opportunity to remain anonymous;
4. The personal information provided when making an online donation or registering for an event will not be disclosed to any third parties.
5. All online donations will be made with a secure connection and donor information is encrypted. The secure connection is maintained until the transaction is completed or terminated.
6. Quality Housing Coalition employees or Board Members are not permitted to use this information for any purpose other than to carry out the services they are performing for the benefit of the organization.
7. Donors will be added to Quality Housing Coalition mail list unless otherwise stated;
8. Donors will receive a thank you letter in accordance to the IRS guidelines within 48 hours of receipt;
9. Unless otherwise specified, all cash donations will be deposited into general funds.
10. Quality Housing Coalition agrees to honor any requests to be removed from mail list, donation list, or telephone solicitation.

Gift Acceptance

Quality Housing Coalition solicits and accepts gifts that are consistent with its mission and that support its core programs, as well as special projects.

1. Donations and other forms of support will generally be accepted from individuals, businesses, foundations, government agencies, or other entities.
2. Quality Housing Coalition will seek legal counsel in matters relating to acceptance of gifts when appropriate. Review by legal counsel is recommended for:
 - a. Closely held stock transfers that are subject to restrictions or buy-sell agreements. The Governing Body shall review and decide whether to accept closely held securities based on the following factors:
 - i. Restrictions on the security that would prevent the Agency from ultimately converting the securities to cash;
 - ii. The marketability of the securities; and
 - iii. Any undesirable consequences for the Agency from accepting the securities.
 - b. If potential problems arise on initial review of the security, further review and recommendation by an outside professional may be sought before making a final decision on acceptance of the gift. The final determination on the acceptance of closely held securities shall be made by the Board of Directors with advice of legal counsel when deemed necessary. Non-marketable securities shall be sold as quickly as possible.
 - c. Unrestricted marketable securities may be transferred to an account maintained by the Agency at our brokerage firms or delivered physically with the transferor's signature or stock power attached. All marketable securities shall normally be sold as soon as practicable following receipt, unless otherwise directed by the Board of Directors.
 - d. If the marketable securities are restricted by applicable securities laws, the Governing Body shall make the final determination on the acceptance of the restricted securities.
 - e. Documents naming Quality Housing Coalition as trustee;
 - f. Gifts involving contracts such as bargain sales, partnership agreements, or other documents requiring Quality Housing Coalition to assume an obligation;
 - g. Transactions with a potential conflict of interest;
 - h. Gifts of real estate shall be reviewed by the Board of Directors and shall decide whether to accept gift by considering the following factors:
 - i. Whether the property furthers the mission of the Agency;
 - ii. The marketability of the property;
 - iii. The restrictions on the use, display, or sale of the property; and
 - iv. Carrying costs and possible liability for the property.
 - i. Pledge agreements;
 - j. Any gifts with restrictions.
3. For non-standard gifts, in order to avoid any potential conflict or potential conflicts of interest, Quality Housing Coalition should encourage prospective donors to seek the

assistance of their own legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

4. Quality Housing Coalition shall not accept gifts that:
 - a. Violate the terms of any Quality Housing Coalition documents;
 - b. Would jeopardize Quality Housing Coalition status as an exempt corporation under IRS;
 - c. Are too difficult or expensive to administer;
 - d. Are for purposes that do not further our mission or objectives; or
 - e. Could damage Quality Housing Coalition reputation.
5. All final decisions on the acceptance or refusal of a non-standard gift, shall be made by the Board of Directors.
6. Quality Housing Coalition will accept unrestricted gifts of cash without prior review by the Board of Directors provided that, any donations of \$10,000 or more, donors are identified and vetted with respect to any reputational or policy issues. Unrestricted gifts of cash are acceptable in any form.
7. Quality Housing Coalition may accept bequests under wills and trust. A bequest will not be recorded as a gift until the gift becomes irrevocable. When the gift is irrevocable, but is not due until a future date, the gift will be recorded in accordance with GAAP.
8. Quality Housing Coalition may accept designations as remainder beneficiary of a Charitable Remainder Trust. Quality Housing Coalition shall not accept appointment as trustee of said trust.
9. Quality Housing Coalition may accept designations as income beneficiary of a Charitable Lead Trust. Quality Housing Coalition may accept an appointment as trustee of a charitable lead trust.
10. Quality Housing Coalition may accept designations as beneficiary of donors' retirement plans. Designations will not be recorded as gifts until the gift is irrevocable. When the gift is irrevocable, the gift will be recorded in accordance with GAAP.
11. Quality Housing Coalition may accept designations as beneficiary and owner of a life insurance policy. The life insurance policy will be recorded as a gift once Quality Housing Coalition is named as both beneficiary and irrevocable owner of a life insurance policy. The gift shall be valued in accordance with GAAP rules. If the donor contributes further premium payments, Quality Housing Coalition will include the entire amount of the additional premium payment as a gift in the year that it is made. If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, Quality Housing Coalition may:
 - a. Continue to pay the premiums;
 - b. Convert the policy to paid-up insurance; or
 - c. Surrender the policy for its current cash value.
12. Donors may name Quality Housing Coalition as beneficiary or contingent beneficiary of their life insurance policies. Designations will not be recorded as gifts until the gift is irrevocable. When the gift is irrevocable, the gift shall be recorded in accordance with GAAP.
13. Quality Housing Coalition may accept gifts of real estate. Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. All gifts of real estate are subject to:

- a. Environmental Review – Prior to accept of real estate, Quality Housing Coalition shall require an initial environmental review of the property to ensure that the property has no environmental problem. If the initial inspection reveals a potential problem, the Agency shall retain a qualified inspection firm to conduct an environmental audit. The cost of the environmental audit shall be an expense of the donor.
 - b. Title Binder - A title binder shall be obtained by Quality Housing Coalition before the acceptance of the real property gift when appropriate. The cost of this title binder shall be an expense of the donor.
 - c. Factors for Acceptance - The Board of Directors and legal counsel shall review and decide whether to accept real property based on the following factors:
 - i. Whether the property is useful for the purposes of the Agency;
 - ii. The marketability of the property;
 - iii. Any encumbrances, leases, restrictions, reservations, easements, or other limitations associated with the property;
 - iv. Any costs associated with the property, including insurance, property taxes, mortgages, notes or other costs;
 - v. Any concerns which the environmental audit revealed.
 - d. Quality Housing Coalition will accept a remainder interest in a personal residence, farm, or vacation property subject to the above provisions. The donor or other occupants may continue to occupy the real property for the duration of the stated life. At the death of the life tenant(s), Quality Housing Coalition may use the property or reduce it to cash. Expenses for maintenance, real estate taxes, and any property indebtedness shall be paid by the donor or primary beneficiary.
14. Quality Housing Coalition may accept oil and gas property interests when appropriate. The Board of Directors and legal counsel shall review and decide whether to accept oil, gas, and mineral interests subject to the following limitations:
- a. Gifts of surface rights should have a value of \$1,000 or greater.
 - b. Gifts of oil, gas and mineral interests should generate at least \$1,000 per year in royalties or other income (as determined by the average of three years before the gift).
 - c. The property should not have extended liabilities or other considerations that make receipt of the gift inappropriate.
 - d. A working interest should only be accepted after consideration of potential liability and tax consequences.
 - e. The property should undergo an environmental review to ensure that the Agency has no current or potential exposure to environmental liability.
15. Named Funds - A donor, or group of donors, may contribute and name a fund and restrict the use of the income or principal of the fund. Named funds require a minimum contribution of \$500 and are subject to Board of Directors approval like any other restricted gift.
16. Additional Provisions:
- a. When appropriate, Quality Housing Coalition shall enter into a written gift agreement with donor, specifying the terms of any restricted gift, which may include provisions regarding donor recognition.

- b. Acceptance by Quality Housing Coalition of pledges by donors of future support of Quality Housing Coalition (including by way of matching gift commitments) shall be contingent upon the execution and fulfillment of a written charitable pledge agreement specifying the terms of the pledge, which may include provisions regarding donor recognition.
- c. Quality Housing Coalition will not accept a gift unless the donor is responsible for:
 - i. The fees of independent legal counsel retained by donor for completing the gift;
 - ii. Appraisal fees;
 - iii. Environmental audits and title binders (in the case of real property); and
 - iv. All other third-party fees associated with the transfer of the gift to the Agency.
- d. Quality Housing Coalition shall record gifts received at their valuation on the date of gift, except that, when a gift is irrevocable, but is not due until a future date, the gift may be recorded at the time the gift become irrevocable in accordance with GAAP.
- e. To the extent application, the Board of Directors shall file IRS Form 8282 upon the sale or disposition of any charitable deduction property sold within three (3) years of receipt by the Agency. "Charitable deduction property" means any donated property (other than money and publicly traded securities) if the value claimed by the donor exceeds \$5,000 per item or group of similar items donated by the donor to one or more done Agency's. The Agency shall file this form within 125 days of the date of sale or disposition of the asset.
- f. The Board of Directors shall provide written acknowledgment of all gifts made to the Agency and comply with the current IRS requirements in acknowledgment of the gifts.

Volunteers

Volunteers are anyone that provides support to Quality Housing Coalition without pay and under the direction of Quality Housing Coalition Board of Directors or staff.

1. Volunteer time will be tracked in Salesforce by recording all volunteer time.
2. Anyone volunteering time and talent to provide a specific product will be tracked in Salesforce as an in-kind service donation.

Contractors

Anyone providing a service to Quality Housing Coalition on a contract will have a signed contract with the amount paid for activity or hour of service and the total value of the contract. Contractors will submit monthly invoices by the 5th of the month following the services were performed, along with any required back up documentation.

All contractors earning \$600 or more annually will receive a 1099.

Month- and Year-End Procedures

1. The Executive Director and Chief Financial Officer will review and sign off on all month- and year-end journal entries. They will be printed and filed for audit trail purposes.
2. At the end of each month and fiscal year-end, the Chief Financial Officer will review all balance sheet accounts including verification of the following balances: cash accounts match the bank reconciliations, fixed assets accounts reflect all purchases, write- downs and retirements, accounts receivable and payable accounts match outstanding amounts due and owed.
3. The income and expense accounts review will include reconciliation to amounts received and expended and verification that payroll expenses match the payroll reports including federal and state payroll tax filings.
4. Once the final monthly and fiscal year-end financial statements are run, reviewed, and approved by the Executive Director and the Chief Financial Officer, no more entries or adjustments will be made into that month or year's ledgers.
5. At the end of the fiscal year, an outside CPA will prepare the annual Return for Organization Exempt from Income Tax (IRS Form 990). The return will be presented to the Executive Director and Board of Directors for review and approval. The Chief Financial Officer will then ensure the return is filed with the Internal Revenue Service by the annual deadline.

Audit

In order to ensure financial accountability and in compliance with Federal and State Statutes, the Quality Housing Coalition will:

1. Contract with an independent CPA or firm on an annual basis to audit QHC's financial statements.
2. The selection of the CPA or firm to conduct the audit will be approved by the finance committee.
3. The auditor's report and any management letters will be distrusted to the board of directors for approval before November 30th and a member of the CPA firm will be available to answer questions from the board.
4. A copy of the audit will be distributed to any funders and potential funders requesting copies.

Staff Salary, Records and Benefits

Salary and Payroll Processing

Staff salaries are set upon hire and may be raised from time to time by mutual approval of the Executive Director and Chief Financial Officer.

The salaries of the Executive Director and Chief Financial Officer are set by the Board of Directors and may be changed by vote of that body.

Timesheets are not required from Quality Housing Coalition staff. Attendance is not taken and management believes that a trusting and empowering work environment is most conducive to the work of the organization.

Any changes to biweekly payroll must be communicated by staff to the Chief Financial Officer at the end of each pay period.

Paychecks will be distributed via direct deposit or mail as requested by the employee. If direct deposit, paystubs will be provided to the employee via email.

The Chief Financial Officer will review payroll expenditures and allocations monthly.

All quarterly federal and state payroll reports will be prepared and filed appropriately by the payroll management subcontractor. Oversight of those reports will be maintained by the Chief Financial Officer.

All W-2 statements will be issued to employees prior to January 31st of the following year for the prior calendar year.

Mileage and Parking

Quality Housing Coalition will provide mileage reimbursement to staff for work related trips at the federal reimbursement rate, which at the time of policy adoption is \$0.655. Staff will request reimbursement for mileage by emailing the Chief Financial Officer with:

- the date of travel
- the starting location of the trip
- the ending location of the trip
- any work-related stops that were made along the trip
- the reason for the trip

All mileage reimbursement requests must be approved by the Executive Director and will be processed by the payroll management company at the request of the Chief Financial Officer.

Parking passes for paid parking in lots surrounded the office will be provided to staff on an as-needed and as-available basis. Passes shall not be tied to a single employee and can be shared with multiple staff upon request by the Executive Director.

If no parking passes are available, payment for on-street parking will be provided to staff through the Parking Passport app. In order to request on-street parking fees be paid through the Passport app, staff must contact the Executive Director, Chief Financial Officer or the Project HOME Coordinator, specifying:

- License plate number
- Zone in which they are parked
- Reason for trip

Healthcare and Childcare Stipend

Healthcare will be available to all employees working twenty (20) hours or more per week. Quality Housing Coalition will pay a minimum of 70% of the premium for a single employee and 60% if the employee is also covering a spouse or dependents.

If an employee does not opt to receive healthcare through Quality Housing Coalition because they are receiving healthcare from another source, that employee will receive \$250 per month as a “Healthcare” stipend.

If an employee has a child under the age of six, the employee will receive \$250 per month as a “Childcare” stipend. No additional stipend will be provided for multiple children.

Personnel Files

1. All personnel files contain the following documents: an application and/or resume, date of employment, position and pay rate, authorization of payroll deductions, W-4 withholding authorization, termination data where applicable, a signed confidentiality agreement, a signed acknowledgement of receipt of Employee Handbook, an emergency contact form, and other forms as deemed appropriate by the Chief Financial Officer.
2. All employees will fill out an I-9 form and submit the allowable forms of identification to the Operations Manager.
3. The completed I-9 forms will be kept in a secure location separate from the personnel files.
4. All personnel files are to be kept in a secure, locked file cabinet and accessed only by authorized personnel.

ATTACHMENT A- Credit Card Policy



Policy and Procedures for Corporate Purchasing Cards September 2023

Quality Housing Coalition, from time to time, will provide qualified employees with Chase Ink Business Cash credit cards to purchase selected materials and supplies. Using these cards benefits Quality Housing Coalition and its employee by:

- ☐ Promptly paying suppliers
- ☐ Reducing overall processing costs
- ☐ Decentralizing purchasing responsibility
- ☐ Allowing real-time purchases as needed

Cardholders must adhere to the following policies and procedures for using the cards while conducting business on behalf of the Quality Housing Coalition. Purchasing cards are issued at the discretion of the Quality Housing Coalition to qualified employees based on job duties and responsibilities. Policy violations will result in revocation of cardholder privileges and possible disciplinary action up to and including termination.

Ownership of Card: The card remains the property of QHC. It may not be transferred to, assigned to, or used by anyone other than the cardholder.

Spending Limits: Each card has a pre-set spending limit based on the position and its responsibilities. If the demands of the position change, the user may petition the Chief Financial Officer for an increase in the position's limit. Any such increases must be approved by the Executive Director.

Card Security: The designated cardholder is the only person authorized to use the card. Delegation of this authority is not permitted. Cards and card numbers must be safeguarded against use by unauthorized individuals either within or outside the Quality Housing Coalition and kept in a secure location.

Usage:

- ☐ The Card is only for purchases that can't be completed through routine QHC procurement methods.

- ❑ All transactions with cards must be approved prior to purchase through the QHC. Receipts should be emailed and forwarded to the Chief Financial Officer within 48 hours of purchase.
- ❑ Purchases made on behalf of clients for grant programs must follow the allowability restrictions of the applicable grant programs. **The card can not be used for any personal expense items or to pay for fines, parking tickets, or late fees.**
- ❑ No purchases of services are allowed (example; interpreting, cleaning) unless they are required for specific HUD programs or grants.
- ❑ Under certain circumstances, pre-approved travel expenses may be allowed, in-lieu of receiving a mileage reimbursement.
- ❑ Business Meeting Expenses: If the card is used for pre-approved expenses related to a business meeting (other than staff meetings), the cardholder must provide the following: itemized receipt, who was present, and the purpose of the meeting.
- ❑ Purchased items must be shipped to a Quality Housing Coalition address; never to your home.

Disputes, Returns and Credits: Cardholders are responsible for following up with the supplier to resolve any delivery problems, discrepancies, damaged goods, erroneous charges, disputed items, or returns.

- ❑ Contact the supplier first to resolve any outstanding issues (most exceptions can be resolved this way).
- ❑ No cash refunds are to be given or accepted for any returned items. The supplier should be instructed to issue a credit against the card for any returns. Retain a copy of credit receipt issued for return.
- ❑ If it's not possible to reach agreement with the supplier, the next step is to contact the Chief Financial Officer for assistance.
- ❑ Chase must receive written notification of a dispute within sixty (60) days after the date on the Statement on which the disputed or allegedly incorrect transaction first appeared.
- ❑ Disputed billings can result from a failure to receive goods or services charged, fraud or misuse, altered charges, defective merchandise, incorrect amounts shipped, duplicate charges, credits not processed, etc.

Lost, Stolen or Compromised Cards: In the event a card is lost, stolen, or compromised in some way the cardholder must immediately notify Chase by telephone at 1-800-945-2028; or (b) any compromised information regarding cards, accounts or other sensitive data including, but not limited to, account numbers, personal identification numbers, passwords or

cardholder information. Following notification to Chase, cardholders must also inform the Chief Financial Officer and the employee's direct supervisor.

Expired Cards: Cardholders must return expired cards to the Chief Financial Officer.

Policy Violations: Violations of this policy may include, but are not limited to:

- ☐ Purchasing items for personal use.
- ☐ Purchasing equipment items costing more than the authorized limit.
- ☐ Purchasing items that are not pre-approved or are not an allowable grant expenditure.
- ☐ Failure to properly safeguard the purchasing card from misuse and unauthorized parties.
- ☐ Failure to return the Chase card when expired, terminated, or upon request.
- ☐ Failure to maintain proper records in accordance with this policy.

Validation/Safekeeping: Sign the card immediately upon receipt. Make sure the Chase card is returned to you after each transaction and verify that the returned card has your name on it.

I understand that any variance and/or violation of the above conditions will result in cancellation of my credit card. Misuse of the card could result in disciplinary action and/or personal liability for unapproved charges.

Quality Housing Coalition shall have unlimited authority to revoke use of any credit card issued and upon such revocation shall not be liable for any cost subsequently charged to the credit card.

I HAVE READ AND I UNDERSTAND THE ABOVE CONDITIONS.

Name _____ Credit Card # _____

Signature _____ Date _____

Overview

Completed by agassmaine@gmail.com on 10/22/2024 12:12 PM

Case Id: 30541

Name: Catholic Charities Maine - 2025

Address: *No Address Assigned

Overview

Please provide the following information.



City of Portland
CDBG Social Services
Program

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

INTRODUCTION

The City of Portland CDBG program seeks to foster innovative and creative programs that address the critical issues facing the City of Portland. The CDBG funds should be seen as seed money for starting or expanding programs. The purpose of our funding is to help get a program off the ground or successfully expand, all while prioritizing impact to low and moderate income residents of Portland. We strongly encourage new programs to apply for CDBG funding.

Before completing this application for funding, all applicants must read the Community Development Block Grant Policies, which can be found at our [website](#). The policies contain eligibility for funding, allowable expenses, scoring and selection process procedure, etc. Points may be deducted if your application does not adhere to the Policies.

☒ I acknowledge that I have read and understood the Community Development Block Grant (CDBG) Policies. I agree to adhere to all the terms, conditions, and requirements outlined in these Policies. If awarded CDBG funding, I commit to following these guidelines throughout the implementation of the funded project.

☒ I understand that non-compliance with the CDBG Policies may result in the withdrawal of funding, the requirement to return disbursed funds, or other penalties as outlined by the program.

A. Agency Information

Completed by agassmaine@gmail.com on 10/23/2024 1:43 PM

Case Id: 30541

Name: Catholic Charities Maine - 2025

Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Catholic Charities Maine

A.2. Mailing Address

P.O. Box 10660 Portland, ME 04104--6060

A.3. Federal ID Number

01-0280225

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

WAMRXTN53UH6

APPLICATION POINT OF CONTACT

A.5. Name

Kathy Mockler

A.6. Phone

(207) 781-8550

A.7. Email

kmockler@ccmaine.org

EXECUTIVE DIRECTOR

A.8. Name

Stephen P. Letourneau

A.9. Phone

(207) 781-8550

A.10. Email

sletourneau@ccmaine.org

PROJECT DIRECTOR

A.11. Name

Eliana Trenam

A.12. Phone

(207) 781-8550

A.13. Email

etrenam@ccmaine.org

FINANCIAL DIRECTOR

A.14. Name

Reed Westgate

A.15. Phone

(207) 523-1186

A.16. Email

rwestgate@ccmaine.org

B. Project Information

Completed by agassmaine@gmail.com on 11/15/2024 12:56 PM

Case Id: 30541

Name: Catholic Charities Maine - 2025

Address: *No Address Assigned

B. Project Information

Please provide the following information.

B.1. Program Name (Note: If you are applying for funding for multiple programs, please submit an application for each distinct program)

Immigration Legal Services (ILS) Project

B.2. Primary Address Services Are Delivered

80 Sherman Street (ILS) Portland, ME 04101

B.3. Are there additional service address?

Yes

Enter additional service addresses:

Street Address	City	State	Zip Code
ILAP, 489 Congress St, 3rd Floor	Portland	Maine	04101
Portland Adult Education	Portland	Maine	04101

B.4. HUD National Objective

There are two approaches for meeting the Low to Moderate Income qualifications. Please select the applicable National Objective:

- **Low to Moderate Income Limited Clientele (LMC):** Limited Clientele activities benefit a specific targeted group of persons of which at least 51% must be LMI based on [HUD's annual limits](#). In order to meet the LMI Limited Clientele criteria, the activity must either collect income documentation/screening for each client or serve a population presumed by HUD to be LMI (including 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):** Area Benefit activities must be available to all residents of an area where at least 51% of the residents are LMI based on HUD's data of [eligible areas](#) over 51%. The area must be clearly delineated by the grantee and must be primarily residential.

Select which National Objective this program activity will address:

Low and Moderate Income Clientele (LMC)

Does this activity primarily 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

Please check the appropriate populations

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

B.5. HUD Program Objectives

Indicate which HUD program objective this program will address:

Creating Economic Opportunity

B.6. Priority Impact Level

The City of Portland CDBG 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](#)

Select the primary goal your program or project addresses:

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

Beneficiaries

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B.7. Describe the beneficiaries or clients served by the program.

New Mainers living in Portland, including asylum seekers, refugees, asylum-granted ("asylees"), and others, collectively referred to in this proposal as "immigrants."

B.8. How many will be served by the proposed program? (unduplicated -per year)

555

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

555

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

100.00%

Units of Service - The CDBG program provides quarterly reimbursements for your expenditures as long as your units of service reported are proportional to your expenditures. Therefore, your units of service should be a measure which is proportionate across the grant term and proportionate to your expenditures. For example, an hour of staff time or bed nights in a shelter are common units of service.

B.11. Describe the type of unit of service provided by the program.

One hour of legal services.

B.12. How many units of service will be provided by the program?

3,078

Budget and Organizational Questions

B.13. What percentage of the total budget is CDBG?

49.85%

B.14. What is the amount of other federal funds you have estimated and committed to this program budget?

\$0.00

B.15. What is the amount of state/local funds you have estimated and committed to this program budget?

\$0.00

B.16. What is the amount of private funds you have estimated and committed to this program budget?

\$128,279.00

B.17. In your organization's preceding completed fiscal year, did it receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Yes

B.18. Does the public have access to information about the compensation of the executives of your organizations through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Yes

Program Objectives and Outcomes

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B.19. Program Objectives

To provide affordable, high quality immigration legal services for Portland immigrants, refugees, and asylees who require assistance with applying for asylum, obtaining green cards (improves financial and housing stability), naturalization applications, family reunification. The PILS project will deliver services to individual clients and in some group workshops, as appropriate.

B.20. Program Outcomes

555 Portland refugees, immigrants and asylees will make progress toward achieving economic and family stability through the provision of affordable, high-quality immigration-related legal services legal services. Outcomes are described in more detail under the CCM PILS Project Timeline attached under Required Documents.

B.21. Employees

Program specific, not for the entire organization.

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

Documentation

B.22. How will the beneficiaries' information be collected and documented?

Information will be collected through individual client intake sessions, ongoing consultations, and forms, whereby data is compiled and analyzed. ILS will use LawLogix and its other existing databases to gather and track client data, beginning at the first point of contact. ILAP has updated its intake forms to track CDBG-funded clients and referrals.

B.23. How will the units of service be tracked and documented?

In December 2024 ILS will install and begin using LawLogix, a software system that is custom-designed to help case manage immigration-related legal services, and to facilitate electronic form completion. This will greatly expedite the tracking and documentation of units of service. ILAP will use Legal Server, a case management software designed to track client and program data.

B.24. How will the outcomes be measured, collected, and documented?

ILS will use LawLogix to measure, collect, and document the proposed outcomes. ILAP will collect client and case information including contact information and income qualifications in its case management program and can run reports from its database.

C. Narrative

Case Id: 30541

Name: Catholic Charities Maine - 2025

Address: *No Address Assigned

Completed by agassmaine@gmail.com on 11/15/2024 12:56 PM

C. Narrative

Please provide the following information.

C.1. Program Description

Describe the Program being proposed.

This proposal is for a CDBG grant of \$135,072 to fund the Portland Immigration Legal Services (PILS) project. PILS will be a partnership between Catholic Charities Maine's Immigration Legal Services (ILS) and the Immigrant Legal Advocacy Project (ILAP). ILS is the lead applicant and will contract with ILAP to deliver other immigration services. Together they will provide a full spectrum of immigration-related legal services to refugees, asylum-seekers, those who have been granted asylum ("asylees") and others (referred to collectively in this proposal as "immigrants"). All immigrants assisted will be residents of Portland and meet the CDBG definition of low-income (at or below 80% AMI). The PILS project's affordable, accredited immigration legal services and education will help clients navigate a legal pathway to employment, financial security, and stability through obtaining lawful status, working towards citizenship, and reunifying their families. Achieving a permanent immigration status is foundational to employment and financial stability for immigrants and their families. ILAP and ILS will handle distinct types of immigration processes. ILAP will assist clients with cases before U.S. Citizenship & Immigration Services and in Immigration Court (EOIR). ILS will assist clients with obtaining green cards, family reunification, and naturalization. All of these processes are necessary for immigrants to work legally and achieve long-term stability. ILAP is often the first immigration legal resource available to asylum seekers and other immigrants newly arrived in Maine. ILAP will assist asylum seekers, survivors/victims of domestic violence, trafficking and other crimes, and immigrant youth (under 21 years), some of whom arrive without a parent or guardian. The goal is to help them become eligible to achieve a green card (although this process takes months or even years to complete). Once immigrants have achieved a status that provides a pathway to citizenship (such as asylum), they can turn to ILS for help with the next step; applying for a green card (AKA "lawful permanent residence"). After being a permanent resident for 3-5 years they are eligible to apply for naturalization (citizenship). Refugees, asylees, permanent residents, and citizens all have options to petition for family reunification. These three processes— applying for green cards, naturalization, and family reunification— will be ILS's primary focus. Thus, clients may first be assisted by ILAP in applying for asylum to remain in the United States, then later work with ILS to apply for green cards, family reunification, and eventually U.S. citizenship. Again, these processes can take several years to complete. ILS staff will provide clients with legal representation before U.S. Citizenship and Immigration Services (USCIS) and the U.S. Department of State (USDOS). ILS will help clients: a) prepare immigration benefit applications; b) apply for USCIS fee waivers; and c) gather required documentary evidence. ILS will also represent clients at USCIS interviews, help them respond to USCIS requests for evidence, file requests to expedite applications on humanitarian grounds, and provide advocacy at the consular level, often with congressional offices. For the first time, CDBG funds will enable the ILS Manager to conduct legal orientations on naturalization for students of Portland Adult Education. ILS will also offer monthly "Know your Status" clinics to help immigrants understand their immigration status. It is critical for immigrants to understand their status so that they are unafraid to access services which they are eligible to receive. Clients will self-refer to ILS and ILAP or be referred from CCM Refugee and Immigration Services (RIS) or other providers such as Portland Adult Education, Opportunity Alliance, or Hope Acts. ILS will also refer to adult education providers so applicants can prepare for English and civics tests that are requirements for naturalization. The services described above comprise the full spectrum of immigration-related legal services ILS and ILAP will make available with

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the help of the CDBG grant.

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.

Citations for sources are attached under Other Document Type in Required Documents. Almost 10% of Greater Portland residents are immigrants (1). In 2023 more than 1,600 asylum seekers arrived in Portland, and over 3,600 new cases were filed in immigration court for Maine residents in fiscal year 2023 (ILAP). Portland has also welcomed immigrants applying for temporary protected status (TPS) and Humanitarian Parole. In 2020, Maine led the nation in new Lawful Permanent Residents (LPR) per capita (2). By 2025, these LPRs will be eligible to apply for naturalization; many live in Portland. CCM's RIS resettled 220 refugees in FY2024. All of those refugees will need to apply for green cards in the coming year. Current long wait times (6 mths.) at ILS, ongoing high demand for ILAP's services, and few other affordable, qualified providers, may discourage Portland's immigrants from using our help. Yet immigration law is complex and ever-changing. Immigrants attempting these legal processes on their own can make mistakes that risk their pathways to permanent status (1). Clients desperate for help may fall prey to unqualified, fraudulent, costly providers who jeopardize their immigration processes (3). This can result in deportation to the country from which they fled persecution. Immigrant community leaders report legal services/education are a critical need of new arrivals. Work permits are only available to immigrants with certain lawful statuses. Immigrants working without permits risk exploitation and future ineligibility for a green card. Lack of immigrant legal services causes confusion among immigrants and employers about who may work, as well as delays in obtaining work permits and work-eligible statuses (1). Clients and community partners are often confused about which local, state, and federal public assistance programs immigrants can utilize. This may lead immigrants to avoid interacting with entities that provide services to which they are legally entitled, affecting their housing, healthcare, and education. This creates greater financial instability for immigrant families and adds pressure on overtaxed local emergency services for housing and healthcare. The City of Portland's 2022 - 2026 Consolidated Plan repeatedly references immigrants' difficulty obtaining housing due in part to soaring housing costs (4). Almost 40% of units in Portland are single-family homes; the median sale price in Portland in Oct. 2024 was \$600,500 (5). Rental housing is scarce; 45% of renters are cost burdened or severely cost-burdened, meaning they pay more than 30% or 50% of their incomes on rent and utilities, respectively (6). Immigrants with permanent statuses qualify for federal housing assistance programs such as Housing Choice Vouchers. Helping clients obtain permanent status will help immigrants afford Portland's high housing prices (7). Family reunification strengthens immigrants' economic stability.

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

As noted in C.1, the path to permanent residency or citizenship takes several years to complete. Clients who complete ILS intakes during the 12-month CDBG grant period will likely not attain their immigration benefit until after the grant period is over. The same is true for new asylum seekers that begin working with ILAP. However, it is vital for ILS and ILAP to help immigrants take whatever steps they need to during the grant period to support their timely path to work authorization and, ultimately, citizenship. As noted in Sections C1 & C2, unlawful or temporary immigration statuses and lack of work authorization are barriers to immigrants' stability. The nature of immigration legal work makes it difficult to quantify community impact within the 12-month grant period, but data shows that improved legal status creates greater stability for immigrants by increasing earnings from employment, improving access to public benefits and reducing reliance on local emergency services and General Assistance. Family reunification increases childcare providers, wage earners in the household, and reduced remittances sent to relatives abroad, keeping income in the local economy. Family unity also reduces psychological stress for Portland immigrants. Finally, achieving permanent status allows immigrants to become part of the Portland community and supports their civic engagement. Program

outcomes will include those listed below; see the Project Timeline attached under Required Documents for greater detail (the CDBG grant's online application does not permit inclusion of the table in this narrative). 3 workshops on Naturalization for PAE's citizenship classes (45 students) 76 Intakes completed 28 Green card applications filed 28 Naturalization applications filed 18 Naturalization Interviews completed 30 Family Reunification applications filed 12 Request for evidence responses filed 1125 hours (ILAP) Progress toward these outcomes will be assessed using ILS' newly installed software, LawLogix, which will greatly expedite filing, tracking, and reporting. ILAP will track its services using a customized Legal Server database. The Project Timeline breaks down the target numbers listed above by quarter. The ILS Manager will track progress toward meeting those targets during the grant year. If there is any significant variance in numbers ILS will determine what, if any, course corrections need to be made, such as conducting more outreach to referral partners or other structural changes. ILS will discuss any significant changes with the City of Portland CDBG staff.

C.4. Goal

Choose and describe how this program meets one of the goals of the CDBG program:[\(See table here\).](#)

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

The PILS project aligns with the City of Portland CDBG #3 goal, "Creating Economic Opportunity" with a focus on difficult-to-employ populations such as new Mainers. Each new immigration status achieved on the pathway to U.S. citizenship has economic benefits Education re: immigration status and the right to work and access housing and other assistance programs strengthens immigrants' economic stability. Progression from temporary status to U.S. citizenship helps immigrants become responsible employees, business owners, tenants, citizens, and homeowners. The three major steps defined in this proposal are: 1. **LAWFUL HUMANITARIAN-BASED STATUSES: ASYLUM, SIJ, VAWA, TPS, ETC:** Immigrants' incomes increase when they obtain legal status and work authorization. ILAP will provide legal services to low-income immigrants to help them legally remain in the U.S. after fleeing violence and persecution, keep their families together, and advance towards economic security. This will include representing clients in the most complex immigration cases, including applying for asylum. ILAP will also provide legal consultations, brief interventions, and forms assistance in a range of humanitarian case type. 2. **GREEN CARDS: LAWFUL PERMANENT RESIDENT STATUS:** ILS will assist immigrants with the next steps toward permanent residency. Green card holders may work without special restrictions, receive financial assistance at public colleges and universities, and join the Armed Forces. Helping clients apply for green cards on time helps them become citizens as soon as they are legally able to do so. This is especially critical for immigrants who will lose SSI or SSDI benefits if they don't naturalize within 7 years of gaining a permanent status. 3. **U.S. CITIZENSHIP: THE MOST SECURE STATUS:** ILS will help immigrants apply for naturalization after they have held permanent residence for 5 years (3 years if married to a U.S. Citizen). Citizenship ensures maximum access to health insurance and support services, freedom of travel, and expanded options for family reunification. Citizens typically earn 50-70% more than non-citizens even when all other education and experience is comparable (8). In addition, as stated elsewhere, reuniting with family members is a top priority for immigrants who may have been separated from them for years or even decades. This is only available to those with permanent statuses. Achieving family reunification has a direct impact on immigrants' economic security. Reunified family members provide vital supports such as childcare, transportation, and additional wages. Reunifying families reduces the need for remittances sent to spouses and children overseas, thus retaining these dollars in the local economy. Having additional wage earners and caregivers in the same community increases the financial stability of the entire household.

C.5. Priority Impact Level

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

goal in the question above: :

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

The PILS project will support Economic Opportunity by creating a pathway out of poverty for Portland immigrants by providing legal and education services that help them obtain work authorization, access to benefits, and permanent legal status. ILS and ILAP help clients attain the lawful immigration status to which they are entitled. Each improvement in immigration status has direct employment and financial benefits. Asylum applicants may apply for work permits, reducing reliance on GA and other emergency programs. Asylees, refugees, permanent residents (green card holders), and U.S. citizens don't need work permits. Citizens typically earn 50-70% more than non-citizens even when all other education and experience is comparable (7). Many clients require guidance to understand what documentation serves as proof of their employable status. Both ILS and ILAP will provide this education to their clients. ILS will also reach out to employers to help them understand acceptable documentation presented by asylee and refugee clients who are told incorrectly they require a valid work permit. Clients will be able to self-advocate once they have received education from ILS and ILAP about their status and employability. Green cards and naturalization provide greater stability and security for both immigrants and their employers. Employers know that people with permanent statuses are likely to be long term employees and contributors to the local economy, and they are more willing to invest in training that can lead to career advancement and higher wages. Obtaining a permanent status can also help people purchase a home, which again leads to greater stability, financial security, and community involvement. Through this CDBG grant ILS & ILAP will be able to provide legal services that are essential for immigrants to obtain legal and permanent work statuses, supporting Portland's workforce and economy. The Maine Economic Development Strategy 2020-2029 states the need to expand our workforce by 2030 (8). It encourages welcoming foreign immigrants with programs that support rapid credential acceptance and work authorization. Maine has an aging workforce and a higher overall median age; assisting immigrants in Portland obtain legal status can improve the supply of workers for local employers. As noted in C.4, reuniting with family members is a top priority for immigrants who may have been separated for years or even decades. It is only available to those with permanent statuses. Family reunification directly supports immigrants' economic security. Reunified family members will provide vital supports such as childcare, transportation, and additional wage earners. Reunifying families reduces remittances sent to spouses and children overseas, thus retaining these dollars in the local economy. Having additional wage earners and caregivers in the same community increases the financial stability of the entire household.

C.6. Guiding Principles

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

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

1. CONSISTENT. The PILS project is consistent with the City's goals as outlined in section C.4. Portland employers are struggling to find workers (3). More workers are needed, and they will largely come via immigration from abroad. The sooner clients can obtain work authorization, the sooner they can move from transitional to permanent housing and achieve economic stability. The City's CDBG Economic Opportunity goals urge a "Focus on difficult to employ populations including homeless, new Americans..." and "Combine resources and build partnerships...to provide opportunities to transition Portland residents out of poverty to sustainable employment and financial stability." This proposal does both. The legal services provided by PILS will support immigrants' employment and financial stability and strengthen Portland's economy by providing more workers. 2. MEASURABLE COMMUNITY IMPACT. As noted in C.3, immigrants' pathway to citizenship is a multi-year process. This project will provide timely and targeted legal assistance to clients at critical points along the pathway, helping them obtain a legal status that improves their opportunities for employment and career advancement, benefiting both the individuals and local employers. 3. DIVERSITY & INCLUSIVENESS. The PILS project will directly promote Portland's diversity and inclusiveness goals by helping immigrant achieve permanent residency. Clients served under this program will come from a diverse array of national, religious, and cultural backgrounds. ILS and ILAP employ diverse and multilingual staff and volunteers, including people with lived immigration experience. ILS and ILAP staff and volunteers speak and provide services in French, Spanish, Portuguese, Swahili, Lingala, Kikongo, Kirundi, Kinyarwanda, Haitian Creole, and Mandarin, among others. Professional interpretation services will be provided to serve clients with limited English proficiency. 4. PRIORITY TO LOWER INCOMES. All clients served under the PILS project will meet the CDBG definition of low-income. ILS will charge its clients a modest fee for services but will offer fee reductions or waivers for those unable to pay. This ensures that limited incomes will not be a barrier to high-quality immigration legal services. 5. LEVERAGED FUNDING. The PILS projected FY2026 budget will comprise 51% of the total projected FY2026 budget for ILS. The remaining ILS operating budget will cover non-Portland clients and will be funded by United Way and other foundation grants, client fees, donations, and pro-bono work by volunteers. ILS is exploring a multi-year federal grant opportunity offered through USCIS for expanding naturalization assistance capacity. Skilled volunteers, including attorneys and accredited representatives, conduct a majority of ILS work. In State FY24, ILS volunteers provided 1,828 service hours: very conservatively valued at \$58k (paying for this work would cost far more) (9).

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.

Under this PILS project ILS will partner with ILAP. ILS will be the lead applicant and will subcontract with ILAP for work with a particular set of clients, described in more detail below. By agreement, the two legal services providers will offer services to immigrants living in Portland that do not duplicate what the other provides. ILS will administer the grant and submit required reports. ILS staff will help Portland immigrants apply for green cards, naturalization, and family reunification. ILS will also assist with certain family reunification petitions for qualified refugees (Lautenberg, P3 category, and Central American Minors). ILS will also help clients obtain medical documentation required as part of their immigration processes, critical for green card applicants and disabled naturalization applicants who require testing exemptions. ILAP will help Portland immigrants apply for asylum and other humanitarian relief, Special Immigrant Juvenile cases, protections for survivors of domestic abuse, trafficking and other crimes, and other humanitarian case types. Services will include its full range of direct legal services, including consultations, brief assistance, forms assistance, and full representation. ILS will also collaborate with Portland Adult Education (PAE) to provide three Naturalization legal orientations as part of PAE's Citizenship classes, at the start of each trimester. See PAE's commitment letter regarding this collaboration. For clients seeking naturalization, ILS will refer clients to Portland Adult Education for civics and English language preparation, and PAE will refer students requiring legal assistance to ILS. With other funding, ILS will offer monthly "Know your Status" presentations to RIS clients. ILS will also present to other community partners; for example, the Cambodian Community Association. Community education is critical for immigrants so they can understand their work and benefit eligibility based on their status and avoid mistakes that could jeopardize their immigration processes. ILS will also reach out to the Maine Immigration Assistance Providers (MIAP), Maine Immigrants' Rights Coalition (MIRC) and other community-led organizations to market the availability of PILS to immigrants living in Portland, and to learn from them new developments in Maine's immigration legal network.

C.8. Readiness to Proceed

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

ILS and ILAP already deliver the types of services described above, and both continue to see extremely high levels of demand for their services. This funding is critical to meeting the increased demand. We will be able to begin working with immigrants living in Portland immediately upon grant execution. All relevant staff at both ILS and ILAP are in place with the exception of a .5FTE Immigration Legal Representative who will be hired in the first quarter. See the CCM PILS Project Timeline, attached under Other Documents, which details projected key milestones by quarter, including numbers of anticipated clients served by activity. This is a duplicated count; in other words, some clients may receive multiple services. The Project Timeline will serve as the PILS project's management plan during the grant year, allowing us to view activity by quarter and determine whether adjustments need to be made. These projections represent our best guess based on ILS' most recent year of intake and submissions data and are subject to change. Last year Portland residents represented over a third of ILS intakes and over 50% of clients represented in new filings (65 out of 120) and submissions (100 out of 172). Based on our recent intake data, we project that we will see more naturalization clients and fewer green card clients. These numbers reflect only those clients eligible for use of CDBG funding. ILS projects serving 155 unduplicated Portland clients in the grant year (a combination of new and ongoing

clients and the 45 individuals who attend workshops). Due to the complexity and unpredictability of immigration law and policy ILAP is only able to predict service hours to be provided under the CDBG grant, not the types or numbers of specific applications filed. ILAP's combination of direct legal services, education, outreach, and advocacy fluctuates in response to immediate need, which is often influenced by national and even international events. It may provide one or more of 6 different types of legal services to its clients. ILAP projects that with its CDBG funding it will provide 1,125 hours of legal services to assist asylum seekers, vulnerable immigrant youth, survivors of domestic violence, trafficking, and crime, and other humanitarian relief applicants, for a total of 400 unduplicated clients. As per City of Portland CDBG guidelines, the project will begin July 1, 2025, and end on June 30, 2026.

C.9. Experience Providing Service

Describe your organization's experience in delivering and managing this or similar programs.

Please summarize current licensing and accreditations obtained.

ILS is a program within CCM's Refugee Immigration Services (RIS), which, as the state's oldest refugee resettlement agency, has been serving immigrants in Maine since 1975. RIS launched the ILS program in 2010 to help refugee clients with family reunification and has continued to expand. ILS and ILAP are currently Portland's only entities accredited by the U.S. Dept. of Justice (DOJ) to provide free or low-fee immigration legal expertise through direct, qualified, trauma-informed legal representation. The two organizations collaborated under multiple previous City of Portland CDBG grants managed by ILS, with ILS as lead applicant and ILAP as a contractor. No issues with the structure or execution of that relationship were experienced under previous grants. ILS submitted the required CDBG reports on time. ILS finance staff are skilled and experienced in managing grants, including those from the federal government. ILAP was founded in 1993 with a mission to help low-income immigrants improve their legal status and to work for more just and humane laws and policies affecting immigrants. ILAP has full-time offices in Portland and Lewiston and serves immigrants statewide. ILAP has a highly skilled legal team of attorneys and accredited representatives. ILAP attorneys manage all cases requiring immigration attorney expertise and complex legal matters, as well as defensive cases in immigration court. In addition, ILAP operates an Immigration Forms Program whose services include assistance with completing immigration forms and obtaining documentation/evidence. ILS will represent clients before U.S. Citizenship and Immigration Services (USCIS) and in consular processing involving the U.S. Department of State (DOS). ILS' current staff includes the ILS Manager who is a DOJ partially accredited representative, one part-time administrator, and one 15-hour per week legal assistant. ILS' eight volunteers include two DOJ partially accredited representatives and four attorneys; the volunteer attorneys and representatives provide hundreds of hours of pro bono legal assistance to ILS clients every year. Partially accredited representatives are authorized to represent clients before USCIS and DOS. The proposed new .5FTE Immigration Legal Representative will either be partially accredited or will work toward DOJ accreditation as a condition of hire.

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 CDBG grant will help low-income immigrant clients living in Portland by increasing ILS capacity by a 0.5 FTE Legal Representative. Other funding will continue to support clients living outside Portland. Portland continues to see high demand for assistance applying for asylum and other forms of humanitarian relief. These include recent immigrants seeking lawful immigration statuses, and earlier waves of immigrants now ready to apply for permanent residence, citizenship, and family reunification. The high numbers of immigrants coming to Maine over recent years has

outpaced the capacity of Portland-based immigrant service programs to respond at current funding levels. The need for immigration legal assistance far exceeds the availability of qualified legal providers, putting pressure on both ILS and ILAP. ILS currently has a six-month waitlist for new clients and demand for ILAP's services continually exceeds their availability. Most immigrants arrive with limited resources and are just starting their working life, limiting their ability to pay for services. The DOJ requires accredited agencies to minimize financial barriers and to prioritize low-income clients. The financial burden of for-profit attorney fees is prohibitive to many immigrants. ILS charges modest fees for services and offers fee reductions and waivers. Client fees make up a tiny percentage of ILS' operating budget. ILAP does not charge any fees for their immigration legal services. ILS is exclusively grant-funded. For many years ILS received CDBG funding for the Portland-based clients of this program. When the CDBG grant and others were not awarded in 2024, ILS reduced its FTEs, which has directly contributed to ILS' growing waitlist. As FTEs were reduced due to funding reductions, so was the capacity to provide direct legal services. Managerial duties were absorbed by existing ILS staff, reducing direct service capacity. With increased funding, we will be able to restore the legal capacity we lost. If a CDBG grant is not awarded, ILS and ILAP will maintain their current limited capacity but will be unable to expand services to meet growing needs; clients will wait longer and may try to file on their own or turn to unqualified advisors. As noted above, this puts them at risk of deportation to the country they fled. In 2022, asylum applicants represented by attorneys were almost three times more likely to succeed than those who filed on their own. Clients unable to wait often become victims of fraudulent providers, leading to dire consequences, as discussed in section C.2. Refugees are required to adjust status after one year in the U.S. Delays in accessing qualified legal assistance may mean they violate this requirement, affecting work authorization. This could cause greater reliance on safety net programs for housing, food, and healthcare as well as on General Assistance.

C.11. Leveraged Funding Narrative

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

CCM's ILS program is supported by local and national foundations and agencies. For example, in FY2025 we are fortunate to be supported by a MaineHousing grant (clear evidence that the state's lead housing agency understands the connection between these legal services and housing stability), the Sam. L. Cohen Foundation, other foundations, and private donations. We continuously secure funding from the United Way of Southern Maine, and federal funding for specific family reunification services and citizenship services for elder refugees through two separate Federal programs. We believe funding from FY2026 will come from the Raskob Foundation which has been a strong supporter, Maine-based foundations such as the Samuel L. Cohen Foundation (current funder), and others. Investment by Portland CDBG will help ILS demonstrate to foundation partners the local support for immigration legal services. As it has in the past, CCM ILS will rely heavily on a team of experienced, dedicated volunteer attorneys, accredited representatives and trained legal assistants. These individuals donated almost 2,000 volunteer hours to ILS in FY2024, amounting to more than \$58,000 in pro bono services. Note that the Program Budget Detail on the Neighborly platform requires us to choose committed or pending for each row and doesn't allow us to choose both. However, CCM does have \$22,000 committed from United Way of Southern Maine for the ILS program. In addition, CCM will commit fees paid by clients, conservatively projected at \$15,000 during the grant year, for a total of \$37,000 committed funds. This means almost 29% of ILS's leveraged funds are already committed. ILAP has a strong financial foundation, receives almost no federal funding, and is supported by individuals (49%), grants (48%), events and other revenue (3%). ILAP leverages funding from a portfolio of 30-40 private grant funders locally and regionally, and a strong base of donors across the state. Volunteer attorneys also donate their time (worth more than \$1 million dollars in annual consulting fees for cases across Maine), providing representation in cases for asylum and vulnerable immigrant youth.

C.12. Budget Narrative

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

If this program was funded by CDBG in the previous year, 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.

TOTAL SALARIES: is based on total of 2.15 FTEs with 0.96 FTEs funded by CDBG TAXES AND FRINGE: includes FICA \$9,047, SUTA \$692, Worker's Compensation \$3,666, Retirement Expense \$922, Disability and Life \$591, and Medical Expense \$8,674. INDIRECT EXPENSE: is calculated at 19.06 % of payroll. We have a federally approved indirect rate. INTERPRETER FEES: calculated based on past year actuals plus 30% to help meet projected increased demand. PROFESSIONAL FEES: includes expenses for our payroll software ADP \$2,022 and our Law Logix software \$1,500. SUBCONTRACTOR EXPENSE: this is for ILAP only. OFFICE SUPPLIES: are based on past year actuals and include printed materials for distribution to clients. DEPRECIATION AND BUILDING COSTS: based on square footage space allocation for our Portland location. INSURANCE: includes both self-insurance costs and commercial insurance for the site where ILS staff meet with clients. TRAINING/CONFERENCE: includes training and continuing education as well as dues & subscriptions. IT ALLOCATION: is subcontracted IT services at a rate of \$4,151.23 per user for 3 users.

D. Program Budget Detail

Case Id: 30541

Name: Catholic Charities Maine - 2025

Completed by agassmaine@gmail.com on 11/15/2024 12:56 PM

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.

\$127,524.00

D.2. Total Program Budget

\$255,803.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Budget Category Salary and Wages	\$118,256.00	\$50,246.00	\$68,010.00	UW, Raskob & Other Foundations	Pending
Fringe Benefits	\$23,592.00	\$8,170.00	\$15,422.00	Raskob & Other Foundations	Committed
Indirect Costs	\$22,540.00	\$9,577.00	\$12,963.00	Client Fees	Committed
Interpreter Fees	\$9,912.00	\$0.00	\$9,912.00	Raskob & Other Foundations	Pending
Professional Fees	\$3,522.00	\$2,494.00	\$1,028.00	Client Fees	Committed
Subcontractor (ILAP)	\$57,548.00	\$57,548.00	\$0.00	Raskob & Other Foundations	Pending
Office Supplies	\$1,160.00	\$0.00	\$1,160.00	Client Fees	Committed
Dep/Building Cost	\$8,895.00	\$0.00	\$8,895.00	Raskob & Other Foundations	Pending
Insurance	\$1,550.00	\$437.00	\$1,113.00	Raskob & Other Foundations	Pending
Training/Conference	\$3,840.00	\$0.00	\$3,840.00	Raskob & Other Foundations	Pending
IT Allocation	\$12,536.00	\$6,600.00	\$5,936.00	Raskob & Other Foundations	Pending
	\$263,351.00	\$135,072.00	\$128,279.00		

E. Required Documents

Completed by agassmaine@gmail.com on 11/15/2024 12:56 PM

Case Id: 30541

Name: Catholic Charities Maine - 2025

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**

****No files uploaded**

☐ **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**

****No files uploaded**

☐ **Conflict of Interest Policy**

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

****No files uploaded**

☐ **Letters of Support/ MOUs**

Demonstrated outreach in the form of Letters of Support and/or Memorandums of Agreement is required. Applicants can submit as many items as desired, but are encouraged to prioritize quality over quantity. ***Required**

****No files uploaded**

☐ **Most Recent Agency Operating Budget** ***Required**

***No files uploaded*

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

***No files uploaded*

☐ **Non-Discrimination Policy**

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

***No files uploaded*

☐ **Project Timeline** ***Required**

***No files uploaded*

☐ **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****

***No files uploaded*

☐ **Whistleblower Policy**

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

***No files uploaded*

☐ **Other Document Type**

***No files uploaded*

Submit

Completed by agassmaine@gmail.com on 11/15/2024 12:58 PM

Case Id: 30541

Name: Catholic Charities Maine - 2025

Address: *No Address Assigned

Submit

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

☒ I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Signature

Stephen P. Letourneau

Electronically signed by agassmaine@gmail.com on 11/15/2024 12:58 PM

Title

Executive Director, Catholic Charities Maine

CERTIFICATE OF AUTHORIZATION & AGREEMENT APPROVAL

At a duly authorized meeting of the Governing Body of

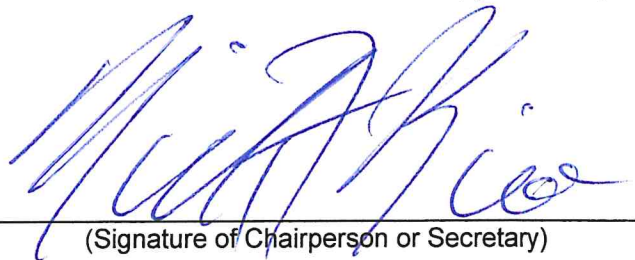
Catholic Charities Maine held on March 24, 2022
(Organization Name) (Date)

it was VOTED that the following:

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

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

ATTEST:

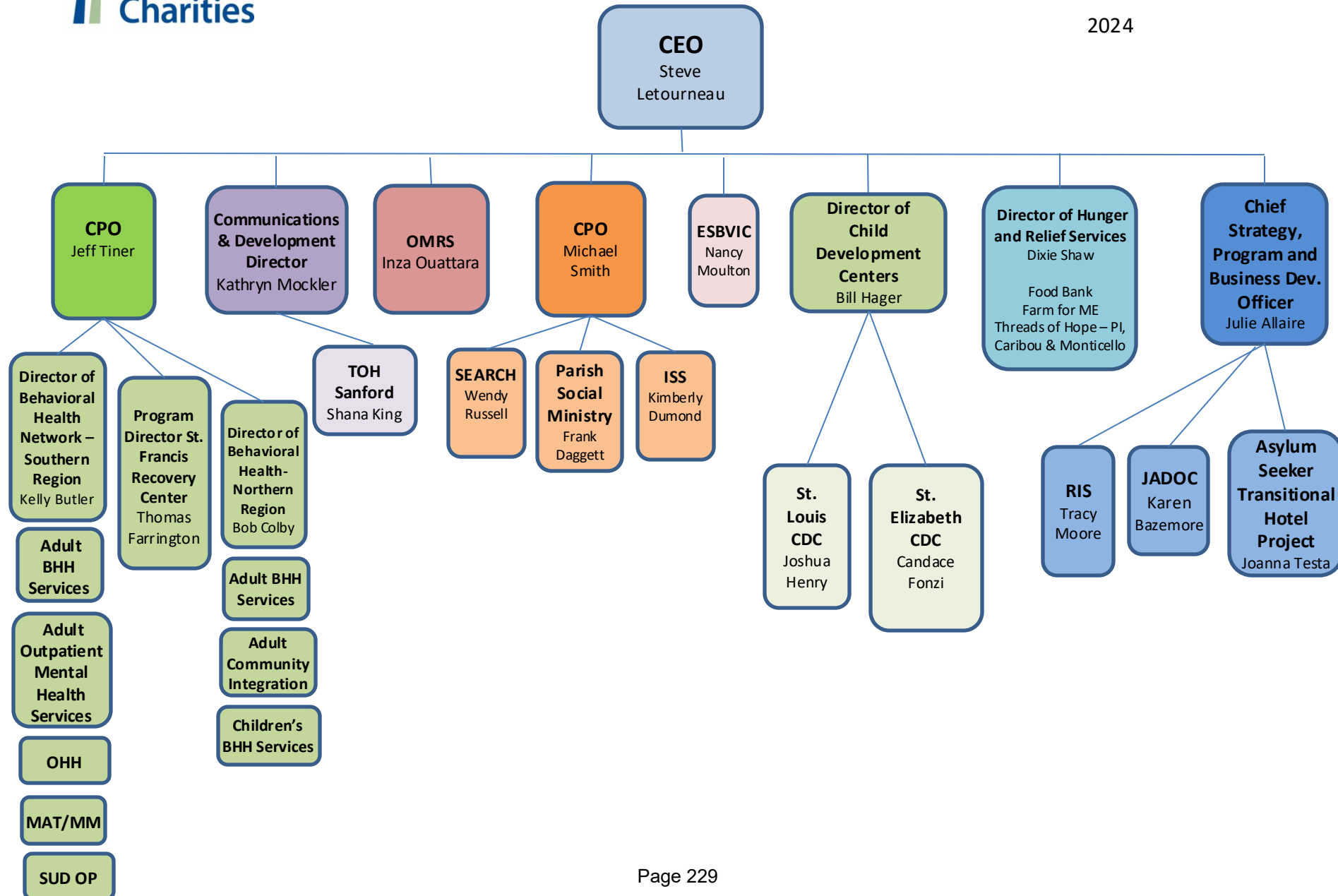

(Signature of Chairperson or Secretary)

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

6/21/2022
(Date of Signature)

CATHOLIC CHARITIES MAINE BOARD OF DIRECTORS LIST FISCAL YEAR 2024

Last Name	First Name	Board Position		State
Ruggieri	James, Most Rev.	President	Portland	ME
Caron	Marc	Diocesan Chaplain	Portland	ME
Blakeslee	Scott		Gorham	ME
Binwa	Innocent		South Portland	ME
Brackett	Janet		New Sharon	ME
Brown	Kathy		Gardiner	ME
Cleveland	Deacon Bob		Hope	ME
Czerwinski	Peter		Readfield	ME
des Rosiers	Jared	Chair	Falmouth	ME
Dyer	Kathy		Houlton	ME
Ford	Amy		Waldoboro	ME
Letourneau	Steve	CEO	Fairfield	ME
Liwanga	Victoire B		Portland	ME
Moses	Paula	Treasurer	Wells	ME
Nickless	Cindy	Secretary	Lyman	ME
Powers	Joseph W.		Yarmouth	ME
Suttie	Kim	Vice Chair	Fairfield	ME



CONFLICTS OF INTEREST POLICY

1. **Purpose.** The purpose of this conflicts of interest policy is to protect the corporate interest of Catholic Charities Maine (the "Corporation") when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a member of the Board of Directors, a non-board member of board committees or a member of the Program Advisory Committee of the Corporation. This policy is intended to supplement but not to replace any applicable laws governing conflicts of interest applicable to nonprofit and charitable corporations.
2. **Scope of Policy:** This policy shall apply to members of the Board of Directors ("Directors"), non-board members of board committees and members of the Program Advisory Committees ("PAC Member").
3. **Definitions.** A "conflict of interest" may exist when an interested person has a financial interest in a transaction with the Corporation.
 - a. "Interested person" means any Director, committee member or PAC Member who has a "financial interest," as defined below.
 - b. "Financial interest." A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - i. a material interest, including without limitation, an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, or
 - ii. a compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or
 - iii. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as transfers of assets, gifts or favors that have value. A financial interest includes situations where the person is a general partner or director, officer or trustee of such entity. A financial interest is not necessarily a conflict of interest. Under Section 4(b), a person who has a financial interest may have a conflict of interest only if the board decides that a conflict of interest exists.

ORIGINAL APPROVAL DATE: March 2010

REVIEWED AND APPROVED: Board of Directors, February 21, 2017

REVIEWED AND APPROVED: Board of Directors, June 4, 2019

OPERATIONAL PROCEDURES:

1. Duty to Disclose. In connection with any actual or possible conflicts of interest, an interested person must disclose the existence of his or her financial interest and must be given the opportunity to disclose all material facts to the Directors, committee members, and PAC members considering the proposed transaction or arrangement. Directors have a fiduciary duty fully to disclose all aspects of the financial interest.
2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the board or committee meeting to allow a full and frank discussion of the matter or transaction at hand. If the disclosure is made before a committee, the committee may propose to the full board a recommended course of action.
3. Procedures for Addressing the Conflict of Interest. Conflicts of interest shall be addressed and disposed of by the full board of directors (quorum being present). The interested person may make a presentation to the board, but after such presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that results in the conflict of interest. The chairperson of the board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the board shall determine whether the Corporation 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. 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 shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation's best interest and for its own benefit and whether the transaction is fair and reasonable to the Corporation and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.
4. Violations of the Conflicts of Interest Policy. If the board has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
5. Recordkeeping. With respect to conflicts of interest, the minutes of the board shall contain:
 - a. the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of

interest was present, and the board's decision as to whether a conflict of interest in fact existed.

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.

6. Compensation. A voting member of the board of directors who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.
7. Annual Statements. Each Director, non-board member of board committees and PAC Member shall annually sign a statement that affirms that such individual:
 - a. has received a copy of the conflicts of interest policy,
 - b. has read and understands the policy,
 - c. has agreed to comply with the policy, and
 - d. understands that the Corporation 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.

Each Director, Committee Member, and PAC Member shall disclose on this Disclosure of Interest statement any financial interest potentially or actually in conflict with the interest of the Corporation. These statements shall be submitted to the CEO of the Corporation annually.

8. Periodic Reviews. To ensure that the Corporation 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. The periodic reviews shall, at a minimum, include the following subjects:
 - a. Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
 - b. Whether transactions entered into by the Corporation result in prohibited private inurement or private benefit.
9. Use of Outside Experts. In conducting the periodic reviews provided for in Section 7, the Corporation 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.

Operational Procedure Approved: March 2010
Operational Procedure Reviewed and Revised: February 21, 2017
Operational Procedure Reviewed and Approved: June 4, 2019

Catholic Charities Maine

Budget Overview

For The 2025 Fiscal Year

	Budgeted Revenue 09/30/2024 Operating Budget	Budgeted Expenses 09/30/2024 Operating Budget	Net Income 09/30/2024 Operating Budget	RCB Budgeted 09/30/2024 Operating Budget	Budgeted Revenue 09/30/2025 Operating Budget	Budgeted Expenses 09/30/2025 Operating Budget	Net Income 09/30/2025 Operating Budget	RCB Budgeted 09/30/2025 Operating Budget
Behavioral Health Network								
Adult Mental Health Services	2,246,676	2,092,368	154,308	0	2,067,334	1,946,415	120,919	0
Children's Behavioral Health Services	1,434,034	1,181,028	253,006	0	1,237,330	1,139,372	97,958	0
Behavioral Health Network - Southern	2,942,752	2,942,752	0	0	2,767,858	2,663,896	103,962	0
St. Francis Recovery Center	2,221,830	2,099,375	122,455	0	2,307,492	2,307,492	0	0
Total Behavioral Health Network	8,845,292	8,315,523	529,769	0	8,380,014	8,057,175	322,839	0
Elder Services								
Independent Support Services	2,910,267	3,120,065	(209,798)	0	3,226,008	3,315,527	(89,519)	0
SEARCH	391,245	391,245	0	104,522	392,359	392,359	0	104,520
Total Elder Services	3,301,512	3,511,310	(209,798)	104,522	3,618,367	3,707,886	(89,519)	104,520
Educational and Children's Services								
St. Elizabeth's Child Development Center	709,251	740,960	(31,709)	26,392	740,978	740,978	0	43,923
St. Louis Child Development Center	1,242,816	1,274,669	(31,853)	101,470	1,381,743	1,381,743	0	83,877
Total Educational Services	1,952,067	2,015,629	(63,562)	127,862	2,122,721	2,122,721	0	127,800
Community Services								
Asylum Seekers Transitional Housing	1,102,599	1,102,599	0	0	977,066	977,066	0	0
ESBVIC	2,295,855	2,295,855	0	9,525	2,078,349	2,078,349	0	9,525
Jessie Albert Dental & Orthodontic	3,033,949	2,977,105	56,844	0	2,878,522	2,824,098	54,424	0
Office of Maine Refugee Services	4,665,945	4,665,945	0	0	5,094,681	5,094,681	0	0
Parish Social Ministry	388,937	388,937	0	234,728	414,410	414,410	0	236,228
Refugee and Immigration Services	2,785,301	2,785,301	0	0	2,655,482	2,714,414	(58,932)	0
Total Community Services	14,272,586	14,215,742	56,844	244,253	14,098,510	14,103,018	(4,508)	245,753
Retail Operations								
Threads of Hope - Sanford	294,686	284,660	10,026	0	296,290	296,290	0	0
Threads of Hope - Presque Isle	417,224	393,358	23,866	0	558,744	471,770	86,974	0
Total Retail Operations	711,910	678,018	33,892	0	855,034	768,060	86,974	0
Farm, Food, and Recycling								
Food Banks, Farm and Recycling	745,252	772,930	(27,678)	119,447	575,967	714,299	(138,332)	119,447
Total Farm, Food, and Recycling	745,252	772,930	(27,678)	119,447	575,967	714,299	(138,332)	119,447
Support Services								
Development	578,848	553,254	25,594	0	593,410	369,038	224,372	0
Communications	0	0	0	0	0	197,771	(197,771)	0
Central Services	0	26,543	(26,543)	0	0	(5,700)	5,700	0
Non-Allocated Administrative Services	180,923	261,127	(80,204)	120,923	97,993	242,748	(144,755)	97,993
Information Technology Services	0	0	0	0	0	0	0	0
Disability Job Support Services	8,180	8,180	0	8,180	5,621	5,621	0	5,621
Building Allocation	0	0	0	0	0	0	0	0
Total Support Services	767,951	849,104	(81,153)	129,103	697,024	809,478	(112,454)	103,614
Total Operating Activities	30,596,570	30,358,256	238,314	725,187	30,347,637	30,282,637	65,000	701,134
Non-Operating Activities								
Unallocated Revenue & Expenses	(238,314)	0	(238,314)	0	(65,000)	0	(65,000)	0
Total Non-Operating Activities	(238,314)	0	(238,314)	0	(65,000)	0	(65,000)	0
Total All Program	30,358,256	30,358,256	0	725,187	30,282,637	30,282,637	0	701,134



Maine Revenue Services
Augusta, Maine

PERMANENT EXEMPTION CERTIFICATE

This Exemption Certificate
is issued under the provisions of Title 36, Part 3 MRSA

CATHOLIC CHARITIES MAINE
d/b/a CATHOLIC CHARTIES MAINE
PO BOX 10660
PORTLAND, ME 04104-6060

Registration Number: E81378
Date Effective: December 1, 2005
Date Issued: February 1, 2007

ACTING EXECUTIVE DIRECTOR

Form ST-2
3050227070131

This certifies that the organization named above is a community mental health facility receiving support under the Federal Community Mental Health Centers Act, or from the Department of Health and Mental Retardation pursuant to Title 34-B, section 3604, 5433 or 6204. It is therefore entitled to purchase tangible personal property or taxable services that will be used exclusively by the organization for the purposes for which it is organized without payment of the Maine sales or use tax.

Note to the Organization: This certificate *is* not to be used in activities that are mainly commercial enterprises including, but not limited to, purchases of items which will be resold by the organization. A copy of this certificate with the certification completed below, must be provided to your vendors in order to purchase goods exempt from tax. It is only necessary to provide one copy to the vendor. Subsequent purchases should indicate that the purchase is exempt from tax. In order to be exempt, the sale must be billed directly to and paid for directly by the organization named on the exemption certificate. This certificate cannot be used for purchases when payments are made with cash, personal checks, or personal credit cards.

Note to the Vendor: This certificate must be taken in good faith from the taxpayer named above. Your good faith may be questioned if you have knowledge of facts which give rise to a reasonable inference that the purchaser is not the holder of the exemption certificate or that the merchandise is not to be used exclusively by the organization. This certificate is valid only if the following certification is completed.

PERMANENT EXEMPTION CERTIFICATE

I HEREBY CERTIFY: That the above exemption certificate is valid, that the tangible personal property described herein which I shall purchase from _____ will be used exclusively by the organization named above for purposes for which it is organized.

Description of property to be purchased:

Authorized Signature

August 29, 2022

Date

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

Department of the Treasury

Date: November 2, 2023

Person to Contact:

K. Gleason #0203083

Toll Free Telephone Number:

877-829-5500

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

Group Exemption Number:

0928

Dear Sir/Madam:

This responds to your August 1, 2023, request for information regarding the status of your group tax exemption.

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

With your request, you provided a copy of the *Official Catholic Directory for 2023*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2023* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

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

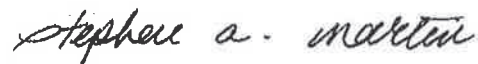
Subordinate organizations under a group exemption do not receive individual exemption letters. Subordinate organizations are not listed in Tax Exempt Organization Search (Pub 78 data), and many are not listed in the Exempt Organizations Business Master

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

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

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

Sincerely,

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

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



Maine Revenue Services
Augusta, Maine

PERMANENT EXEMPTION CERTIFICATE

This Exemption Certificate
is issued under the provisions of Title 36, Part 3 MRSA

CATHOLIC CHARITIES MAINE
d/b/a CATHOLIC CHARTIES MAINE
PO BOX 10660
PORTLAND, ME 04104-6060

Registration Number: E81378
Date Effective: December 1, 2005
Date Issued: February 1, 2007

ACTING EXECUTIVE DIRECTOR

Jerome D. Doran

Form ST-2
3050227070131

This certifies that the organization named above is a community mental health facility receiving support under the Federal Community Mental Health Centers Act, or from the Department of Health and Mental Retardation pursuant to Title 34-B, section 3604, 5433 or 6204. It is therefore entitled to purchase tangible personal property or taxable services that will be used exclusively by the organization for the purposes for which it is organized without payment of the Maine sales or use tax.

Note to the Organization: This certificate is not to be used in activities that are mainly commercial enterprises including, but not limited to, purchases of items which will be resold by the organization. A copy of this certificate with the certification completed below, must be provided to your vendors in order to purchase goods exempt from tax. It is only necessary to provide one copy to the vendor. Subsequent purchases should indicate that the purchase is exempt from tax. In order to be exempt, the sale must be billed directly to and paid for directly by the organization named on the exemption certificate. This certificate cannot be used for purchases when payments are made with cash, personal checks, or personal credit cards.

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PERMANENT EXEMPTION CERTIFICATE

I HEREBY CERTIFY: That the above exemption certificate is valid, that the tangible personal property described herein which I shall purchase from _____ will be used exclusively by the organization named above for purposes for which it is organized.

Description of property to be purchased:

Stephen P. Letourneau
Authorized Signature

9/15/23

Date

Conflict of Interest - Staff/Client

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

APPROVAL: Executive Director, June 22, 1995

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

OPERATIONAL PROCEDURE:

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

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

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

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

Operational Procedure reviewed and updated: December 2000.

Operational Procedure reviewed and updated: August 24, 2004.

Operational Procedure reviewed and updated: February 28, 2011.

Operational Procedure reviewed and updated: June 6, 2017.

Operational Procedure reviewed and updated: January 10, 2022.

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

Form **990**

Department of the Treasury
Internal Revenue Service

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.

2022

Open to Public
Inspection

A For the **2022** calendar year, or tax year beginning **OCT 1, 2022** and ending **SEP 30, 2023**

B Check if applicable: ☐ Address change ☐ Name change ☐ Initial return ☐ Final return/terminated ☐ Amended return ☐ Application pending	C Name of organization Catholic Charities Maine Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite PO Box 10660 City or town, state or province, country, and ZIP or foreign postal code Portland, ME 04104 F Name and address of principal officer: Stephen Letourneau same as C above	D Employer identification number 01-0280225 E Telephone number 207-781-8550 G Gross receipts \$ 36,865,419. H(a) Is this a group return for subordinates? ☐ Yes ☒ No H(b) Are all subordinates included? ☐ Yes ☐ No If "No," attach a list. See instructions H(c) Group exemption number 0928
I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527		
J Website: www.ccmaine.org		
K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other		
L Year of formation: 1967 M State of legal domicile: ME		

Part I Summary

1	Briefly describe the organization's mission or most significant activities: State-wide social service agency		
2	Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.		
3	Number of voting members of the governing body (Part VI, line 1a)	3	20
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	20
5	Total number of individuals employed in calendar year 2022 (Part V, line 2a)	5	604
6	Total number of volunteers (estimate if necessary)	6	564
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
7b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.
8	Contributions and grants (Part VIII, line 1h)	8	2,975,707.
9	Program service revenue (Part VIII, line 2g)	9	23,126,617.
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	10	135,969.
11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	11	654,728.
12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	12	26,893,021.
13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	13	507,595.
14	Benefits paid to or for members (Part IX, column (A), line 4)	14	0.
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	15	15,946,362.
16a	Professional fundraising fees (Part IX, column (A), line 11e)	16a	0.
16b	Total fundraising expenses (Part IX, column (D), line 25)	16b	418,265.
17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	17	10,245,805.
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	18	26,699,762.
19	Revenue less expenses. Subtract line 18 from line 12	19	193,259.
20	Total assets (Part X, line 16)	20	13,981,504.
21	Total liabilities (Part X, line 26)	21	4,912,515.
22	Net assets or fund balances. Subtract line 21 from line 20	22	9,068,989.

Part II Signature Block

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

Sign Here	Signature of officer Reed Westgate, Chief Financial Officer	Date	
Paid Preparer Use Only	Print/Type preparer's name Joseph R. Byrne	Preparer's signature Joseph R. Byrne	Date 04/12/24
	Firm's name Berry Dunn McNeil & Parker, LLC	Firm's EIN 01-0523282	Check if self-employed ☐ PTIN P01289281
	Firm's address 2211 Congress St Portland, ME 04102	Phone no. (207) 775-2387	

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

Part III Statement of Program Service Accomplishments

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

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

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

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

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

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

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

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

4a (Code:) (Expenses \$ 7,032,493. including grants of \$) (Revenue \$ 7,558,896.) Behavioral Health Services performed include: 700 adults with mental illness received outreach and/or case management support to help them access health care and community services and fully live their lives; 240 at-risk youths and their families received intervention and support to prevent them from further involvement with the legal or mental health system.

4b (Code:) (Expenses \$ 14,075,102. including grants of \$ 2,307,333.) (Revenue \$ 10,345,910.) Specialized Community Services performed include: 33,965 individuals and families in Aroostook County were provided with food assistance; 5,187 individuals were provided with oral health services; 701 refugees resettling in Maine received help finding housing, jobs, and referrals to available services; 1,605 individuals found compassionate support and/or received emergency services; 460 individuals and families dealing with issues related to drugs or alcohol addiction received support and counseling services; 1,795 elderly and disabled individuals were able to remain living independently in their home with the support of a homemaker or volunteer companion; 311 blind and visually impaired children received the resources services they needed to succeed; 4,054 children were provided with nutritious meals and snacks by their child

4c (Code:) (Expenses \$ 3,548,757. including grants of \$) (Revenue \$ 2,844,658.) Elder Care Services include: Independent Support Services (ISS) and SEARCH. Serving 1,795 seniors or individuals with disabilities throughout Maine, ISS provided homemaker services that included in-home assistance with housekeeping, meal preparation, laundry, and taking clients grocery shopping. The goal is to help these individuals remain functioning independently within their own home. Utilizing a corps of trained volunteers, SEARCH connected volunteers with 239 seniors in 8 counties to reduce their isolation and keep them living independently. Volunteers provided companionship, assistance with paperwork, socialization activities, and transportation for appointments and errands.

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

(Expenses \$ 5,835,811. including grants of \$) (Revenue \$ 6,650,506.)

4e Total program service expenses 30,492,163.

Form 990 (2022)

Part IV Checklist of Required Schedules

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

Part IV Checklist of Required Schedules (continued)

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

Note: All Form 990 filers are required to complete Schedule O

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

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

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

	Yes	No
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	604
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	X
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c	X
d If "Yes," indicate the number of Forms 8282 filed during the year	7d	
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e	X
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f	X
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g	
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h	
8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8	
9 Sponsoring organizations maintaining donor advised funds.		
a Did the sponsoring organization make any taxable distributions under section 4966?	9a	
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b	
10 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on Part VIII, line 12	10a	
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11 Section 501(c)(12) organizations. Enter:		
a Gross income from members or shareholders	11a	
b Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b	
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
13 Section 501(c)(29) qualified nonprofit health insurance issuers.		
a Is the organization licensed to issue qualified health plans in more than one state? 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 ☒

Section A. Governing Body and Management

	1a	1b	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.	20			
b Enter the number of voting members included on line 1a, above, who are independent		20		
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?			2	X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?			3	X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?			4	X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?			5	X
6 Did the organization have members or stockholders?			6	X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?			7a	X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?			7b	X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a The governing body?			8a	X
b Each committee with authority to act on behalf of the governing body?			8b	X
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O			9	X

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

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

Section C. Disclosure

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

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

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

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

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

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

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

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.

- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."

- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, 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 (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Burton L. Rankie Orthodontist	30.00 0.00					X		194,283.	0.	13,576.
(2) Stephen Letourneau CEO	40.00 0.00			X				158,040.	0.	30,956.
(3) Meredith L. Davis-Pound Dentist	30.00 0.00				X			116,682.	0.	31,220.
(4) Jeffrey Tollie Tiner CCO	40.00 0.00				X			101,977.	0.	24,351.
(5) Reed Westgate CFO	40.00 0.00			X				98,078.	0.	28,153.
(6) Bishop Robert Deeley President	0.80 0.00	X		X				0.	0.	0.
(7) Msgr. Marc Caron Diocesan Chaplain	0.80 0.00	X		X				0.	0.	0.
(8) Lauren Moody Chair	0.80 0.00	X		X				0.	0.	0.
(9) Jared des Rosiers Vice Chair	0.80 0.00	X		X				0.	0.	0.
(10) Robert Ayotte Treasurer	0.80 0.00	X		X				0.	0.	0.
(11) Nick Rico Secretary	0.80 0.00	X		X				0.	0.	0.
(12) Innocent Binwa Director	0.80 0.00	X						0.	0.	0.
(13) Deacon Bob Cleveland Director	0.80 0.00	X						0.	0.	0.
(14) Janet Brackett Director	0.80 0.00	X						0.	0.	0.
(15) Kathy Brown Director	0.80 0.00	X						0.	0.	0.
(16) Stephen Costello Director	0.80 0.00	X						0.	0.	0.
(17) Deacon Darrell Blackwell Director	0.80 0.00	X						0.	0.	0.

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

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(18) Kathy Dyer Director	0.80 0.00	X						0.	0.	0.
(19) Bill Flaggs Director	0.80 0.00	X						0.	0.	0.
(20) Amy Ford Director	0.80 0.00	X						0.	0.	0.
(21) Fr. Frank Morin Director	0.80 0.00	X						0.	0.	0.
(22) Paula Moses Director	0.80 0.00	X						0.	0.	0.
(23) Cindy Nickless Director	0.80 0.00	X						0.	0.	0.
(24) Sr. Patricia Pora Director	0.80 0.00	X						0.	0.	0.
(25) Kim Suttie Director	0.80 0.00	X						0.	0.	0.
1b Subtotal								669,060.	0.	128,256.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								669,060.	0.	128,256.

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

4

- 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
- 4** For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual
- 5** Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person

	Yes	No
3		X
4	X	
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
Systems Engineering, 120 Exchange Street Suite 500, Portland, ME 04101	IT Subcontractor	647,534.
Aroostook Home Health Services, 658 Maine Street, Suite 2, Caribou, ME 04736	ISS Subcontractor	314,687.
Translation & Interpretation Network, LLC PO Box 736101, Dallas, TX 75373	Language Partners Subcontractor	203,384.
FCS, Inc., 1823 McIntosh Suite 110, Bowling Green, KY 42104	Subcontracted Prescribers for Med	174,486.
Credible Behavioral Health, Inc. PO Box 4577, Carol Stream, IL 60197-4577	IT Subcontractor	162,050.
2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization		7

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

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a	194,488.				
	b Membership dues	1b					
	c Fundraising events	1c	144,380.				
	d Related organizations	1d	730,589.				
	e Government grants (contributions)	1e	2,204,654.				
	f All other contributions, gifts, grants, and similar amounts not included above ...	1f	4,260,017.				
	g Noncash contributions included in lines 1a-1f	1g	\$ 10,535.				
	h Total. Add lines 1a-1f						
Program Service Revenue			Business Code				
	2 a Governmental Payments		624100	16,914,750.	16914750.		
	b Medicaid Fees		624100	8,591,630.	8,591,630.		
	c Program Service Fees		624100	1,878,615.	1,878,615.		
	d Miscellaneous Revenue		900099	14,975.	14,975.		
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f				27,399,970.		
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			85,360.			85,360.
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6 a Gross rents	6a	(i) Real				
			(ii) Personal				
	b Less: rental expenses ...	6b	93,354.	0.			
	c Rental income or (loss)	6c	93,354.				
	d Net rental income or (loss)				93,354.		93,354.
	7 a Gross amount from sales of assets other than inventory	7a	(i) Securities				
			(ii) Other				
	b Less: cost or other basis and sales expenses	7b	379,404.	761,000.			
	c Gain or (loss)	7c	270,065.	0.			
	d Net gain or (loss)				109,339.	761,000.	
e Net gain or (loss)				870,339.		870,339.	
8 a Gross income from fundraising events (not including \$ 144,380. of contributions reported on line 1c). See Part IV, line 18	8a						
b Less: direct expenses	8b	35,424.	103,657.				
c Net income or (loss) from fundraising events				-68,233.		-68,233.	
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	576,779.	11,063.				
c Net income or (loss) from sales of inventory				565,716.		565,716.	
Miscellaneous Revenue			Business Code				
	11 a						
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d						
12 Total revenue. See instructions				36,480,634.	27399970.	0.	1546536.

Part IX Statement of Functional Expenses

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

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

☒ X

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	1,194,079.	1,194,079.		
2 Grants and other assistance to domestic individuals. See Part IV, line 22	1,113,254.	1,113,254.		
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	315,227.		315,227.	
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	14,037,968.	12,530,049.	1,286,218.	221,701.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	99,578.	78,129.	17,739.	3,710.
9 Other employee benefits	1,752,756.	1,562,349.	149,985.	40,422.
10 Payroll taxes	1,095,263.	958,471.	115,595.	21,197.
11 Fees for services (nonemployees):				
a Management				
b Legal	47,594.		47,594.	
c Accounting	79,072.		79,072.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees	16,578.	1,580.	14,998.	
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	6,413,211.	5,706,632.	706,579.	
12 Advertising and promotion	108,985.	79,019.	9,289.	20,677.
13 Office expenses	175,062.	122,194.	31,775.	21,093.
14 Information technology				
15 Royalties				
16 Occupancy	1,941,668.	1,176,924.	754,232.	10,512.
17 Travel	666,508.	607,974.	54,748.	3,786.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	200,063.	143,470.	56,040.	553.
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	891,966.	614,560.	272,522.	4,884.
23 Insurance	264,109.	227,072.	33,415.	3,622.
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 Supplies	559,674.	537,977.	21,697.	
b Miscellaneous Expense	312,086.	280,428.	31,658.	
c Allocation of Management	0.	1,138,407.	-1,161,539.	23,132.
d Indirect Costs	0.	2,419,595.	-2,462,571.	42,976.
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	31,284,701.	30,492,163.	374,273.	418,265.
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	633,927.	1	433,248.
	2 Savings and temporary cash investments	1,144,362.	2	2,484,036.
	3 Pledges and grants receivable, net	0.	3	2,204,654.
	4 Accounts receivable, net	1,828,739.	4	2,318,620.
	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	124,941.	8	140,193.
	9 Prepaid expenses and deferred charges	76,580.	9	169,859.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 10,275,206.		
	b Less: accumulated depreciation	10b 6,036,156.		
	11 Investments - publicly traded securities	4,079,360.	10c	4,239,050.
	12 Investments - other securities. See Part IV, line 11	2,918,896.	11	3,503,124.
	13 Investments - program-related. See Part IV, line 11		12	
	14 Intangible assets	0.	13	
	15 Other assets. See Part IV, line 11	3,174,699.	14	1,986,249.
16 Total assets. Add lines 1 through 15 (must equal line 33)	13,981,504.	15	2,694,716.	
Liabilities	17 Accounts payable and accrued expenses	13,981,504.	16	20,173,749.
	18 Grants payable	2,306,988.	17	1,810,296.
	19 Deferred revenue		18	
	20 Tax-exempt bond liabilities	1,099,677.	19	541,591.
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		20	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		21	
	23 Secured mortgages and notes payable to unrelated third parties		22	
	24 Unsecured notes and loans payable to unrelated third parties	1,505,850.	23	1,245,786.
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		24	
	26 Total liabilities. Add lines 17 through 25	0.	25	2,000,242.
	27 Total liabilities. Add lines 17 through 25	4,912,515.	26	5,597,915.
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	5,122,460.	27	10,668,869.
	28 Net assets with donor restrictions	3,946,529.	28	3,906,965.
	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	9,068,989.	32	14,575,834.
33 Total liabilities and net assets/fund balances	13,981,504.	33	20,173,749.	

Form 990 (2022)

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

1	Total revenue (must equal Part VIII, column (A), line 12)	1	36,480,634.
2	Total expenses (must equal Part IX, column (A), line 25)	2	31,284,701.
3	Revenue less expenses. Subtract line 2 from line 1	3	5,195,933.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	9,068,989.
5	Net unrealized gains (losses) on investments	5	188,427.
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	122,485.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	14,575,834.

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

	Yes	No
1 Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis		☒
b Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	☒	
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	☒	
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? _____	☒	
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 _____	☒	

Form 990 (2022)

Department of the Treasury
Internal Revenue Service

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

Catholic Charities Maine

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

01-0280225

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

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

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____

10 ☒ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations _____

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

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

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

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

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 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		
☐		

Schedule A (Form 990) 2022

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.")	1978135.	6154557.	3801200.	2975707.	7534128.	22443727.
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	22593882.	19349757.	21453692.	23126617.	27399970.	113923918
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	24572017.	25504314.	25254892.	26102324.	34934098.	136367645
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.)						136367645

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	24572017.	25504314.	25254892.	26102324.	34934098.	136367645
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	57,271.	49,154.	70,928.	132,244.	178,714.	488,311.
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	57,271.	49,154.	70,928.	132,244.	178,714.	488,311.
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on	807,687.	536,397.	593,031.	618,427.	565,716.	3121258.
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.)	25436975.	26089865.	25918851.	26852995.	35678528.	139977214

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	97.42 %
16 Public support percentage from 2021 Schedule A, Part III, line 15	16	97.02 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2022 (line 10c, column (f), divided by line 13, column (f))	17	.35 %
18 Investment income percentage from 2021 Schedule A, Part III, line 17	18	.29 %

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

Part IV Supporting Organizations (continued)

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

Section B. Type I Supporting Organizations

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

Section C. Type II Supporting Organizations

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

Section D. All Type III Supporting Organizations

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

Section E. Type III Functionally Integrated Supporting Organizations

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

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

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

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

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

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

Schedule A (Form 990) 2022

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

		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required - <i>provide details in Part VI</i>)	5
6	Other distributions (<i>describe in Part VI</i>). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	8
9	Distributable amount for 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 - <i>explain in Part VI</i>). 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, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2022. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 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			

Schedule A (Form 990) 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 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

Catholic Charities Maine

Employer identification number

01-0280225

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

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

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

☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation

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

☐ 501(c)(3) taxable private foundation

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

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

General Rule

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

Special Rules

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

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

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

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

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

Schedule B (Form 990) (2022)

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

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
<u>1</u>		\$ <u>2,655,344.</u>	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
<u>2</u>		\$ <u>100,000.</u>	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
<u>3</u>		\$ <u>75,000.</u>	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
<u>4</u>		\$ <u>50,000.</u>	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
<u>5</u>		\$ <u>45,000.</u>	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
<u>6</u>		\$ <u>32,382.</u>	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

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

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
7		\$ 30,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
8		\$ 27,119.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
9		\$ 25,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
10		\$ 20,650.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
11		\$ 20,596.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
12		\$ 20,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization

Employer identification number

Catholic Charities Maine

01-0280225

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
13		\$ 20,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
14		\$ 730,589.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
15		\$ 15,998.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
16		\$ 15,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
17		\$ 15,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
18		\$ 15,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization

Employer identification number

Catholic Charities Maine

01-0280225

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
19		\$ 12,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
20		\$ 11,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
21		\$ 11,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
22		\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
23		\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
24		\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

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

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
25		\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
26		\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
27		\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
28		\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
29		\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
30		\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization

Employer identification number

Catholic Charities Maine

01-0280225

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
31		\$ 9,405.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
32		\$ 8,885.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
33		\$ 7,550.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
34		\$ 7,500.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
35		\$ 7,500.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
36		\$ 7,388.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

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

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
37		\$ 7,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
38		\$ 6,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
39		\$ 5,500.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
40		\$ 5,313.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
41		\$ 5,500.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
42		\$ 5,250.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization

Employer identification number

Catholic Charities Maine

01-0280225

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
43		\$ 5,150.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
44		\$ 5,060.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
45		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
46		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
47		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
48		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

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

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

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

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

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
55		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
56		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
57		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
58		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
59		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
60		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

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

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
61		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
62		\$ 5,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
63		\$ 28,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
64		\$ 51,650.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
65		\$ 14,143.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
66		\$ 29,500.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization

Employer identification number

Catholic Charities Maine

01-0280225

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
67		\$ 2,204,654.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
			Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
			Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
			Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
			Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
			Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
			Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
			Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization

Employer identification number

Catholic Charities Maine

01-0280225

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

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

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

SCHEDULE D
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

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

Attach to Form 990.

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

OMB No. 1545-0047

2022

Open to Public
Inspection

Name of the organization

Catholic Charities Maine

Employer identification number

01-0280225

Part I

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

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

Part II

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

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (for example, recreation or education) ☐ Preservation of a historically important land area

☐ Protection of natural habitat ☐ Preservation of a certified historic structure

☐ Preservation of open space

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

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 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

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

Schedule D (Form 990) 2022

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

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

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

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

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

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

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

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

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

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

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

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

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	2,660,295.	3,207,418.	2,777,974.	2,602,273.	2,580,433.
b Contributions			5,000.		10,745.
c Net investment earnings, gains, and losses	250,387.	-547,123.	452,528.	181,492.	11,095.
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses			28,084.	5,791.	
g End of year balance	2,910,682.	2,660,295.	3,207,418.	2,777,974.	2,602,273.

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

- a Board designated or quasi-endowment .0000 %
 b Permanent endowment 71.2580 %
 c Term endowment 28.7420 %

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

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

- (i) Unrelated organizations
 (ii) Related organizations

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

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

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

Part VI Land, Buildings, and Equipment.

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

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		465,700.		465,700.
b Buildings		5,842,607.	3,738,640.	2,103,967.
c Leasehold improvements				
d Equipment		3,966,899.	2,297,516.	1,669,383.
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				4,239,050.

Schedule D (Form 990) 2022

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) Restricted Escrow Reserve	121,313.
(2) Beneficial Interest	1,635,537.
(3) Estimated Settlements Under Governmental Awards	937,866.
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.)	2,694,716.

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.

(a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) Operating Lease Liabilities	2,000,242.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.)	2,000,242.

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

Schedule D (Form 990) 2022

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	36,906,266.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	188,427.
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	237,205.
e	Add lines 2a through 2d	2e	425,632.
3	Subtract line 2e from line 1	3	36,480,634.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)	5	36,480,634.

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	31,399,421.
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	114,720.
e	Add lines 2a through 2d	2e	114,720.
3	Subtract line 2e from line 1	3	31,284,701.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)	5	31,284,701.

Part XIII Supplemental Information.

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

Part V, line 4:

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

Part XI, Line 2d - Other Adjustments:

Cost of Goods Sold	11,063.
Fundraising Expenses	103,657.
Change in Beneficial Interest	122,485.
Total to Schedule D, Part XI, Line 2d	237,205.

Part XII, Line 2d - Other Adjustments:

Fundraising Expenses	103,657.
----------------------	----------

Part XIII Supplemental Information *(continued)*

Cost of Goods Sold 11,063.

Total to Schedule D, Part XII, Line 2d 114,720.

Blank lines for supplemental information.

Department of the Treasury
Internal Revenue Service

Supplemental Information Regarding Fundraising or Gaming Activities

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

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

Catholic Charities Maine

Employer identification number

01-0280225

Part I

Fundraising Activities.

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

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

- a** ☐ Mail solicitations
- b** ☐ Internet and email solicitations
- c** ☐ Phone solicitations
- d** ☐ In-person solicitations
- e** ☐ Solicitation of non-government grants
- f** ☐ Solicitation of government grants
- g** ☐ Special fundraising events

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

☐ Yes☐ **No**

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

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

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

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

		(a) Event #1 Golf Classic Tournament (event type)	(b) Event #2 Feed the County (event type)	(c) Other events None (total number)	(d) Total events (add col. (a) through col. (c))
Revenue	1 Gross receipts	89,780.	90,024.		179,804.
	2 Less: Contributions	54,356.	90,024.		144,380.
	3 Gross income (line 1 minus line 2)	35,424.			35,424.
Direct Expenses	4 Cash prizes	2,320.			2,320.
	5 Noncash prizes				
	6 Rent/facility costs	12,577.			12,577.
	7 Food and beverages	12,992.			12,992.
	8 Entertainment				
	9 Other direct expenses	12,526.	63,242.		75,768.
	10 Direct expense summary. Add lines 4 through 9 in column (d)				103,657.
	11 Net income summary. Subtract line 10 from line 3, column (d)				-68,233.

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

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

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

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

b If "No," explain: _____

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

b If "Yes," explain: _____

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

Name _____

Address _____

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

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

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

Name _____

Address _____

- 16** Gaming manager information:

Name _____

Gaming manager compensation \$ _____

Description of services provided _____

☐ Director/officer ☐ Employee ☐ Independent contractor

- 17** Mandatory distributions:

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

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

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

Part IV	Supplemental Information <i>(continued)</i>
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[illegible]

SCHEDULE I
(Form 990)

Department of the Treasury
Internal Revenue Service

**Grants and Other Assistance to Organizations,
Governments, and Individuals in the United States**

Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.

Attach to Form 990.

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

OMB No. 1545-0047

2022

Open to Public
Inspection

Name of the organization

Catholic Charities Maine

Employer identification number

01-0280225

Part I General Information on Grants and Assistance

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

☒ **Yes** ☐ **No**

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

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

1 (a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of noncash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance
Augusta School Department 40 Pierce Drive Suite #3 Augusta, ME 04330	01-6000019	Government	5,804.	0.			Refugee Support Services and School Impact
Brunswick School Department 46 Federal Street Brunswick, ME 04011	01-0538977	Government	23,267.	0.			Refugee School Impact
Gateway Community Services 501 Forest Avenue Portland, ME 04103	81-3604505	501(c)(3)	131,759.	0.			Refugee Health Promotion and Youth Mentoring
Greater Portland Immigrant Welcome Center - 24 Preble Street, 3rd Floor - Portland, ME 04101	82-2844735	501(c)(3)	54,950.	0.			Refugee Support Services
Jewish Community Alliance 1342 Congress Street Portland, ME 04101	01-0530420	501(c)(3)	195,949.	0.			Refugee Support Services, Health Promotion and Medical Screening
Lewiston Public Schools 36 Oak Street Lewiston, ME 04240	01-0447384	Government	17,550.	0.			Refugee Support Services

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table **12.**

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

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

Schedule I (Form 990) 2022

Part II Continuation of Grants and Other Assistance to Domestic Organizations and Domestic Governments (Schedule I (Form 990), Part II.)

(a) Name and address of organization or government	(b) EIN	(c) IRC section if applicable	(d) Amount of cash grant	(e) Amount of noncash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of non-cash assistance	(h) Purpose of grant or assistance
Maine Immigrant Refugee Services 256 Bartlett Street Lewiston, ME 04240	26-3099485	501(c)(3)	523,499.	0.			Refuge Support Services, Health Promotion, Medical Screening and Youth Mentoring
New England Arab American Organization - PO Box 1812 - Westbrook, ME 04104	47-5574330	501(c)(3)	7,000.	0.			Refugee Health Promotion
New Mainers Public Health Initiative - 276 Lisbon Street - Lewiston, ME 04240	47-1765878	501(c)(3)	9,062.	0.			Refugee Health Promotion
Portland Public Schools 353 Cumberland Ave Portland, ME 04101	04-3374427	Government	176,592.	0.			Refugee School Impact
S&A Driving School 37 Park St, Suite 405 Lewiston, ME 04240	86-1178713		20,148.	0.			Refugee Support Services (Employment & Other RSS)
South Portland Adult Education 637 Highland Ave South Portland, ME 04106	01-6000036	Government	5,953.	0.			Refugee Support Services
Westbrook School Department 117 Stroudwater Street Westbrook, ME 04092	01-6000038	Government	19,988.	0.			Refugee School Impact

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

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
Rental Assistance	108	136,738.	0.		
Fuel Assistance	32	5,915.	0.		
Other Assistance	2708	970,601.	0.		

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

Part I, Line 2:

The Office of Maine Refugee Services (OMRS) and the Catholic Charities

Maine (CCM) Contracts Department maintains contracts that outline the total

award for each fiscal year, along with any amendments that indicate changes

to grant awards and funding. Additionally, OMRS and CCM Accounts Payable

Department tracks invoices received by and paid to partners and records

documenting check distribution. Periodic reporting to the grantor, if

required, is provided per the grant award documentation.

Part IV Supplemental Information

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

**SCHEDULE J
(Form 990)**

Department of the Treasury
Internal Revenue Service

Compensation Information

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

OMB No. 1545-0047

2022

Open to Public
Inspection

Name of the organization

Catholic Charities Maine

Employer identification number

01-0280225

Part I Questions Regarding Compensation

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

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

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

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

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

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

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

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

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

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

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

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

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

a The organization?

b Any related organization?

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

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

a The organization?

b Any related organization?

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

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

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

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

Yes No

1b		
2		
4a		X
4b		X
4c		X
5a		X
5b		X
6a		X
6b		X
7		X
8		X
9		

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

Schedule J (Form 990) 2022

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

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

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

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC and/or 1099-NEC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
(1) Burton L. Rankie Orthodontist	(i)	194,223.	0.	60.	1,912.	11,664.	207,859.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
(2) Stephen Letourneau CEO	(i)	157,782.	0.	258.	1,694.	29,262.	188,996.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
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	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							

Part III Supplemental Information

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

Form 990, Part VII

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

SCHEDULE O
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2022

Open to Public
Inspection

Name of the organization

Catholic Charities Maine

Employer identification number

01-0280225

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

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

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

In March 2023, Catholic Charities Maine sold its interpretation services program (Language Partners), resulting in the termination of Catholic Charities Maine's operation in the business.

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

care providers through the USDA Food Program; 127 children were provided quality childcare services, 371 asylum seekers were provided case management services through our Asylum Seekers Transitional Housing Program.

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

Various other community services.

Expenses \$ 5,835,811. including grants of \$ 0. Revenue \$ 6,650,506.

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

Schedule O (Form 990) 2022

Name of the organization

Catholic Charities Maine

Employer identification number

01-0280225

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

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

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

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

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

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

Name of the organization

Catholic Charities Maine

Employer identification number

01-0280225

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

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

Form 990, Part VII

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

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

Subcontractor Fees:

Program service expenses	5,706,632.
Management and general expenses	706,579.
Fundraising expenses	0.
Total expenses	6,413,211.
Total Other Fees on Form 990, Part IX, line 11g, Col A	6,413,211.

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

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

Catholic Charities Maine

PO Box 10660

Portland, ME 04104

EIN: 01-0280225

Name of the organization

Catholic Charities Maine

Employer identification number

01-0280225

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

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

Change in Beneficial Interest

122,485.

**SCHEDULE R
(Form 990)**

Department of the Treasury
Internal Revenue Service

Related Organizations and Unrelated Partnerships
Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.
Attach to Form 990.

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

OMB No. 1545-0047

2022

**Open to Public
Inspection**

Name of the organization

Catholic Charities Maine

Employer identification number
01-0280225

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

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

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

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

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

Schedule R (Form 990) 2022

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

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

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

Part VI Unrelated Organizations Taxable as a Partnership. Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

[illegible]

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

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

OMB No. 1545-0047

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

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

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

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

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

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

0	1
---	---

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

Stephen Letourneau

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

Telephone No. ► **207-781-8550**

Fax No. ► _____

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

- 1 I request an automatic 6-month extension of time until **August 15, 2024**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

► ☐ calendar year _____ or
► ☒ tax year beginning **OCT 1, 2022**, and ending **SEP 30, 2023**.

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

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

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

Whistleblower Protection - ETH4

ADMINISTRATIVE POLICY: Catholic Charities Maine (CCM) requires all staff, interns and volunteers to observe high standards of service delivery and personal ethics in the conduct of their duties and responsibilities. As representatives of the organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. It is the responsibility of all Catholic Charities Maine staff & representatives to comply with Catholic Charities Maine's policies and to report misconduct and suspected violations of the law in accordance with this policy. This Whistleblower Policy is intended to encourage and enable employees and others to raise concern about illegal activity within the organization.

ORIGINAL APPROVAL DATE: Chief Executive Officer, December 9, 2009

REVIEWED & APPROVED: Chief Executive Officer, May 17, 2017

REVIEWED & APPROVED: Chief Executive Officer, January 10, 2022.

OPERATIONAL PROCEDURE:

1. All staff, interns and volunteers representing Catholic Charities Maine receive training regarding ethical conduct and responsibilities, including Whistleblowers Protections and protection from retribution.
2. Staff, volunteers, and/or interns will report suspected violations of CCM policy or illegal activities, including but not limited to those practices that violate False Claims Laws and/or the Deficit Reduction Act, to the Chief Compliance Officer.

Examples of reportable conduct, include but are not limited to:

- a) Documentation of false or misleading information in a client or employee record.
 - b) Harassment of an employee or client.
 - c) Anti-kickback violations – offering incentives to induce referrals.
 - d) Violation of CCM's conflict of interest policy.
 - e) Altering, destroying, or concealing any records, with the intent to impair the document's availability for use in an official proceeding.
 - f) Facilitating or concealing any of the above or similar actions.
3. No staff /representative of CCM, who in good faith reports a violation of the law or CCM policies shall suffer harassment, retaliation, or adverse employment consequences even if the report is mistaken, or against an employee or individual

who assists in the investigation or a reported violation. An employee who retaliates against someone who has reported a violation of the law or CCM policy in good faith is subject to disciplinary action up to and including termination of employment.

4. Anyone who files a complaint concerning suspected illegal activity or a violation of CCM policies must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the law or CCM policies. Any allegations which prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be addressed accordingly, up to and including termination of the reporting staff/representative.
5. The initial report may be verbally presented but must be immediately followed by a written CCM Comprehensive Incident Report. The report will be submitted according to CCM's Incident Reporting Policy and procedures.
6. Suspected illegal activity or suspected violations of CCM policies may be submitted on a confidential basis to the Chief Compliance Officer (for client related issues) or the Director Human Resources (for personnel related issues). Reports will be kept confidential to the extent possible except to the extent necessary 1) to conduct a complete and fair investigation 2) for review by CCM's Board of Directors, CCM's independent auditor, and/or CCM's legal counsel. If extenuating circumstances exist that preclude the involvement of the Chief Compliance Officer or Director of Human Resources, a report may be communicated directly to the Chief Executive Officer. If such circumstances preclude reporting to the Chief Executive Officer, a report may then be communicated directly to the Chair of the Board of Directors.
7. For a proper investigation to be conducted as much information as possible should be reported and it should clearly outline the perceived illegal act or violation of CCM policies. The report should outline a specific incident with dates and names of individual(s) involved.
8. A report of findings will be submitted to Chief Executive Officer, unless situations outlined in section six above apply, in which case it is the responsibility of the Board Chair to act on report. The Chief Executive Officer will, at his/her discretion, notify the members of Executive Management Team, and/or the Board of Directors. When notification of the Board is deemed necessary, the CEO will include a corrective action plan to address/mitigate the presenting issue.

Operational procedure reviewed and approved: May 17, 2017

Operational procedure reviewed and approved: January 10, 2022.

Non-discrimination in Provision of Services

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

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

ORIGINAL APPROVAL DATE: August 13, 1987.

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

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

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

OPERATIONAL PROCEDURE:

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

Operational Procedure reviewed and updated: January 2001

Operational Procedure reviewed and updated: June 2004

Operational Procedure reviewed and updated: April 17, 2008

Operational Procedure reviewed and updated: June 8, 2021

MEMORANDUM OF UNDERSTANDING

Between

**Catholic Charities Maine
and Immigrant Legal Advocacy Project**

WHEREAS, **Immigrant Legal Advocacy Project (ILAP)** will collaborate with **Catholic Charities Maine (CCM)** in a project to provide legal services critical for helping refugees, immigrants, asylum seekers, and asylees (collectively known as “immigrants”) to obtain legal status needed for work permits, green cards, naturalization and/or family reunification:

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

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

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

I. Purpose and Scope

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

II. Official Contact

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

-

1. Catholic Charities Maine: Julie Allaire, Chief Strategy & Business Development Officer, jallaire@ccmaine.org
2. Immigrant Legal Advocacy Project: Susan Roche, Executive Director

III. Roles and Responsibilities:

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

1) Catholic Charities Maine will:

- a) Act as contractual agent for Immigrant Legal Advocacy Project for the grant period of July 1, 2025 through June 30, 2026.
- b) Accept eligible referrals from ILAP on Priority 3 Refugee Cases (P3), affidavit of Relationship (AOR) and US Citizenship cases requiring an N-648 Medical Certification for Disability Exceptions (N-648).
- c) Refer complex legal cases requiring immigration attorney or paralegal expertise to ILAP.
- d) Refer service cases of Human Trafficking Victims (T-Visa, U-Visa) to ILAP).

2) Immigrant Legal Advocacy Project will:

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

3) Roles and Responsibilities of both Parties:

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

community.

IV. Confidentiality

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

V. Indemnification

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

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

VI. Severability

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

VII. Assignment

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

VII. Term

This MOU will remain in effect for the duration of the Community Development Block grant awarded to the City of Portland for the period of July 1, 2023 through June 30, 2024.

VIII. Amendment

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

IX. Termination

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

X. Invoices and Payment

Payment will be made for services provided upon submission of both the performance measures report and invoice. Reporting and invoices will occur on a quarterly basis, due no later than the 10th of the month (October 10, January 10, April 10 and July 10). The invoice will need to include the name and address of the subcontractor, quarter for which payment is requested, number of hours, per unit rate of reimbursement and address to submit payment to.

The Immigrant Legal Advocacy Project has a total amount available of \$57,548. ILAP staff will spend 1,125 hours at \$51.15/hour. This is based on an estimated average of the salaries of staff working on CDBG cases. It includes salary, fringe of 23% and a flat 10% overhead cost. Payments will be issued within 30 days of receiving the invoice.

For Catholic Charities Maine

Signature

Stephen Letourneau

Name & Title

11/14/24

Date

For Immigrant Legal Advocacy Project

Signature

Susan Roche, Executive Director

Name & Title

11/13/24

Date

By-Laws

INCORPORATED 1966

ARTICLE I - NAME

The legal title of this charitable, benevolent, non-profit corporation is "CATHOLIC CHARITIES MAINE," having a Central Office in Portland, Maine, and a mailing address of P.O. Box 10660, Portland, Maine 04104.

(**APPROVED:** Board of Directors, June 8, 2004, May 26, 2015; Members July 26, 2015).

ARTICLE II - PURPOSES

The legal purposes of this organization include and are subject to the following:

- Section 1. To provide social, welfare, health, education, planning, literacy and scientific services, including but not limited to, providing all forms of health and medical facilities and services, all forms of facilities and services for children, the elderly and the handicapped, counseling services and any and all other programs which are in any way directly or indirectly related to the foregoing purposes.
- Section 2. To receive, administer, solicit, raise and disburse funds and/or other valuable assets made available for the purposes set forth herein.
- Section 3. To the same extent as natural persons might or could do, to purchase or otherwise acquire, and to hold, own, maintain, work, develop, sell, lease, exchange, hire, convey, mortgage or otherwise dispose of and deal in lands and leaseholds, and any interest, estate and rights in real property, and any person or mixed property, and any franchises, rights, licenses, or privileges necessary, convenient, or appropriate for any of the purposes herein expressed.
- Section 4. In general, to undertake, engage in, transact, carry on and do any and all things and exercise any and all power, which it may now or hereafter be lawful for a corporation to do or to exercise under the laws of Maine, and to do any such thing anywhere in the world, either alone or in association with other corporations, firms, or individuals, and to do every other act or acts, thing or things, incidental to or growing out of or connected with the aforesaid purposes or powers, or any part or parts thereof, provided the same is not inconsistent with the laws under which this corporation is organized.
- Section 5. Any other provisions herein notwithstanding, the organization will at all times be organized and operated exclusively for exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 or a corresponding section of any future federal tax code.

(**APPROVED:** Board of Directors, June 8, 2004, May 26, 2015; Members July 26, 2015)

ARTICLE III – MEMBERSHIP/BOARD OF INCORPORATORS

The corporation shall have corporate members, as the term “member” is used in 13-B M.R.S. §§ 102, 402, not to exceed a total of seven. Corporate members are known also as the “Incorporators,” and the board of members is also known as the Board of Incorporators. The Roman Catholic Bishop of Portland or his lawful successor (such as an Apostolic or Diocesan Administrator while the See is vacant) shall be an Incorporator and shall appoint the other Incorporators at the annual or any special meeting of the Board of Incorporators called for that purpose, to hold office for a term of three years, or until their successors have been duly appointed, subject to earlier resignation or removal. Incorporators shall have voting rights in accordance with the Articles of Incorporation, these By-laws, and the provisions of the Maine Nonprofit Corporation Act with regard to members of a non-profit corporation. Incorporators shall serve at the pleasure of the President, the Roman Catholic Bishop of Portland, who may terminate their tenure at any time with or without cause. Upon the occurrence of a vacancy, the same shall be filled by appointment of the President. The President, or his designee, shall preside at all meetings of the Incorporators. The Board of Incorporators may elect a Clerk, who need not be an Incorporator, who need not be the Registered Agent, and who need not be the Secretary for the Board of Directors.

(APPROVED: Board of Directors, June 8, 2004, May 26, 2015; Members July 26, 2015)

ARTICLE IV - BOARD OF DIRECTORS

- Section 1. The governance of this organization shall be vested in a Board of Directors, which shall have the authority and responsibilities customarily vested in a board of directors under Maine law, except that it shall not have authority to appoint or remove the Chief Executive Officer. In particular, the Board, after consultation with the Chief Executive Officer, shall determine what programs and services are offered and at what locations, shall develop goals and objectives for the corporation, and shall approve policies and budgets.
- Section 2. The Board shall consist of not less than 15 and not more than 25 directors, including officers.
- Section 3. Directors shall be recommended by the Nominating and Recruitment Committee, nominated by the Board of Directors, and appointed by the Incorporators. The Nominating and Recruitment Committee shall strive to identify and recommend candidates from all geographic areas of the State.
- Section 4. Directors shall be appointed for a term of two (2) years. Initial or interim appointments to fill an unexpired term may be made at any time during the year, but all appointments shall expire as of the date of the annual meeting in the calendar year in which the term would otherwise be completed. Directors shall not be eligible for reappointment who have served for eight (8) consecutive years on the Board, except that in the case of any Director, who at the expiration of such eight (8) consecutive years, is serving as an Officer with a remaining term in office the duration of which is one (1) year or less, the eight (8) year period shall be extended through the end of the duration of that term, but not beyond. A Director who has reached the term limit is eligible for consideration for reappointment after a one (1) year absence from the Board.

- Section 5. Directors may be removed by action of the Board of Directors. In all cases, removal of Directors from office shall only be in accordance with the applicable provisions of law, the Articles of Incorporation, and these By-laws.
- Section 6. Vacancies that occur during a Board year may be filled in the same manner as other appointments to the Board.
- Section 7. The Directors shall receive no compensation for their services, but may be reimbursed for certain expenses incurred in the performance of their duties.

(APPROVED: Board of Directors, June 8, 2004, May 26, 2015; Members July 26, 2015)

ARTICLE V - OFFICERS

- Section 1. The Officers of the Board shall consist of a President who shall always be the Roman Catholic Bishop of Portland or his lawful successor (such as an Apostolic or Diocesan Administrator while the See is vacant), a Vice President who shall always be the Auxiliary Bishop or the Vicar General and who shall serve as Chaplain, a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer. The Officers of the Board shall have such titles and perform such duties as may from time to time be assigned to them by the Board.
- Section 2. The Board shall elect its Officers, except ex officio officers, on nomination by the Nominating and Recruitment Committee at its Annual Meeting. The Chairperson and the other officers shall serve a term of two (2) years, or until their successors have been appropriately elected.
- Section 3. If a vacancy occurs, the Board may elect another Officer upon the recommendation of the Nominating and Recruitment Committee at one of its regular meetings.
- Section 4. The duties of the Officers shall be:
- A) The President shall have general responsibility for the affairs of Catholic Charities Maine and shall be an ex-officio member of all committees. The Vice President shall assume such responsibilities in the absence of the President or when properly delegated by the President.
 - B) The Chairperson, subject to the control of the Board, shall oversee Board activities of Catholic Charities Maine. The Chairperson shall preside at all meetings of the Board and shall be an ex-officio member of all committees.
 - C) The Vice Chairperson, shall in the absence of the Chairperson, exercise the authority and fulfill the duties of the Chairperson and perform such duties as assigned by the Chairperson.
 - D) The Treasurer shall have general supervision of all funds and accounts of Catholic Charities Maine, subject to the approval of the Board. The

Treasurer shall render to the Board and other appropriate sources financial reports of income and disbursements.

- E) The Secretary of the Board of Directors shall keep the minutes of meetings of the Board and perform other duties normally assigned.
- F) The Chaplain shall be spiritual consultant to the Catholic Charities Maine staff and the Board of Directors. The Chaplain shall have voting privileges.

(APPROVED: Board of Directors, June 8, 2004, May 26, 2015; Members July 26, 2015).

ARTICLE VI – MEETINGS OF THE BOARD OF DIRECTORS

- Section 1. The Board of Directors shall hold a minimum of four meetings during the year in addition to the annual meeting in the fourth calendar quarter of that year.
- Section 2. Special meetings of the Board may be called by the President or the Chairperson.
- Section 3. Regular meetings of the Board of Directors shall be at such place and time as the Board of Directors may from time to time determine. A maximum of two times per year, the President or Chairperson, with advance notice, may permit attendance at such regular meetings through video-conferencing.
- Section 4. Reasonable notice, provided in writing or electronic mail, shall be required of any regularly scheduled meeting of the Board of Directors. Forty-eight (48) hours notice of any special meeting shall be given each Director, provided in writing or electronic mail, stating the purpose for which the special meeting is called.
- Section 5. For purposes of Special Meetings only, Directors may participate in a meeting of the Board by means of conference telephone call or similar communications equipment that permits all persons participating in the meeting to hear each other at the same time, and participation by such means shall constitute presence at a meeting.
- Section 6. A majority of the Board shall constitute a quorum.
- Section 7. Without justification, non-attendance of any Director for three consecutive regular meetings will automatically terminate his or her term of office. It shall be interpreted as a formal resignation unless otherwise voted by the Board.
- Section 8. In addition to action at meetings, the Board may also act as follows:
 - a. Unanimous Consent. Any action required to be taken at a meeting of the Directors may be taken without a meeting, if all of the Directors sign (including express concurrence by electronic means such as email) written consents setting forth the action taken or to be taken, at any time before or after the intended effective date of such action. Such consents shall be filed with the minutes of Directors' meetings and shall have the same effect as a unanimous vote.

b. Informal Action. Action taken without a meeting of the Board of Directors through the following means shall have the same effect as action at a meeting of the Board of Directors: action accomplished through (I) solicitation under authority of the Chair or President to the full Directorship by electronic or similarly effective means of a vote on a specific resolution or resolutions; (II) response by electronic or similarly effective means constituting agreement of a majority of Directors, or agreement of such larger percentage as the Articles of Incorporation or these By-laws may require; (III) subsequent notice to the Clerk of the Board of Incorporators of such vote and the means employed to solicit and secure the same; and (IV) following the Clerk's further notice of the same to the Incorporators, the lapse of three business days without written objection to the Clerk by any Incorporators.

(APPROVED: Board of Directors, June 8, 2004, May 26, 2015; Members July 26, 2015)

ARTICLE VII - CHIEF EXECUTIVE OFFICER

Section 1. The Chief Executive Officer is the chief administrator of Catholic Charities Maine and shall be appointed, and may be removed, by the President with the recommendation of the Board of Directors. The Board of Directors shall be responsible for evaluating the performance of the Chief Executive Officer, which shall be done, to the extent practicable, at least once a year and in written form, in accordance with a written policy which shall be adopted by, and may be amended by, the Board of Directors.

Section 2. The Chief Executive Officer shall have the responsibility and authority for determining the means and methods, including hiring and firing of staff, to carry out the programs and services of the corporation, consistent with the goals and objectives, policies and budgets, and the mission statement, as approved by the Board of Directors. The Chief Executive Officer shall perform such duties and functions as are listed in the job description approved by the Board of Directors. The Chief Executive Officer shall be an ex-officio, nonvoting member of the Board of Directors and all its committees.

Section 3. The Chief Executive Officer is authorized to negotiate and sign contractual agreements on behalf of the Board of Directors subject to its approval or ratification.

(APPROVED: Board of Directors, June 8, 2004, May 26, 2015; Members July 26, 2015)

ARTICLE VIII - PROGRAM ADVISORY COMMITTEES

Program Advisory Committees may be established, upon recommendation of the Chief Executive Officer, to advise program administrators and to help programs perform their specialized activities effectively. These Committees shall not hold any policy-making authority except by specific delegation from the Board of Directors.

(APPROVED: Board of Directors, June 8, 2004).

ARTICLE IX - COMMITTEES

- Section 1. There shall be several standing, special or ad hoc committees as indicated by the needs of Catholic Charities Maine for the purpose of assembling and studying information and developing recommendations on policy for the Board.
- Section 2. Members of the committees shall be appointed annually by the Chairperson of the Board. The Chairperson of each committee shall be appointed annually by the Chairperson of the Board and shall be a Director. Other members may be appointed from outside the directorship unless otherwise provided in these By-Laws.
- Section 3. The composition and specific purposes of special or ad hoc committees shall be clearly outlined.
- Section 4. With the exception of the Executive Committee, one third (1/3) of the membership of the committee shall constitute a quorum for all committee meetings. A majority of the membership of the Executive Committee shall constitute a quorum for its meetings.

(APPROVED: Board of Directors, June 8, 2004, May 26, 2015; Members July 26, 2015)

ARTICLE X - STANDING COMMITTEES

- Section 1. The Executive Committee shall consist of the Chairperson, Vice Chairperson, Secretary, Treasurer, Chair of the Program Evaluation Committee and one Director designated by the President. When the Directors are not in session and prudent management requires prompt action, the Executive Committee shall have and exercise all of the authority of the Board of Directors in the management of the corporation, except as such authority is limited by resolution of the Board of Directors, and any such action shall be submitted to the Board of Directors at its next meeting for its review. The Executive Committee shall review and update the goals and objectives of the corporation, and monitor progress toward meeting the goals and objectives. The Executive Committee, at least as often as every 5 years, shall review these By-laws and make recommendations to the Board of Directors regarding whether the Board of Directors should propose any changes in the By-laws to the Board of Incorporators. The Executive Committee shall be responsible for orientation of new Directors, and for overseeing continuing education for Directors, including coordination of Board retreats. Meetings of the Executive Committee may be called at the request of the President or the Chairperson.
- Section 2. The Nominating and Recruitment Committee of the Board of Directors shall be comprised of three Directors, including the Vice-Chair of the Board of Directors, who shall be an ex-officio member of this Committee. It shall nominate a slate of Officers of the Board to be elected at the Annual Meeting. In addition, this Committee shall seek, on an ongoing basis, candidates for the Board of Directors and various Committees, and recommend such persons to the Board of Directors and Chairperson; upon approved recommendations, nominees for Directors shall be tendered to the Board of Incorporators for election by them; nominees for membership on various Committees shall be voted upon by the Board of Directors. This Committee shall also monitor the length of service of Directors, officers and committee members.

Section 3. The Financial Management Committee shall include the Treasurer who shall serve as Chair of this Committee, and at least two other Directors. It shall study financial implications of all Catholic Charities Maine programs and make appropriate recommendations to the Board of Directors. It shall work with all other committees in areas directly affecting the short and long term financial well being of the organization to include, at a minimum, its two sub-committees and the Program Evaluation Committee. It shall assist the Chief Executive Officer in preparation of annual budgets. The Financial Management Committee shall have two sub-committees: the Property Site Committee and the Investment Committee.

- A. The Property Site Committee. The Property Site Committee, a sub-committee of the Financial Management Committee, shall be comprised of at least one Director. The Committee shall oversee the facilities occupied by Catholic Charities Maine and shall study the present and future facilities requirements of Catholic Charities Maine. It shall also recommend to the Board policies relating to property owned, leased or used by Catholic Charities Maine. The responsibilities of the Property Site Committee may be undertaken directly by the Financial Management Committee, without appointment of a sub-committee.
- B. The Investment Committee. The Investment Committee, a sub-committee of the Financial Management Committee, shall be comprised of at least one Director. It shall oversee any and all investments and endowments of the organization. This sub-committee shall meet no fewer than two times per year for the specific purpose of reviewing financial investment results and, as needed, making recommendations to the Financial Management Committee and the full Board for changes related to investment policies.

Section 4. The Program Evaluation Committee shall be comprised of at least two Directors, one of which shall serve as Chair of the Committee. This Committee shall monitor the process for evaluating the agency's programs, approve the evaluation methodology utilized by the staff to ensure the efficacy of the process, review the results of the evaluation process, and report to the Board of Directors its conclusions as to the effectiveness of the agency's programs. It shall study and recommend to the Board any action it deems desirable in connection with the practices and policies for personnel who come under the immediate supervision of Catholic Charities Maine

Section 5. The Development and Marketing Committee shall assist and monitor development, marketing, and public relations efforts. It shall work with management to develop, review, and update plans and policies to enhance the agency's fundraising and promotional activities, and it shall recommend to the Board any policies or actions necessary to accomplish these responsibilities and ensure compliance with all appropriate laws. It shall include at least one Director.

Section 6. The special Review Committee shall consist of the Chairperson of the Board (or his/her designee), the Chairperson of the Program Evaluation Committee, and the President (or the President's designee). This committee shall be responsible for

investigating and resolving complaints by employees or others relating to the Chief Executive Officer. All such complaints shall be directed to the Chairperson of the Board (or his/her designee) who shall decide whether or not to convene this committee. This Committee may at its discretion seek appropriate or needed information from staff, such as from the Catholic Charities Human Resource Officer, or from other sources.

(**APPROVED:** Board of Directors, June 8, 2004, May 26, 2015; Members July 26, 2015).

ARTICLE XI - WAIVER OF NOTICE

Whenever any notice is required to be given by these By-Laws or under the Articles of Incorporation, a waiver thereof, in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall have the effect of a written notice.

(**APPROVED:** Board of Directors, June 8, 2004).

ARTICLE XII - AMENDMENTS

The By-Laws of Catholic Charities Maine may be altered, amended or repealed by the Incorporators, upon the recommendation of a majority vote of the Board of Directors.

(**APPROVED:** Board of Directors, June 8, 2004, May 26, 2015; Members July 26, 2015).

ARTICLE XIII - DISSOLUTION

Section 1. In the event of the dissolution of the corporation or the winding up of its affairs or other liquidation of its assets, the corporation's property shall not be conveyed to any organization created or operated for profit or to any individual for less than the fair market value of such property, and all assets remaining after the payment of the corporation's debts shall be conveyed or distributed only to an organization or organizations created and operated for nonprofit purposes similar to those of the corporation or a successor entity organized under Section 501 (c)(3) of the United States Internal Revenue Code.

Section 2. Policy decisions which would change the original purposes of Catholic Charities Maine or effect the canonical alienation of any of its assets may be implemented by a vote of Directors only after receiving the approval of the President.

(**APPROVED:** Board of Directors, June 8, 2004)

**DOMESTIC
NONPROFIT CORPORATION**

STATE OF MAINE

**RESTATED
ARTICLES OF INCORPORATION**

Minimum Filing Fee \$10.00 An additional \$10 fee if changing purpose.

Deputy Secretary of State

A True Copy When Attested By Signature

Deputy Secretary of State

CATHOLIC CHARITIES MAINE

(Name of Corporation as it appears on the records of the Secretary of State)

Pursuant to 13-B MRSA §805, the undersigned corporation adopts these Articles of Restatement:

FIRST: The restatement set out in Exhibit A attached contains the same information and provisions as are required for original articles. Statements as to the incorporator or incorporators and the initial directors may be omitted. This restatement was adopted on 7/28/2015 (date).

("X" one box only)

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

SECOND: The Registered Agent is a: (select either a Commercial or Noncommercial Registered Agent)

☐ Commercial Registered Agent CRA Public Number: _____

(name of commercial registered agent)

☒ Noncommercial Registered Agent

Douglas P. Currier

(name of noncommercial registered agent)

One Portland Square, Portland, Maine 04112

(physical location, not P.O. Box - street, city, state and zip code)

PO Box 586, Portland, Maine 04112

(mailing address if different from above)

THIRD: Pursuant to 5 MRSA §108.3, the registered agent as listed above has consented to serve as the registered agent for this nonprofit corporation.

Dated 9-9-2015

*By

Robert P. Deeley
(signature)

Robert P. Deeley, President

(type or print name and capacity)

*By

(signature)

(type or print name and capacity)

**MUST BE COMPLETED FOR VOTE
OF MEMBERS**

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

TH R Kelly

(signature of clerk, secretary or asst. secretary)

*This document **MUST** be signed by any duly authorized officer. (13-B MRSA §104.1.B)

Please remit your payment made payable to the Maine Secretary of State.

Submit completed form to:

Secretary of State
Division of Corporations, UCC and Commissions
101 State House Station
Augusta, ME 04333-0101
Telephone Inquiries: (207) 624-7752

Email Inquiries: CEC.Corporations@Maine.gov

EXHIBIT A

SETTING FORTH

FIRST RESTATED ARTICLES OF INCORPORATION

CATHOLIC CHARITIES MAINE

Approved by virtue of vote of Directors on May 26, 2015

and by vote of Members/Incorporators on July 28, 2015

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

II. The purposes of said corporation are

To provide social, welfare, health and related services.

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

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

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

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

III. The corporation shall have voting Members. The Roman Catholic Bishop of Portland and his lawful successors (including in the absence of a serving Bishop, any Administrator appointed by the Holy See) shall be a Member and shall appoint the other Members. The total number of Members shall not exceed seven. In the corporation's bylaws, the term "Incorporator" may be used to refer to the Members.

IV. The Board of Directors is authorized to increase or decrease the number of Directors. The minimum number of Directors shall be 15 and the maximum number of Directors shall be 25.

V. Any other provisions herein notwithstanding, the organization will at all times be organized and operated exclusively for exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 or a corresponding section of any future federal tax code.

VI. In the event of the dissolution of the corporation or the winding up of its affairs or other liquidation of its assets, the corporation's property shall not be conveyed to any organization created or operated for profit or to any individual for less than the fair market value of such property, and all assets remaining after the payment of the corporation's debts shall be conveyed or distributed only to an organization or organizations created and operated for nonprofit purposes similar to those of the corporation or a successor entity organized under Section 501 (c)(3) of the United States Internal Revenue Code.

[Note of Clerk of Members regarding public benefit corporation status:

Under Article II, IV and VI, the corporation is a public benefit corporation by virtue of 13-B M.R.S. §1406 (1) (C) (1) & (2). The corporation also specified public benefit corporation status under 13-B M.R.S. § 1406(3)(A) in its annual report for 2003.]

CCM PILS Project Time-Task Chart

Task	Who?	Q1	Q2	Q3	Q4	Total
Execute CDBG Grant	ED	X	-	-	-	-
New ILS position hired	ILSM; PD	X	-	-	-	-
Quarterly & Final Reports completed & submitted	DODC	X	X	X	X	-
Students served by ILS workshops for PAE	ILSM	-	15	15	15	45
Intakes for new clients completed	AC	19	19	19	19	76
Green card applications filed	ILSM; ILR, VOL; LA	7	7	7	7	28
Naturalization applications filed	ILSM; ILR, VOL; LA	7	7	7	7	28
Representation at Naturalization Interviews	ILSM	0	6	6	6	18
Family Reunification petitions filed	ILSM; ILR, VOL; LA	7	7	8	8	30
Request for Evidence responses filed	ILSM	3	3	3	3	12
Hours of service*	ILAP	281	281	282	281	1,125

ED = CCM Executive Director ILSM = ILS Manager PD = ILS Program Director DODC = Director of Development & Communications VOL = Volunteer Attorneys
 ILR = Immigration Legal Representative AC = ILS Administrative Coordinator LA = ILS Legal Assistant ILAP = Immigrant Legal Services Project Attorneys

* ILAP's client caseload is unpredictable, affected by events at the state, national, and even the international level that are out of its control. Altogether, clients may ask for one or more of 19 different forms of legal assistance. Depending on the client's unique situation, each of these can take varying lengths of time. Therefore, rather than projecting the number of individuals to be served with CDBG funding ILAP has provided the projected hours of legal services it will provide by quarter, for a total throughout the grant year of 1,125.

CCM PILS Project References (Citations)

1. Governor's Office of Policy Innovation and the Future (GOPIF); [Plan to Establish the Maine Office of New Americans \(2024\)](#) ("MONA Plan").
2. "[Annual Flow Report: U.S. Lawful Permanent Residents: 2020](#)", Department of Homeland Security, Office of Immigration Statistics, Office of Strategy, Policy, and Plans.
3. Office of the Maine Attorney General webpage: "[Protecting New Mainers from Immigration Scams](#)".
3. Housing & Community Development Division, [City of Portland, Maine: 2022 - 2026 Five-Year HUD Consolidated Plan and 2022-2023 Action Plan](#).
4. Realtor.com; "[Home Values in Portland, ME, October 2024.](#)"
5. Joint Center for Housing Studies, Harvard/MIT; "[Homebuyers Need High Incomes](#)" and "[Cost Burdens are High Across the Country](#)", (2024).
6. Cornelissen, Sharon; "[Immigrants' Access to Homeownership in the United States: A Review of Barriers, Discrimination, and Opportunities](#)"; Joint Center for Housing Studies, Harvard University, 2023.
7. Sumption, Madeleine and Flamm, Sarah; "[The Economic Value of Citizenship for Immigrants in the United States](#)". Migration Policy Institute, 2012.
8. Maine Department of Economic and Community Development, [Maine Economic Development Strategy 2020-2029: A Focus On Talent And Innovation](#).
9. Independent Sector, "[Value of Volunteer Time](#)," University of Maryland, April 2024. The current estimated national value of each volunteer hour is \$33.49. When compared to the billing rates of attorneys who provide pro bono services for ILS this figure dramatically underestimates the value of their services.



Nov. 15, 2024

Rowen McAllister
Housing and Community Development Program Manager
City of Portland
Housing and Economic Development Department
389 Congress Street, Room 313
Portland ME 0410

Dear Ms. McAllister,

I am writing in support of the Catholic Charities Maine (CCM) Immigration and Legal Services (ILS) application to the City of Portland CDBG program.

Since 1848 Portland Adult Education has provided classes for new arrivals to the United States, with many classes focusing on English acquisition and acculturation to the American workplace that supports obtaining and retaining employment. To further support our immigrant students obtain their U.S. citizenship, we added classes to support immigrants prepare for their naturalization interviews. We understand that these classes are essential to helping immigrants obtain permanent legal resident status in Portland and in surrounding communities.

To support this proposed CDBG grant, PAE will host an ILS staff person to provide three workshops that provide information on residency statuses in our citizenship class, one each trimester. It is essential that our students understand their immigration status so that they know what they should and should not do in order to protect their ability to secure permanent citizenship in the United States.

Thank you for considering this letter of support. Please feel free to contact me with any questions.

Sincerely,

Miyabi M. Yamamoto, Ph.D.

(207) 874-8155

(207) 874-8154

14 Locust St, Portland, ME 04101

portlandadulthood.org

Overview

Completed by ggallucci@spurwink.org on 10/23/2024 1:35 PM

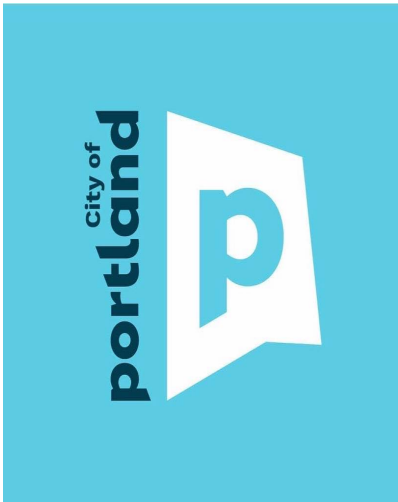
Case Id: 30543

Name: Spurwink - 2025

Address: *No Address Assigned

Overview

Please provide the following information.



City of Portland
CDBG Social Services
Program

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

INTRODUCTION

The City of Portland CDBG program seeks to foster innovative and creative programs that address the critical issues facing the City of Portland. The CDBG funds should be seen as seed money for starting or expanding programs. The purpose of our funding is to help get a program off the ground or successfully expand, all while prioritizing impact to low and moderate income residents of Portland. We strongly encourage new programs to apply for CDBG funding.

Before completing this application for funding, all applicants must read the Community Development Block Grant Policies, which can be found at our [website](#). The policies contain eligibility for funding, allowable expenses, scoring and selection process procedure, etc. Points may be deducted if your application does not adhere to the Policies.

☒ I acknowledge that I have read and understood the Community Development Block Grant (CDBG) Policies. I agree to adhere to all the terms, conditions, and requirements outlined in these Policies. If awarded CDBG funding, I commit to following these guidelines throughout the implementation of the funded project.

☒ I understand that non-compliance with the CDBG Policies may result in the withdrawal of funding, the requirement to return disbursed funds, or other penalties as outlined by the program.

A. Agency Information

Completed by ggallucci@spurwink.org on 11/13/2024 9:38 PM

Case Id: 30543

Name: Spurwink - 2025

Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Spurwink Services

A.2. Mailing Address

901 Washington Ave Suite 100 Portland, ME 04103

A.3. Federal ID Number

01-0319802

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

QHNNW9TXWVY8

APPLICATION POINT OF CONTACT

A.5. Name

Gabrielle Gallucci

A.6. Phone

(207) 871-1200

A.7. Email

ggallucci@spurwink.org

EXECUTIVE DIRECTOR

A.8. Name

Eric Meyer

A.9. Phone

(207) 871-1200

A.10. Email

emeyer@spurwink.org

PROJECT DIRECTOR

A.11. Name

Ben Strick

A.12. Phone

(207) 871-1200

A.13. Email

bstrick@spurwink.org

FINANCIAL DIRECTOR

A.14. Name

Ginny Gentile

A.15. Phone

(207) 871-1211

A.16. Email

ggentile@spurwink.org

B. Project Information

Completed by ggallucci@spurwink.org on 11/18/2024 2:44 PM

Case Id: 30543

Name: Spurwink - 2025

Address: *No Address Assigned

B. Project Information

Please provide the following information.

B.1. Program Name (Note: If you are applying for funding for multiple programs, please submit an application for each distinct program)

Ashlea's Place: Housing First Mental Health Recovery Residence

B.2. Primary Address Services Are Delivered

22 Park St Portland, ME 04103

B.3. Are there additional service address?

No

B.4. HUD National Objective

There are two approaches for meeting the Low to Moderate Income qualifications. Please select the applicable National Objective:

- **Low to Moderate Income Limited Clientele (LMC):** Limited Clientele activities benefit a specific targeted group of persons of which at least 51% must be LMI based on [HUD's annual limits](#). In order to meet the LMI Limited Clientele criteria, the activity must either collect income documentation/screening for each client or serve a population presumed by HUD to be LMI (including 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):** Area Benefit activities must be available to all residents of an area where at least 51% of the residents are LMI based on HUD's data of [eligible areas](#) over 51%. The area must be clearly delineated by the grantee and must be primarily residential.

Select which National Objective this program activity will address:

Low and Moderate Income Clientele (LMC)

Does this activity primarily 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

Please check the appropriate populations

- ☐ Abused Children
- ☐ Elderly Persons
- ☐ Battered Spouses

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- ☒ Homeless Persons
- ☐ Illiterate Adults
- ☐ Severely Disabled Adults
- ☐ Persons Living with AIDS
- ☐ Migrant Farm Workers

B.5. HUD Program Objectives

Indicate which HUD program objective this program will address:

Creating a Suitable Living Environment

B.6. Priority Impact Level

The City of Portland CDBG 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](#)

Select the primary goal your program or project addresses:

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

Beneficiaries

B.7. Describe the beneficiaries or clients served by the program.

Ashlea's place, a 6 unit apartment building located on Park Ave is an innovative housing program that is meant to serve adults with serious mental illness (SMI), co-occurring substance use disorder (SUD), multi-system involvement, and a history of long term homelessness. Up until recently, this population was the most challenging group of

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individuals to house. Individuals will receive housing, referral to mental health services, and substance use treatment and coordination with existing service providers. The target population is low -to very low-income people who have struggled to access safe and stable housing, recovery, and clinical services, with a focus on people on the long term stayers list. The program will help clients manage their symptoms, successfully navigate the service delivery system, and access and sustain safe, stable, and supportive housing.

B.8. How many will be served by the proposed program? (unduplicated -per year)

6

B.9. How many are low to moderate income residents of Portland?

6

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

100.00%

Units of Service - The CDBG program provides quarterly reimbursements for your expenditures as long as your units of service reported are proportional to your expenditures. Therefore, your units of service should be a measure which is proportionate across the grant term and proportionate to your expenditures. For example, an hour of staff time or bed nights in a shelter are common units of service.

B.11. Describe the type of unit of service provided by the program.

Ashlea's Place is a program focused on providing accessible housing to long term unsheltered individuals in the community with low barrier entry and daily support. The units of service provided at Ashlea's Place are bedrooms "beds".

B.12. How many units of service will be provided by the program?

6

Budget and Organizational Questions

B.13. What percentage of the total budget is CDBG?

53.00%

B.14. What is the amount of other federal funds you have estimated and committed to this program budget?

\$0.00

B.15. What is the amount of state/local funds you have estimated and committed to this program budget?

\$0.00

B.16. What is the amount of private funds you have estimated and committed to this program budget?

\$126,598.00

B.17. In your organization's preceding completed fiscal year, did it receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

B.18. Does the public have access to information about the compensation of the executives of your organizations through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

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Yes

Program Objectives and Outcomes

B.19. Program Objectives

To provide stable housing, access to evidence-based mental health and substance use treatment for low income adults who are experiencing long term homeless and have serious mental illness (SMI) and co-occurring substance use disorder (SUD).

B.20. Program Outcomes

Measurable outcomes include: (1) 6 individuals experiencing long term homelessness with underlying mental health and substance use disorders in Portland will have safe and stable housing and support services. (2) 85% of clients will report improved mental health and psychosocial stability, tracked via client self-report. (3) 85% of clients will improve psycho-social stability by meeting at least weekly with Ashlea's place staff. We also anticipate that Ashlea's Place will have a marked impact on the community by decreasing unsheltered homelessness in the downtown Portland community and improving the living environment in the Bayside neighborhood.

B.21. Employees

Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	3
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?	0

Documentation

B.22. How will the beneficiaries' information be collected and documented?

Spurwink staff will work with each resident of Ashlea's Place to collect the required documentation that CHOM requires as part of the move-in process. This includes but is not limited to: Residency prior to moving into Ashlea's Place, current income source, as well as outcomes from program goals and objectives.

B.23. How will the units of service be tracked and documented?

Spurwink will keep track of individuals' program entrance and exit dates and send this information to CHOM who supports in the administrative pieces of the residents' lease, rent, and violations.

B.24. How will the outcomes be measured, collected, and documented?

Spurwink will participate in the weekly Long-Term Stayers meeting in collaboration with CHOM to report on housing outcomes. Residents of this building must be a part of the Long Term Stayers (LTS) list in order to be considered for housing at Ashlea's Place.

C. Narrative

Completed by ggallucci@spurwink.org on 11/18/2024 1:54 PM

Case Id: 30543

Name: Spurwink - 2025

Address: *No Address Assigned

C. Narrative

Please provide the following information.

C.1. Program Description

Describe the Program being proposed.

Spurwink seeks funding support through the City of Portland CDBG funds to support Ashlea's Place, a Mental Health Recovery Residence that provides housing, mental health services, and substance use treatment for low-income adults with serious mental illness (SMI) and co-occurring substance use disorder (SUD). Since 2023, the project has been a collaboration between Spurwink, Community Housing of Maine (CHOM), and Milestone Recovery, working closely with the City of Portland. CHOM provides the building, Milestone assists with identification and prioritization of clients, transporting clients, and providing daily rounds through the Milestone Home Team. The residence houses 6 clients with SMI, SUD, and long-term homelessness. The residence is named after Ashlea, a well know member of Portland's homeless community who struggled with years of unsheltered homelessness. The residence was designed with her in mind. Sadly, she died at age 36, before being housed. Ashlea's Place is built on the Housing First evidence-based practice model. Housing First prioritizes access to permanent, stable housing, recognizing that stable housing is a prerequisite for effective mental health and substance use treatment and for improving quality of life, housing stability, employment, recovery, and community functioning. It has been found to be particularly effective for people who have been homeless for long periods of time and have serious mental illness, co-occurring substance use disorder, and other disabilities. The U.S. Department of Veterans Affairs, The U.S. Interagency Council on Homelessness, and the U.S. Department of Housing and Urban Development cite Housing First as a best practice. Spurwink utilizes Person-Centered Recovery Planning, which involves working with the person seeking supports and developing a service plan that includes person-first, empowering language, and strengths-based, positive goals. We accomplish this by working in collaboration with the person seeking supports to identify barriers and develop attainable goals. Ashlea's Place currently has three full-time staff, which includes a live-in house manager who resides on the first floor of the building. The building has staff coverage 24/7 under this model to support the residents of the building. Due to ARPA funds ending, Ashlea's Place has a gap in funding for one year. If Spurwink receives CDBG funding, we will be able to continue to fund three staff positions (two Housing Specialists and live-in House Manager) for the next year, until other resources have been secured.

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 in Portland is a chronic and overwhelming problem, with a shelter system struggling to meet the needs of the hundreds of people struggling with SMI and SUD who don't have a safe and stable home. In Portland, Maine, 37.5% of adults reported symptoms of anxiety or depression in February 2021 (NAMI ME). More than 25% of adults with a mental health disorder also have a substance use disorder (Behavioral Health and Access to Care Among Adults in ME- mehaf.org). One in 20 U.S. adults experience serious mental illness each year (NAMI ME). The symptoms of these illnesses increase vulnerability to homelessness, unemployment, hospitalization and incarceration. People with co-occurring SMI and SUD face even greater challenges to successful community living. According to the Maine State Housing Authority Point in Time annual survey in 2024, the largest subpopulation of people identified as homeless

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who are chronically homeless, are those with mental illness followed by those struggling with SUD. In the latest Maine State Drug Death Statistics through September of 2024, there were 372 drug-induced deaths since January of 2024, with 6324 nonfatal overdose incidences in that same time period. Cumberland County was the largest impacted community with 67 deaths. In addition, according to Maine’s Plan to End and Prevent Homelessness (2017), Mental Illness and Substance Use were the 2nd and 3rd contributing factors in almost every unhoused population, including families; poverty was overwhelmingly the first. Substance misuse, especially opioid use, has skyrocketed in Maine. The City of Portland Consolidated Plan 2022-2026 notes that “Individuals at risk of homelessness may be experiencing several co-occurring factors including poverty, domestic violence, mental illness, or substance use disorder.” This plan also highlights the reality that “The Covid-19 pandemic has disproportionately affected families and individuals with mental illness by limiting access to services.” Ashlea’s Place houses people who have been turned down by other Housing First models, other recovery residences, or local shelters due to their behaviors and clinical acuity. Most people on the list are currently unsheltered. For example, Ashlea stayed intermittently at local shelters, wellness housing, residential placements, and hotels but would get removed due to behaviors when her symptoms were exacerbated in congregate settings. Ashlea’s Place is for clients who have been unsuccessful in all other levels of care providing additional levels of support, wrapping them into behavioral health and support services through the partnering providers, with onsite care management and a house manager.

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 population targeted for housing, mental health, and substance use services through Ashlea’s Place has a tremendous impact on emergency services and the wellbeing of Portland as a whole. The population served is up to 19 times more likely to be in the hospital and up to 45 times more likely to be in jail when unhoused than when housed. This population is ricocheting through Portland’s most expensive systems and entangling police, rescue, and other emergency services – redundantly. This has a detrimental effect on businesses and erodes the sense of community and livability in Portland. While there are other large scale housing first projects in the greater Portland area, they do not offer integrated behavioral health services and have struggled to successfully house people with combined serious mental illness, substance use disorders, and long term homelessness. The integrated treatment approach and coordination of care across multiple treatment providers at Ashlea’s Place makes this a unique service rather than a duplication of effort. This project involves many providers working together, in a way that has not happened prior, to house people who are chronically unhoused in a strategic and coordinated way. The funds would allow Spurwink, our partners at other organizations, and the city to continue to intentionally coordinate efforts, versus duplicating service efforts. It involves police liaisons, Milestone Home Team, CHOM, and Spurwink working together to make sure that Portland’s hardest-to-house community members find safe and stable supportive housing. This model did not exist until two years ago. Instead of relying upon emergency systems to meet emergency medical needs, people access primary care and other less acute systems of care. Everyone is better for this – the people served, the systems that serves them, and the community in which they reside. This is particularly true for the people with the most complex circumstances and the most vulnerable. When housed they are no longer as vulnerable in the community with a safe, stable place they can call home and work to rebuild their self-esteem and their lives, with vital help from support service professionals . Through participating in the weekly LTS meetings, outcomes showing a reduction in jail and hospital contacts gathered from the data provided by the group of shared providers. This group meets weekly, and the statistics are aggregated and available each month.

C.4. Goal

Choose and describe how this program meets one of the goals of the CDBG program:[\(See table here\).](#)

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**

Ashlea's Place addresses the CDBG program goal #4 by addressing the needs of the growing homeless population in Portland. This program prevents and reduces homelessness by providing housing, access to mental health services, and substance use treatment for adults with serious mental illness (SMI) and co-occurring substance use disorder (SUD) treatment, to low-moderate income adults. Ashlea's Place also affords individuals greater availability and affordability to housing in the downtown/Bayside area to some of the historically most challenging individuals to house. There are six apartments at Ashlea's Place with eight beds total. Two apartments have two bedrooms. However, during the development of this housing model, we have learned that there has been less success in shared units and therefore, six beds are occupied at a time. Each apartment contains a kitchen and private bathroom. In addition to the six apartments, the building contains a shared community space, community service provider offices, an apartment for a live-in support worker and a laundry room. We anticipate housing 6 individuals in a year, occupying 6 apartments at a time. The estimated cost per bed per year, not covered by resident rent is \$8,484 per bed per year, or \$67,872 per year for the building. Despite these costs, permanent supportive housing has been found to be cost efficient. According to the National Alliance to End Homelessness, "providing access to housing generally results in cost savings for communities because housed people are less likely to use emergency services, including hospitals, jails, and emergency shelter, than those who are homeless. One study found an average cost savings on emergency services of \$31,545 per person housed in a Housing First program over the course of two years. Another study showed that a Housing First program could cost up to \$23,000 less per consumer per year than a shelter program." In addition, a 2020 study by Blue Cross Blue Shield of MA found that permanent housing and supportive services reduced total health care utilization and costs among chronically homeless individuals.

C.5. Priority Impact Level

Choose and describe how this program best addresses one of the priority impacts level activities from the selected goal in the question above: :

- 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.**

Ashlea's Place will continue to address the need of the growing homeless population in Portland, focused on the high priority impact areas of providing housing and housing services for long-term shelter consumers with support and access to mental health service and substance use disorder services for adults with co-occurring behavioral health needs. All residents of Ashlea's Place have been identified through Portland's Emergency Shelter Assessment Committee (ESAC) as Long-Term Stayers (LTS), defined as people staying over 180 cumulative days in shelters (or outdoors) within a 365-day period. Ashlea's Place offers low-barrier, service-enriched housing where individuals can essentially move from long-term homelessness to housing immediately upon being accepted into a unit. The Housing First model has proven redundantly that housing is a social determinant of health, and that by addressing housing first, people are better poised to address their physical and mental health. Without stable housing doing so is difficult and costly. Housing provides people the stability and foundation from which they can launch and launch well - addressing needs that go unaddressed while homeless - which only compounds the issues and continues the cycle. The effect on, and costs associated with, the overall system of care is far reduced when someone is housed with adequate, appropriate support services commensurate with need. Funding will also address job retention support services if Spurwink can retain two (2) housing support specialists to provide onsite, comprehensive support to house residents. Historically, the residents of Ashlea's Place have struggled with independent housing and do better and are able to sustain housing for longer with wraparound supports. Spurwink will fund the house manager position. These services are being delivered by Spurwink to provide 24/7 on site support for all residents of Ashlea's Place. They support daily living skills, crisis intervention, connection and collaboration with outpatient teams, and community engagement.

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. Priority to Serve Lower Income Population: The program will primarily serve low-income clients (current clients have an average income between \$9,600-\$12,600/yr). Referrals will come through Homeless Service Center, Preble Street, Greater Portland Health, Milestone, Spurwink, and other community agencies. All of the residents at Ashlea's Place receive disability benefits or have zero income. 2. Diversity and Inclusiveness: Ashlea's Place addresses the cities Diversity Equity and Inclusion goals by prioritizing housing for some of the most stigmatized individuals in our society, people struggling with long-term homelessness (including unsheltered homelessness for some), SMI, SUD, multi-system involvement, and often other underlying disabilities. These individuals have also been identified through the ESAC long-term stayers subgroup as the most challenging to house. The target population served have no other options for housing with integrated mental health and recovery services and place a disproportionate stress on City systems. Ashlea's Place provides a creative approach to meeting the needs of clients and the community while treating people with the dignity and respect they deserve. 3. Consistent with City Goals and Initiatives: Ashlea's Place programming is consistent with the City of Portland Consolidated Plan 2022-2026 as it states that "The Portland City Council

Common Goals identified the goal: Continue the effort to reduce homelessness, assist people experiencing homelessness through City, Regional, and State efforts.” In addition, the City Annual Action Plan for 2024-25, with its focus on serving extremely low income individuals and families, including those who are being discharged from publicly funded institutions and systems of care and those that are systems involved, helping them avoid becoming homeless. It is also consistent with the City’s one and five year strategic goals to create a safety net of programs through a combination of CBDG, HOME HOPWA, ESG, and other federal and local resources to help address the national opioid crisis and its impact on the need for homelessness and SUD services in Portland. The Spurwink Ashlea’s Place clients all meet the priority of serving lower income adults in Portland. 4. The program is also compatible with the City of Portland Consolidated Plan 2022-2026 which notes in section NA-45 Non-Homeless Special Needs Assessment that people with disabilities, including serious mental illness, continue to have a pressing need for housing and other supportive services. It states that “increased case management is needed for those who have mental illness and substance abuse issues to help them navigate the service delivery system.” and that “Formerly homeless people with both substance abuse disorder and mental illness are the most difficult to house permanently because of poor rental histories and the need for lengthy cultural acclimation to non-shelter living.”

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.

Ashlea’s Place is a close collaboration between Spurwink, Community Housing of Maine (CHOM), and Milestone Recovery, as well as working closely with the City of Portland and the Long-Term Stayers sub-group of Emergency Shelter Assessment Committee, convened by the City of Portland (ESAC). CHOM will provide the building in Bayside for the residence, and Milestone will assist with identification and prioritization of clients, transporting clients, and providing daily rounds through the Milestone Home Team. Spurwink provides on-site individualized support to the residents 24/7. The integrated treatment approach and coordination of care across multiple treatment providers at Ashlea’s Place makes this a unique service rather than a duplication of effort. Although there are larger housing-first models in Portland, they do not have the same amount of integrated behavioral health services, which has impacted their ability to successfully house some of the most acute and complex individuals in the community. The goal of Ashlea’s Place is to support chronically unhoused individuals in a strategic and coordinated way. The success of Ashlea’s Place involves all of our community partners working together, including but not limited to behavioral health liaisons, crisis, the HOME team, CHOM, Spurwink and the 20 service provider agencies involved in ESAC.

C.8. Readiness to Proceed

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

If awarded funding, Spurwink will have staff in place and ready to serve Ashlea’s Place starting at time of award. A rental agreement with CHOM will be executed within a week. Upon award, Spurwink and CHOM will continue monthly meetings through the grant period ending June 30, 2026, and beyond.

C.9. Experience Providing Service

Describe your organization's experience in delivering and managing this or similar programs.

Please summarize current licensing and accreditations obtained.

Spurwink's Outpatient and Community Services division provides outpatient counseling, child and adult Behavioral Health Home services, Functional Family Therapy for system-involved youth, public school counseling, and Trauma Systems Therapy for refugees. We provide statewide recruitment, supervision, and support for foster and resource families, adoption matching, and support for child protective services. Spurwink also has a long history of providing culturally competent and family inclusive programming to a diverse client base throughout our outpatient service array. Our ShifaME program provides trauma systems therapy for nearly 500 refugees in Portland, Lewiston, and Biddeford, and we provide multicultural care management programs, both utilizing cultural brokers. We utilize interpreters to ensure that services are available to non-English speakers. Since opening, Ashlea's Place has housed 10 individuals, with two people moving to long-term independent housing. Six individuals accessed the Assertive Community Treatment (ACT) level of care, and two individuals accessed Opioid Health Home (OHH) support. Spurwink has extensive experience managing programs that are allied with the services provided at Ashlea's Place, which include: Crisis Mental Health Services, Screening, Assessment and Diagnosis, including Risk Assessment, Patient-centered Treatment Planning, including Risk Assessment and Crisis Planning, Comprehensive Outpatient Mental Health and Substance Use Services, Targeted Case Management, Psychiatric Rehabilitation Services, Peer support, counselor services, and family supports, as well as Community Engagement Specialists. Spurwink has demonstrated expertise in managing a robust grants program including foundations, corporations, United Way, local governments, States, and Federal funders, including a CDBG in 2019 that helped successfully launch our Medication Assisted Treatment program and received state contract funds to pilot the state's first crisis receiving center (Living Room Crisis Center) in 2022. We continue to manage State contracts for many services in Cumberland, York, and Androscoggin counties. A cornerstone of Maine's mental health system, Spurwink has gained a reputation for excellence in evidence-based treatment and service delivery throughout the state. The agency is licensed by the State of Maine as a Mental Health Facility at the Full-Service Level, as a Substance Use Disorder Provider, and as a Private Special Purpose School. Spurwink is accredited by the Council on the Accreditation for Children and Family Services and is a member of the Child Welfare League of America and the American Association of Children's Residential Centers. Spurwink is also licensed as a Foster-Care-CPA Level of Care Placing Facility Agency (#662034) and maintains an Alcohol and Drug Treatment license (#408951). Spurwink has deep experience providing mental health care for vulnerable and low-moderate income populations.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

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

Without CDBG funding, Ashlea's Place will need to wind down services by the end of the first quarter in FY26 (September 2025). This program has been supported by ARPA funds, which will no longer be available. While Spurwink continues to research and apply for other funding sources for this important initiative, at the time of submission, we do not have future funding sources.

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.

Spurwink plans to apply for Housing First funds (due January 2025) and utilize some of the Certified Community Behavioral Health Clinic funding when that is available. These resources will provide long-term sustainability for Ashlea's Place.

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, 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.

Spurwink is requesting \$144,419 to meet the funding gap for Ashlea's Place. Funds will be used to cover the two Housing Specialist positions (\$91,520) and their benefits (\$21,214). Spurwink will pay CHOM for rental of the building at Ashlea's Place where Spurwink program services and support staff will provide 24/7 coverage of clients (\$15,000). Spurwink is requesting 14.8% in Indirect Costs (\$16,685) in alignment with our federal indirect rate. There are no other funding sources available to cover these portions of the program. The positions had been funded through ARPA, which will be ending this fiscal year. This gap funding would allow Spurwink to continue the program until other funding mechanisms are in place, such as Housing First. The remainder of the budget will be covered in-kind through Spurwink and CHOM.

D. Program Budget Detail

Completed by ggallucci@spurwink.org on 11/18/2024 2:46 PM

Case Id: 30543

Name: Spurwink - 2025

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.

\$144,419.00

D.2. Total Program Budget

\$271,017.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Personnel	\$141,107.00	\$91,520.00	\$49,587.00	Spurwink	Committed
Benefits	\$32,709.00	\$21,214.00	\$11,495.00	Spurwink	Committed
CHOM	\$69,256.00	\$15,000.00	\$54,256.00	CHOM	Committed
Indirect Allocation	\$27,945.00	\$16,685.00	\$11,260.00	Spurwink	Committed
	\$271,017.00	\$144,419.00	\$126,598.00		

E. Required Documents

Completed by ggallucci@spurwink.org on 11/17/2024 5:29 PM

Case Id: 30543

Name: Spurwink - 2025

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**

****No files uploaded**

☐ **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**

****No files uploaded**

☐ **Conflict of Interest Policy**

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

****No files uploaded**

☐ **Letters of Support/ MOUs**

Demonstrated outreach in the form of Letters of Support and/or Memorandums of Agreement is required. Applicants can submit as many items as desired, but are encouraged to prioritize quality over quantity. ***Required**

****No files uploaded**

☐ **Most Recent Agency Operating Budget **Required***

***No files uploaded*

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

Spurwink Audit Financial Statements (Short) 2024..pdf

☐ **Non-Discrimination Policy**

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

***No files uploaded*

☐ **Project Timeline **Required***

***No files uploaded*

☐ **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*

***No files uploaded*

☐ **Whistleblower Policy**

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

***No files uploaded*

☐ **Other Document Type**

***No files uploaded*

Submit

Completed by ggallucci@spurwink.org on 11/18/2024 3:17 PM

Case Id: 30543

Name: Spurwink - 2025

Address: *No Address Assigned

Submit

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

☒ I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Signature

Bart Beattie

Electronically signed by ggallucci@spurwink.org on 11/18/2024 3:16 PM

Title

Chief Operating Officer



SPURWINK

going the distance

Spurwink Board of Directors FY25

Catherine Breen (2013)
Former State Senator
15 Falmouth Ridges
Drive Falmouth, ME
04105
Board Chair

Matthew G. Winch (2009)
Architect
Garrison Consulting
41 Edgewood Avenue
Portland, ME 04103
Board Vice-Chair

Tari Advani, M.D. (2012)
Emergency Room
Physician
Mid Coast Hospital
86 Cumberland Street
Yarmouth, ME 04096

Daniel R. Fishbein, M.D.
(2009)
President
Sun Life Financial US
6 Hunts Point Road
Cape Elizabeth, ME 04107

Thomas Magadieu (2020)
Director Global Fleet
Marketing WEX
1 Hancock Street
Portland, ME 04101

Richard Berthy (2017)
Chief Executive Officer
Retired (prior Foreside
Financial Group)
88 Pool Creek Road
Livingston, MT 59047

James Giberson (2016)
Commercial Marketing
Manager
Wright-Ryan
10 Danforth Street
Portland, ME 04101

Rose McManus (2018)
Shared Living Provider 15
Winter Street
Saco, ME 04072

Carrie Cianchette (2022)
8 Spruce Lane
Cumberland Foreside, ME
04110

Melanie Gilligan (2022)
Director, Retail Goods and
Services
C Space
41 Dylan Drive
Scarborough, ME 04074

Stephanie Peters (2022)
Vice President, Inpatient
Care Transformation
Optum
79 Hillside Avenue
South Portland, ME 04106

Jeff D. Emerson (2023)
President
NorthEnd Group LLC
18 Redlon Park Road
Portland, ME 04102

Amanda M. Karomba
(2024)
Chief Executive Officer
Happy Haven, LLC
158 Webster Street
Lewiston, ME 04240

Alistair Y. Raymond, Esq.
(2009)
Chief Compliance Officer
& Corporate Secretary
Avangrid, Inc.
One City Center, 5th floor
Portland, ME 04101

Entity: 000000 - Spurwink
Year: FY2025
Scenario: BOARD APPR
Per. End: APR
Currency: USD
Date Exported: 4-Jun-24

DESCRIPTION	ANNUAL FY2025-BOARD APPR
STATE OF MAINE AGENCIES	80,072,667
THIRD PARTY INSURANCE	2,776,928
PRIVATE PAY	456,925
SOCIAL SECURITY	657,645
MEDICARE	636,129
GRANTS	7,539,512
CONTRIBUTIONS (UNRESTRICTED)	377,020
INVESTMENT INCOME	57,013
OTHER REVENUE	860,107
TRNA - RELEASED FOR OPERATIONS	5,000
Total Revenue	93,438,947
SALARIES	58,066,927
PAYROLL TAXES	4,390,887
PENSION & OTHER POST RETIREMENT PLAN EXP	1,032,169
WORKERS' COMPENSATION INSURANCE	1,115,805
INSURANCE - GROUP	4,465,847
INSURANCE - GENERAL	1,095,723
CONSULTANTS FEES	5,492,159
STAFF ENHANCEMENT	511,922
CLIENTS - PERSONAL	343,117
EDUCATIONAL SUPPLIES	76,700
THERAPY SUPPLIES	153,911
HOUSEHOLD SUPPLIES	236,860
OFFICE SUPPLIES & EXPENSE	950,747
FOOD	724,824
TRAVEL & AUTO EXPENSE	589,782
RENT & PROPERTY TAXES	1,667,923
MAINTENANCE AND REPAIRS	1,086,353
RECRUITMENT AND TRAINING	259,096
PHONE & DATA	848,643
UTILITIES	564,100
HEATING OIL	244,048
LEGAL & ACCOUNTING	191,337
OUTSIDE SERVICES	3,974,673
SERVICE PROVIDER TAXES	1,292,429
INTEREST	640,223
DEPRECIATION & AMORTIZATION	2,038,017
OTHER NET	81,000
Total Expense	92,135,220
Net Surplus/(Deficit)	1,303,726

Department of the Treasury

Internal Revenue Service
Washington, DC 20224

Date:

NOV 22 1973

In reply refer to:

T:MS:EO:R:2-4

202-964-3819



EIN 01-0319802
DO 04

The Spurwink School
899 Riverside Street
Portland, Maine 04103

Gentlemen:

We have considered your application for recognition of exemption from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954.

The information furnished shows that you were incorporated on February 6, 1973, for the purposes of establishing, operating and maintaining an educational center for emotionally disturbed male children between the ages of five years and twelve years. In addition, the educational center will provide a residential treatment center and foster home for such children.

With respect to your admission and operational policies you state that there shall be no discrimination because of race, color, creed or sex in the admission requirements for the education and rehabilitation programs provided by your school. We understand from information submitted by you that your racially nondiscriminatory policy as to students has been publicized in such manner as to be known in all segments of your community.

As stated in Rev. Rul. 71-447, 1971-2, C.B. 230, a "racially nondiscriminatory policy as to students" is defined as meaning that "the school admits the students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at that school and that the school does not discriminate on the basis of race in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs." If you wish, you may release this letter to your local news media as confirmation of your desire to make your nondiscriminatory policy known to all who may be interested.

The Spurwink School

Based on the information supplied, and assuming your operations will be as stated in your exemption application, we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Any change in your purposes, character, or method of operation must be reported to the District Director, Boston, Massachusetts, X which is your key district for exempt organization matters, so he may consider the effect of the change on your exempt status. You must also report any change in your name or address.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization described in section 170(b)(1)(A)(ii).

You are required to file the annual information return, Form 990, on or before the 15th day of the 5th month after the end of your annual accounting period. Failure to file the Form 990 by this date may subject you to a penalty of \$10 for each day during which such failure continues, up to a maximum of \$5,000. R. 2/11/14

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities is unrelated trade or business as defined in section 513 of the Code.

You are liable for social security (FICA) taxes only if you have filed waiver of exemption certificates as provided in the Federal Insurance Contributions Act. You are not liable for Federal unemployment taxes. X

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. 2

The Spurwink School

Donors may deduct contributions to you, as provided by section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes under sections 2055, 2106, and 2522 of the Code.

Please use the Employer Identification Number assigned to you on all returns and in all correspondence with the Internal Revenue Service.

We are informing your key District Director of this ruling. If you have any questions, please contact him.

Thank you for your cooperation.

Sincerely yours,

E. D. Coleman

E. D. Coleman
Chief, Rulings Section 2
Exempt Organizations Branch



SPURWINK

CONSOLIDATED FINANCIAL STATEMENTS
and
SUPPLEMENTARY INFORMATION

June 30, 2024 and 2023

With Independent Auditor's Report

**SPURWINK SERVICES, INC. AND
FOR DEVELOPMENTAL RESOURCES**

Years Ended June 30, 2024 and 2023

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INDEPENDENT AUDITOR'S REPORT

The Boards of Directors
Spurwink Services, Inc. and FOR Developmental Resources

Opinion

We have audited the accompanying consolidated financial statements of Spurwink Services, Inc. and FOR Developmental Resources (the Organization), which comprise the consolidated statements of financial position as of June 30, 2024 and 2023, and the related consolidated statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements (collectively, the "financial statements").

In our opinion, the financial statements referred to above present fairly, in all material respects, the consolidated financial position of the Organization as of June 30, 2024 and 2023, and the results of its consolidated operations, changes in its net assets and its cash flows for the years then ended in accordance with U.S. generally accepted accounting principles (U.S. GAAP).

Basis for Opinion

We conducted our audits in accordance with U.S. generally accepted auditing standards (U.S. GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. 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 U.S. GAAP, 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 the Organization's ability to continue as a going concern within one year after the date that the financial statements were available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. GAAS 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 U.S. GAAS, 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 the Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audits.

Other Matter

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. Schedules 1 and 2 are presented for purposes of additional analysis of the financial statements rather than to present the financial position and results of activities of the individual entities and are not a required part of the 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 financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with U.S. GAAS. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Berry Dunn McNeil & Parker, LLC

Portland, Maine
October 30, 2024

**SPURWINK SERVICES, INC. AND
FOR DEVELOPMENTAL RESOURCES**

Consolidated Statements of Financial Position

June 30, 2024 and 2023

ASSETS

	<u>2024</u>	<u>2023</u>
Current assets		
Cash	\$ 6,547,723	\$ 6,207,456
Accounts receivable, net of allowance for doubtful accounts of approximately \$1,320,000 and \$1,733,000 in 2024 and 2023, respectively	10,149,979	6,604,929
Grants receivable	2,100,509	1,337,014
Assets whose use is limited, current portion	153,597	112,999
Annuity receivable, current portion	89,720	87,750
Program settlements receivable	872,203	1,134,151
Prepaid expenses	<u>1,370,374</u>	<u>1,784,722</u>
Total current assets - continuing operations	<u>21,284,105</u>	<u>17,269,021</u>
Property and equipment		
Land and buildings	28,684,184	23,263,144
Equipment	4,647,130	4,463,786
Vehicles	2,390,182	2,602,090
Leasehold improvements	2,739,498	2,551,764
Projects in progress	<u>120,015</u>	<u>194,481</u>
	38,581,009	33,075,265
Less accumulated depreciation and amortization	<u>19,100,808</u>	<u>17,397,060</u>
Net property and equipment - continuing operations	<u>19,480,201</u>	<u>15,678,205</u>
Other assets		
Pension asset	726,072	-
Investments	842,703	713,301
Annuity receivable, net of amount required to meet current obligations	616,641	666,913
Deferred compensation plan	465,578	487,130
Deposits	148,577	139,431
Right-of-use assets - operating lease	2,353,288	2,807,643
Right-of-use assets - finance lease	692,715	162,171
Assets whose use is limited, long-term portion	<u>918,804</u>	<u>779,272</u>
Total other assets - continuing operations	<u>6,764,378</u>	<u>5,755,861</u>
Total assets - continuing operations	47,528,684	38,703,087
Total assets - discontinued operations	<u>1,788,811</u>	<u>3,255,898</u>
Total assets	<u>\$ 49,317,495</u>	<u>\$ 41,958,985</u>

The accompanying notes are an integral part of these consolidated financial statements.

LIABILITIES AND NET ASSETS

	<u>2024</u>	<u>2023</u>
Current liabilities		
Accounts payable and accrued liabilities	\$ 1,672,670	\$ 1,215,343
Accrued wages and related expenses	5,709,161	3,783,237
Program settlements payable	2,861,749	-
Current portion of long-term debt	3,265,293	4,851,044
Current portion of lease liabilities - operating	1,023,441	985,796
Current portion of lease liabilities - finance	190,608	272,458
Deferred revenue	301,579	201,323
Other current liabilities	<u>118,173</u>	<u>116,960</u>
Total current liabilities - continuing operations	<u>15,142,674</u>	<u>11,426,161</u>
Long-term liabilities		
Long-term debt, net of current portion and unamortized debt issuance costs	5,875,035	3,351,284
Operating lease liability, net of current portion	1,369,685	1,839,001
Finance lease liability, net of current portion	543,831	461,445
Deferred compensation payable, net of current portion	1,082,219	1,154,043
Postretirement benefits, net of current portion	184,131	181,083
Pension liability	<u>-</u>	<u>508,024</u>
Total long-term liabilities - continuing operations	<u>9,054,901</u>	<u>7,494,880</u>
Total liabilities - continuing operations	<u>24,197,575</u>	<u>18,921,041</u>
Net assets		
Without donor restrictions	24,979,227	22,960,286
With donor restrictions	<u>140,693</u>	<u>77,658</u>
Total net assets	<u>25,119,920</u>	<u>23,037,944</u>
Total liabilities and net assets	<u>\$ 49,317,495</u>	<u>\$ 41,958,985</u>

**SPURWINK SERVICES, INC. AND
FOR DEVELOPMENTAL RESOURCES**

Consolidated Statements of Activities

Years Ended June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
Operating revenues - continuing operations		
Fees for services		
State of Maine agencies	\$68,641,529	\$56,794,884
Maine school districts	3,904,791	3,445,631
Third-party insurance	3,050,948	3,014,089
Private pay	938,490	856,910
Social Security	791,486	742,019
Medicare	351,080	365,801
Grants	7,429,738	9,659,703
Contribution from Tri-County Mental Health Services (TCMHS)	3,957,200	-
Contributions - other	502,385	360,007
Investment income	154,034	63,501
(Loss) gain on sale of property and equipment	(139,493)	24,040
Other revenue	609,723	498,140
Net assets released from restriction for operations	1,399	93,017
Total operating revenues - continuing operations	<u>90,193,310</u>	<u>75,917,742</u>
Operating expenses - continuing operations		
Program services	79,512,903	63,755,439
Management and general	13,711,801	9,594,939
Fundraising	377,433	397,872
Total operating expenses - continuing operations	<u>93,602,137</u>	<u>73,748,250</u>
Change in net assets without donor restrictions from operations - continuing operations	(3,408,827)	2,169,492
Non-operating gains		
Change in net assets to recognize funded status of pension plan	<u>5,775,273</u>	<u>778,255</u>
Total non-operating gains	<u>5,775,273</u>	<u>778,255</u>
Change in net assets without donor restrictions - continuing operations	2,366,446	2,947,747
Loss from discontinued operations	<u>(347,505)</u>	<u>(1,437,915)</u>
Change in net assets without donor restrictions	2,018,941	1,509,832
Net assets with donor restrictions		
Contributions	64,434	92,000
Net assets released from restriction for operations	<u>(1,399)</u>	<u>(93,017)</u>
Change in net assets with donor restrictions	<u>63,035</u>	<u>(1,017)</u>
Change in net assets	2,081,976	1,508,815
Net assets, beginning of year	<u>23,037,944</u>	<u>21,529,129</u>
Net assets, end of year	<u>\$ 25,119,920</u>	<u>\$23,037,944</u>

The accompanying notes are an integral part of these consolidated financial statements.

**SPURWINK SERVICES, INC. AND
FOR DEVELOPMENTAL RESOURCES**

Consolidated Statements of Functional Expenses

Years Ended June 30, 2024 and 2023

	Year Ended June 30, 2024				Year Ended June 30, 2023			
	<u>Program Services</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total</u>	<u>Program Services</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total</u>
Salaries and wages	\$ 46,919,860	\$ 5,792,194	\$ 215,305	\$ 52,927,359	\$38,590,750	\$ 3,945,970	\$ 176,389	\$ 42,713,109
Employee taxes and benefits	14,423,607	2,250,694	53,904	16,728,205	7,427,756	1,748,381	46,092	9,222,229
Consultants	7,520,307	2,447,321	17,060	9,984,688	7,695,374	1,882,986	23,805	9,602,165
Supplies	1,785,379	921,190	5,927	2,712,496	1,751,788	253,457	9,567	2,014,812
Service provider tax	2,222,368	-	-	2,222,368	1,873,840	-	-	1,873,840
Occupancy	3,661,806	908,316	13,393	4,583,515	3,331,977	632,837	30,247	3,995,061
Utilities	1,059,109	467,238	822	1,527,169	932,579	398,111	2,906	1,333,596
Depreciation	1,120,881	572,564	9,244	1,702,689	1,473,352	402,127	6,216	1,881,695
Interest	343,577	220,175	4,853	568,605	327,622	222,375	2,133	552,130
Bad debt expense	23,946	-	-	23,946	5,944	-	-	5,944
Other	<u>745,477</u>	<u>132,109</u>	<u>56,925</u>	<u>934,511</u>	<u>667,724</u>	<u>108,695</u>	<u>100,517</u>	<u>876,936</u>
Total expenses	79,826,317	13,711,801	377,433	93,915,551	64,078,706	9,594,939	397,872	74,071,517
Expenses allocated to discontinued operations	<u>(313,414)</u>	<u>-</u>	<u>-</u>	<u>(313,414)</u>	<u>(323,267)</u>	<u>-</u>	<u>-</u>	<u>(323,267)</u>
Total expenses from continuing operations	<u>\$ 79,512,903</u>	<u>\$ 13,711,801</u>	<u>\$ 377,433</u>	<u>\$ 93,602,137</u>	<u>\$63,755,439</u>	<u>\$ 9,594,939</u>	<u>\$ 397,872</u>	<u>\$ 73,748,250</u>

The accompanying notes are an integral part of these consolidated financial statements.

**SPURWINK SERVICES, INC. AND
FOR DEVELOPMENTAL RESOURCES**

Consolidated Statements of Cash Flows

Years Ended June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
Cash flows from operating activities		
Change in net assets	\$ 2,081,976	\$ 1,508,815
Adjustments to reconcile change in net assets to net cash (used) provided by operating activities		
Depreciation and amortization	1,517,309	1,681,384
Contribution from TCMHS	(3,957,200)	-
Accretion of bond premiums	(69,412)	(67,071)
Bad debt expense	23,946	2,585
Loss from defined benefit plan termination	4,541,177	-
Change in funded status of pension plan	(5,775,273)	(778,255)
Deferred compensation credit (expense)	(58,285)	56,084
Realized gains and appreciation in fair value of investments	(129,402)	(58,271)
Loss from discontinued operations	347,505	1,437,915
Loss (gain) on sale of property and equipment	139,493	(24,040)
Right-of-use operating lease, net	(126,554)	17,154
Right of use finance lease, net	(381,752)	1,755
(Increase) decrease in		
Accounts receivable	(2,950,659)	(147,001)
Grants receivable	(469,234)	449,221
Prepaid expenses	704,118	(810,544)
Annuity receivable	50,272	56,262
Program settlements receivable	261,948	(1,134,151)
Deposits	(9,146)	(10,974)
Increase (decrease) in		
Accounts payable and accrued liabilities	(180,856)	(412,756)
Accrued wages and related expenses	1,337,911	(65,100)
Program settlements payable	2,861,749	(295,183)
Deferred revenue	45,256	(1,322,108)
Other current liabilities	(16,283)	(19,671)
Accrued postretirement benefits	3,048	(22,418)
Annuity payable and deferred compensation obligation	(13,539)	(47,153)
Net cash used by operating activities from continuing operations	(221,887)	(3,521)
Net cash provided by operating activities from discontinued operations	111,582	32,312
Net cash (used) provided by operating activities	<u>(110,305)</u>	<u>28,791</u>
Cash flows from investing activities		
Purchases of property and equipment	(238,788)	(605,438)
Proceeds from sale of property and equipment	1,008,000	240,183
Cash acquired in acquisition of TCMHS	705,734	-
Unrealized loss (gain) on deferred compensation plans, net of deposits	21,552	(65,193)
Net cash provided (used) by investing activities	<u>1,496,498</u>	<u>(430,448)</u>
Cash flows from financing activities		
Repayment of long-term debt	(865,796)	(1,090,584)
Repayment of capital leases	-	(239,196)
Net cash used by financing activities	<u>(865,796)</u>	<u>(1,329,780)</u>
Net increase (decrease) in cash and restricted cash	520,397	(1,731,437)
Cash and restricted cash beginning of year	<u>7,099,727</u>	<u>8,831,164</u>
Cash and restricted cash, end of year	<u>\$ 7,620,124</u>	<u>\$ 7,099,727</u>

The accompanying notes are an integral part of these consolidated financial statements.

**SPURWINK SERVICES, INC. AND
FOR DEVELOPMENTAL RESOURCES**

Consolidated Statements of Cash Flows (Concluded)

Years Ended June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
Composition of cash and restricted cash, end of year		
Cash	\$ 6,547,723	\$ 6,207,456
Assets whose use is limited, current portion	153,597	112,999
Assets whose use is limited, long-term portion	<u>918,804</u>	<u>779,272</u>
	<u>\$ 7,620,124</u>	<u>\$ 7,099,727</u>
Supplemental disclosure of cash flow information:		
Cash paid during the year for interest	<u>\$ 497,106</u>	<u>\$ 505,545</u>

Noncash transactions:

During 2024 and 2023, the Organization financed the purchase of vehicles and equipment with capital lease agreements and commercial notes in the amount of \$188,056 and \$327,329, respectively. The leases payable, capital assets and commercial notes have been treated as noncash transactions.

The accompanying notes are an integral part of these consolidated financial statements.

**SPURWINK SERVICES, INC. AND
FOR DEVELOPMENTAL RESOURCES**

Notes to Consolidated Financial Statements

June 30, 2024 and 2023

Nature of Activities

Spurwink Services, Inc. (Spurwink) is a private, not-for-profit entity established to respond to community needs by providing behavioral health care, substance use disorder services and support services for people of all ages, abilities, and backgrounds, and their families. FOR Developmental Resources (FOR) is a separate not-for-profit entity which constructed and operates a seven-unit residential facility for persons with intellectual and developmental disabilities in Westbrook, Maine.

1. Summary of Significant Accounting Policies

Principles of Consolidation and Reporting Entity

The consolidated financial statements include the accounts of Spurwink and FOR (collectively referred to as the Organization). Intercompany accounts and transactions have been eliminated in the consolidated financial statements.

Basis of Presentation

The consolidated financial statements of the Organization have been prepared in accordance with U.S. generally accepted accounting principles (U.S. GAAP), which require the Organization to report information regarding its financial position and activities according to the following net asset classifications:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of Organization management and the Board of Directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities.

Contributions

Contributions received, including unconditional promises to give, are recognized as revenues when donors' commitments are received.

All contributions are included in net assets without donor restrictions unless specifically restricted by the donor. Amounts received that are designated for future periods or are restricted by the donor for specific purposes are reported as support that increases net assets with donor restrictions.

**SPURWINK SERVICES, INC. AND
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Notes to Consolidated Financial Statements

June 30, 2024 and 2023

Use of Estimates

The preparation of consolidated financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Property and Equipment

Property and equipment are recorded at cost, except for donated assets, which are recorded at fair value at the time of donation. Such donations are reported as support without donor restrictions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as support with donor restrictions.

Leasehold improvements are amortized on a straight-line basis over the estimated useful life of the respective assets or the term of the lease, whichever is less. Depreciation of owned assets is provided over the estimated useful lives of the respective assets on a straight-line basis. Costs of repairs and maintenance are expensed as incurred.

Right-of-Use Assets and Lease Liabilities

The Organization determines if an arrangement is a lease or contains a lease at inception of a contract. In evaluating its contracts, the Organization separately identifies lease and non-lease components, such as common area and other maintenance costs, in calculating the right-of-use (ROU) assets and lease liabilities.

Leases result in the recognition of ROU assets and lease liabilities. ROU assets represent the right to use an underlying asset for the lease term, and lease liabilities represent the obligation to make lease payments arising from the lease, measured on a discounted basis. At lease inception, the lease liability is measured at the present value of the lease payments over the lease term, typically calculated using the Organization's incremental borrowing rate. The Organization determines lease classification as operating or finance at the lease commencement date.

The lease term may include options to extend or to terminate the lease that the Organization is reasonably certain to exercise. Operating lease expenses are recognized on a straight-line basis throughout the lease term, whereas finance leases apply the effective interest rate method. Leases with terms of fewer than 12 months are not recorded in the consolidated statements of financial position but are expensed over the lease term.

Debt Issuance Costs

Costs associated with the issuance of the Maine Health and Higher Educational Facilities Authority (MHHEFA) bonds referred to in Note 6 have been capitalized, are being amortized over the terms

**SPURWINK SERVICES, INC. AND
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Notes to Consolidated Financial Statements

June 30, 2024 and 2023

of the related bonds and are included in long-term debt. At June 30, 2024 and 2023, accumulated amortization totaled \$106,553 and \$96,622, respectively.

Funding Sources

Revenues from services to clients include amounts reimbursable by various funding sources, including Medicaid (MaineCare) and the State of Maine. Fees for services are recorded as revenue at the time the service is provided. Amounts received for services provided to clients covered under the programs are generally based upon the costs of the services provided. These amounts fall into two separate funding methods:

- Certain cost recovery programs' settlements are established via audits conducted by the funding sources. Under this procedure, rates are adjusted retrospectively for any historical surpluses or deficits.
- Fees for other programs are determined under rate negotiations or are fixed by MaineCare through its rules.

The State of Maine enacted legislation establishing a service provider tax. As a result, the Organization was subjected to and recorded \$2,222,368 and \$1,873,840 of service provider taxes in 2024 and 2023, respectively. This tax is offset through increased reimbursement under the related programs.

A portion of revenue includes amounts related to federal and state grants. Revenue recognized under these grants for services under ongoing awards is recognized based upon allowable expenses incurred to date not to exceed available funding. For awards which were completed during the year, revenue is recognized based upon allowable expenditures incurred up to the award total. Any adjustments in estimated settlement amounts under state and federal awards are recognized when final settlements are determined. Revenue received prior to providing services is deferred until the related services are rendered.

Recently Adopted Accounting Pronouncement

Effective July 1, 2023, the Organization adopted Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2016-13, *Financial Instruments—Credit Losses* (Topic 326): *Measurement of Credit Losses on Financial Instruments*, and related guidance as amended, which modifies the measurement of expected claims and credit losses on certain financial instruments. The Organization adopted this new guidance utilizing the modified retrospective transition method. FASB ASU 2016-13 requires measurement and recognition of expected versus incurred losses for financial assets held. Financial assets held by the Organization that are subject to FASB ASU 2016-13 include accounts and grants receivable. The adoption of this ASU did not have a material impact on the Organization's financial statements.

**SPURWINK SERVICES, INC. AND
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Notes to Consolidated Financial Statements

June 30, 2024 and 2023

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Based on management's assessment of the credit history with customers having outstanding balances, current relationships with them, and reasonable and supportable forecasts, it has concluded that realization of losses on balances outstanding at year-end are expected to be minimal.

Revenue Recognition

Fees for services revenue is reported at the estimated net realizable amount that reflects the consideration to which the Organization expects to be entitled in exchange for providing client services. These amounts are due from third-party payors (including health insurers and government programs), and others, and include variable consideration for retroactive revenue adjustments due to settlement of audits, reviews, and investigations. Generally, the Organization bills third-party payors several days after services are provided. Revenue is recognized as performance obligations are satisfied. It is the Organization's expectation that the period between the time the service is provided to a client and the time a third-party payor pays for that service will be one year or less.

Under the Organization's contractual arrangements with the Maine Department of Health and Human Services (DHHS), the Organization provides services to clients for an agreed upon fee. The Organization recognizes revenue for client services in accordance with the provisions of FASB ASU 2014-09, *Revenue from Contracts with Customers*, and related guidance.

Performance obligations are determined based on the nature of the services provided by the Organization. Revenue for performance obligations satisfied over time is recognized based on actual services rendered. Generally, performance obligations are satisfied when services are provided. The Organization measures the performance obligation from when the Organization begins to provide services to a client to the point when it is no longer required to provide services to that client, which is generally at the time of DHHS notification to the Organization.

Because all of its performance obligations relate to short-term contracts, the Organization has elected to apply the optional exemption provided in FASB Accounting Standards Codification (ASC) Subtopic 606-10-50-14(a), and therefore, is not required to disclose the aggregate amount of the transaction price allocated to performance obligations that are unsatisfied or partially unsatisfied at the end of the reporting period.

Investments

Investments are presented in the consolidated financial statements at fair value. Investments in general are exposed to various risks, such as interest rates, credit, and overall market volatility. As such, it is reasonably possible that changes in the values of investments will occur in the near term and that such changes could materially affect the amounts reported in the consolidated statements of financial position.

**SPURWINK SERVICES, INC. AND
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Notes to Consolidated Financial Statements

June 30, 2024 and 2023

Functional Allocation of Expenses

The consolidated financial statements report certain categories of expenses that are attributable to more than one program or supporting functions of the Organization. Those expenses include salaries, wages and benefits, which are allocated based on time and effort, and depreciation and other occupancy costs, which are allocated based on utilization of square feet.

Accrued Earned Time

Employees of the Organization are vested in earned vacation, personal time, and sick pay (earned time). All pay for earned time is computed at the employee's current base pay (excluding overtime, shift and other premiums), and is accrued as earned. The liability for unused earned time is included in accrued wages and related expenses in the consolidated statements of financial position.

Benefit Plans

The Organization sponsors a tax sheltered 403(b) plan which covers all employees who have met the eligibility requirements. The Organization's matching contributions totaled \$627,119 and \$545,435 in 2024 and 2023, respectively.

The Organization has four 457(b) deferred compensation plans which cover highly compensated employees of the Organization. The amount contributed to the plans in 2024 and 2023 was \$75,125 and \$52,750, respectively.

Postretirement Benefits

The Organization sponsors a defined benefit postretirement plan providing health insurance for eligible employees. The plan is not prefunded and the Organization recognizes the cost for these benefits on the accrual method as prescribed by FASB ASC Topic 715, *Compensation - Retirement Benefits*.

The Organization also sponsors a defined benefit pension plan. Effective January 1, 2010, the defined benefit pension plan was amended to exclude new participants; current participants were not affected by the amendment. Effective July 1, 2014, the accrued benefits of all participants in the pension plan were frozen.

During the year ended June 30, 2024, the Organization's Board of Directors voted to terminate the defined benefit pension plan. The assets of the plan were distributed to employees in two phases. The first phase was completed by June 30, 2024 and included lump-sum payments to eligible participants. The remaining funds will be distributed by December 31, 2024.

**SPURWINK SERVICES, INC. AND
FOR DEVELOPMENTAL RESOURCES**

Notes to Consolidated Financial Statements

June 30, 2024 and 2023

Acquisition

Effective April 1, 2024, the Organization acquired substantially all of the assets, and assumed the liabilities and operations of the programs, of Tri-County Mental Health Services. Upon acquisition, the Organization recognized the following:

Current assets	\$ 1,668,443
Property and equipment, net	4,694,694
Other assets	<u>387,915</u>
Total assets	<u>6,751,052</u>
Current liabilities	765,811
Long-term debt	1,863,277
Other liabilities	<u>164,764</u>
Total liabilities	<u>2,793,852</u>
Net contribution	<u>\$ 3,957,200</u>
Contribution without donor restrictions	\$ 3,892,766
Contribution with donor restrictions	<u>64,434</u>
	<u>\$ 3,957,200</u>

The excess of assets over liabilities resulted in a contribution of \$3,957,200, which is included in contributions in the consolidated statement of activities for the year ended June 30, 2024.

Income Taxes

Spurwink and FOR are nonprofit organizations pursuant to Internal Revenue Code (Code) Section 501(c)(3), whereby only unrelated business income, as defined by Section 512(a)(1) of the Code, is subject to federal income tax.

Subsequent Events

The Organization has considered transactions or events occurring through October 30, 2024, which was the date the consolidated financial statements were available to be issued. The Organization has not evaluated subsequent events after that date for inclusion in the consolidated financial statements.

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Notes to Consolidated Financial Statements

June 30, 2024 and 2023

2. Accounts Receivable and Deferred Revenue

The opening and closing balances in accounts and grants receivable and deferred revenue are the following:

	<u>Accounts Receivable</u>	<u>Grants Receivable</u>	<u>Deferred Revenue</u>
July 1, 2022	\$ 6,460,513	\$ 1,786,235	\$ 1,523,431
June 30, 2023	6,604,929	1,337,014	201,323
June 30, 2024	10,149,979	2,100,509	301,579

3. Fair Value Measurement

FASB ASC Topic 820, *Fair Value Measurement*, defines fair value as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. ASC 820 also establishes a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The standard describes three levels of inputs that may be used to measure fair value:

Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.

Level 2: Significant other observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, and other inputs that are observable or can be corroborated by observable market data.

Level 3: Significant unobservable inputs that reflect an entity's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

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Notes to Consolidated Financial Statements

June 30, 2024 and 2023

Assets measured at fair value on a recurring basis are summarized below.

Fair Value Measurements at June 30, 2024				
	<u>Total</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Investments - mutual funds	\$ <u>842,703</u>	\$ <u>842,703</u>	\$ <u>-</u>	\$ <u>-</u>
Annuity receivable	\$ <u>706,361</u>	\$ <u>-</u>	\$ <u>706,361</u>	\$ <u>-</u>
Investments - deferred compensation: Mutual funds	\$ <u>465,578</u>	\$ <u>465,578</u>	\$ <u>-</u>	\$ <u>-</u>
Investments - held by defined benefit pension plan (Note 8):				
Cash and cash equivalents	\$ 16,288	\$ 16,288	\$ -	\$ -
Equity mutual funds	3,069,695	3,069,695	-	-
Corporate bonds	5,243,507	-	5,243,507	-
U.S. government securities	<u>6,478,494</u>	<u>6,478,494</u>	<u>-</u>	<u>-</u>
Total	\$ <u>14,807,984</u>	\$ <u>9,564,477</u>	\$ <u>5,243,507</u>	\$ <u>-</u>
Fair Value Measurements at June 30, 2023				
	<u>Total</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Investments - mutual funds	\$ <u>713,301</u>	\$ <u>713,301</u>	\$ <u>-</u>	
Annuity receivable	\$ <u>754,663</u>	\$ <u>-</u>	\$ <u>754,663</u>	\$ <u>-</u>
Investments - deferred compensation: Mutual funds	\$ <u>487,130</u>	\$ <u>487,130</u>	\$ <u>-</u>	\$ <u>-</u>
Investments - held by defined benefit pension plan - (Note 8):				
Cash and cash equivalents	\$ 55,186	\$ 55,186	\$ -	\$ -
Equity mutual funds	10,423,679	10,423,679	-	-
Corporate bonds	4,936,653	-	4,936,653	-
U.S. government securities	<u>6,342,968</u>	<u>6,342,968</u>	<u>-</u>	<u>-</u>
Total	\$ <u>21,758,486</u>	\$ <u>16,821,833</u>	\$ <u>4,936,653</u>	\$ <u>-</u>

Corporate bonds are valued using quoted market prices of similar assets. The annuity receivable is valued using the method described in Note 9.

**SPURWINK SERVICES, INC. AND
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Notes to Consolidated Financial Statements

June 30, 2024 and 2023

4. Liquidity and Availability of Financial Assets

At June 30, 2024, the Organization has working capital of \$6,141,431 and average days (based on normal expenditures) cash and cash equivalents on hand of 26.

Financial assets and liquidity resources available within one year for general expenditure, such as operating expenses, scheduled principal payments on debt, and capital construction costs not financed with debt, were as follows as of June 30:

	<u>2024</u>	<u>2023</u>
Cash	\$ 6,547,723	\$ 6,207,456
Accounts receivable, net	10,149,979	6,604,929
Grants receivable	2,100,509	1,337,014
Annuity receivable, current portion	89,720	87,750
Program settlements receivable	872,203	1,134,151
Investments	<u>842,703</u>	<u>713,301</u>
	20,602,837	16,084,601
Less Board designated net assets	(741,701)	(661,568)
Less net assets with donor restrictions held in investments	(86,943)	(51,733)
Less annuity receivable, current portion	(89,720)	(87,750)
Less net assets with donor restrictions held in cash	<u>(28,648)</u>	<u>(30,047)</u>
	<u>\$ 19,655,825</u>	<u>\$ 15,253,503</u>

The Organization's goal is generally to maintain financial assets to meet 30 days of operating expenses (approximately \$8.0 million). The Organization also has a line of credit available to meet short-term needs, as discussed in Note 6.

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Notes to Consolidated Financial Statements

June 30, 2024 and 2023

5. Assets Whose Use is Limited

Assets whose use is limited are comprised of the following at June 30:

	<u>2024</u>	<u>2023</u>
In accordance with the terms of the MHHEFA revenue bonds referred to in Note 6, the Organization is required to maintain debt service funds with a trustee (trustee held funds). The debt service funds represent amounts which have been deposited, via monthly payment of principal and interest, with the trustee. The semi-annual bond interest payments and the annual bond principal payments are to be made from these funds as they become due. The debt service funds consist of cash and money market funds.	\$ 153,597	\$ 112,999
The Organization participates in a state unemployment insurance trust, which requires funds to be deposited in trust. These trust assets consist of a money market fund.	695,548	565,095
In accordance with the terms of its general liability insurance policy, the Organization maintains a separate cash account to fund general liability insurance claims. The account consists solely of cash.	194,608	184,130
Cash held for donor restricted net assets	<u>28,648</u>	<u>30,047</u>
	1,072,401	892,271
Less current portion	<u>153,597</u>	<u>112,999</u>
	<u>\$ 918,804</u>	<u>\$ 779,272</u>

6. Borrowings

Long-term debt at June 30 consists of the following:

	<u>2024</u>	<u>2023</u>
<u>Spurwink</u>		
MHHEFA Revenue Bonds, Series 2010B, term bonds due July 1, 2028 with interest rates ranging from 3.125% to 5.25%.	\$ 307,883	\$ 412,180
MHHEFA Revenue Bonds, Series 2013A, term bonds due July 1, 2029, with interest rates ranging from 3.0% to 5.0%.	168,262	-
MHHEFA Revenue Bonds, Series 2014A, term bonds due July 1, 2024 with interest rates ranging from 3.0% to 5.0%.	5,231	74,506

**SPURWINK SERVICES, INC. AND
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Notes to Consolidated Financial Statements

June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
Note payable, due in monthly installments of \$7,113, including interest at 4.05%, through September 2024 at which time the balance becomes due; collateralized by equipment and accounts receivable of the Organization.	1,344,352	1,429,707
Note payable, due in monthly installments of \$29,677, including interest at 3.91%, through January 2031, at which time the balance is due in full; collateralized by inventory, equipment and accounts receivable of the Organization.	2,933,334	3,116,667
Note payable, due in monthly installments of \$15,858, including interest at 4.45%, through March 2028; collateralized by equipment and accounts receivable of the Organization.	1,186,667	1,561,667
Note payable, due in monthly installments of \$7,797, including interest at one-month LIBOR plus 2.25% (7.95% at June 30, 2024), through August 2024; collateralized by building and equipment.	1,304,419	1,336,752
4.50% mortgage note, due in monthly installments of \$1,780, including interest, through November 2025; collateralized by land and a building at 42-44 Glenwood Avenue, Saco, Maine.	29,242	48,773
4.50% mortgage note, due in monthly installments of \$1,097, including interest, through April 2026; collateralized by land and building at 46-48 Glenwood Avenue, Saco, Maine.	23,104	34,912
7.5% mortgage note to Maine State Housing Authority, due in monthly installments of \$1,363, including interest, through January 2025; collateralized by property at 45 Heath Road, Saco, Maine.	9,308	23,142
Mortgage note, due in monthly installments of \$1,566, including interest at 4.93% through 2023; then adjusted to the Federal Home Loan Bank rate plus 2.75%; subject to adjustment every five years through June 2031; collateralized by all property at 26 Old Lisbon Road, Lewiston, Maine.	113,302	126,849
5.24% mortgage note, due in monthly installments of \$1,318, including interest through January 2025; collateralized by property at 45 Heath Road, Saco, Maine.	7,881	22,990

**SPURWINK SERVICES, INC. AND
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Notes to Consolidated Financial Statements

June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
5.5% note payable to Genesis Fund, Inc, due in monthly installments of \$3,063, including interest, through April 2030; collateralized by real estate at 32 North High Street, Bridgton, Maine.	182,085	-
2% note payable, due in monthly installments of \$721, including interest, through January 2027; collateralized by real estate at 125 Franklin Street, Rumford, Maine.	21,758	-
5.0% note payable, due in monthly installments of \$3,427, including interest, through August 2025; collateralized by real estate and personal property at 143 Pottle Road, Oxford, Maine.	268,458	-
7.0% note payable, due in monthly installments of \$1,661, including interest, through May 2030; collateralized by real estate at 46 Kelly Drive, Sabattus, Maine.	96,348	-
7.0% note payable, due in monthly installments of \$975, including interest, through December 2028; collateralized by real estate at 15 Village Street, Lisbon, Maine.	45,074	-
Maine State Housing Authority deferred note payable, forgivable as long as the Organization remains in compliance with the terms and conditions of a mortgage and security agreement.	100,000	-
Maine State Housing Authority noninterest bearing note payable, forgivable in full in January 2030 if the Organization stays in compliance with the associated mortgage.	160,000	-
Maine State Housing Authority, noninterest bearing note payable, forgivable in full in March 2034 if the Organization stays in compliance with the terms and conditions of a mortgage and security agreement.	167,744	-
4.5% Rural Development note payable, due in monthly installments of \$4,501, through April 2040; collateralized by real estate at 49 Congress Street, Rumford, Maine.	715,915	-

**SPURWINK SERVICES, INC. AND
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Notes to Consolidated Financial Statements

June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
FOR		
9.25% U.S. Department of Housing and Urban Development mortgage note, due in monthly installments of \$2,179, including interest, through October 2024; collateralized by all property at 15 Woodmont Street, Westbrook, Maine.	<u>8,551</u>	<u>32,682</u>
	9,198,918	8,220,827
Less current portion of long-term debt	3,265,293	4,851,044
Less unamortized debt issuance costs	<u>58,590</u>	<u>18,499</u>
Long-term debt excluding current portion	<u>\$ 5,875,035</u>	<u>\$ 3,351,284</u>

Maturities of long-term debt are as follows:

2025	\$ 3,265,293
2026	741,857
2027	495,993
2028	1,277,172
2029	428,191
Thereafter	<u>2,990,412</u>
Total	<u>\$ 9,198,918</u>

The MHHEFA bonds are collateralized by a first mortgage on all applicable properties, related improvements and equipment, as well as the gross receipts of the Organization.

The MHHEFA loan agreements call for the maintenance of a required minimum ratio of debt service coverage. The Organization is in compliance with this loan covenant for the year ended June 30, 2024.

Spurwink Services, Inc. is required to make monthly deposits of principal and interest in sufficient amounts to enable semi-annual interest payments and annual principal payments on the MHHEFA bonds to be made when due.

Spurwink Services, Inc. has available a line of credit agreement with a bank with a total borrowing capacity of \$5,500,000. The line bears interest at a variable rate, comprised of the daily SOFR plus 2.00%, which was 7.31% at June 30, 2024. There were no amounts outstanding under the line of credit at June 30, 2024 and 2023. The line of credit is secured by outstanding accounts receivable of the Organization.

Spurwink Services, Inc. has available a \$708,920 irrevocable standby letter of credit with Key Bank, which renews annually and serves as collateral for a direct reimbursement agreement with the State of Maine for unemployment benefits. There was no outstanding balance on this letter of credit at June 30, 2024.

**SPURWINK SERVICES, INC. AND
FOR DEVELOPMENTAL RESOURCES**

Notes to Consolidated Financial Statements

June 30, 2024 and 2023

7. Leases

The Organization leases facilities under finance and operating lease agreements expiring in various years through September 2032. Certain leases require the payment of property taxes in addition to a base rental fee. Certain leases also provide for the base rental fee to be increased annually, typically by between 2%-3%, as well as adjustment for changes in the lessors' debt service because of interest rate fluctuations. The Organization also leases several other facilities on a month-to-month, tenant-at-will basis.

The Organization made cash payments of \$1,014,014 and \$51,724 related to the operating lease liability and finance lease liabilities, respectively, during the year ended June 30, 2024 and made cash payments of \$1,123,526 and \$101,829 to the operating and lease liabilities, respectively, during the year ended June 30, 2023. Lease costs associated with the Organization's operating lease liability was \$1,037,518 and \$1,037,518 during the year ended June 30, 2024 and 2023, respectively. The following table presents the Organization's right-of-use assets and lease liabilities as of June 30:

	<u>2024</u>	<u>2023</u>
Assets		
Right-of-use asset - operating lease	<u>\$ 2,353,288</u>	<u>\$ 2,807,643</u>
Right-of-use asset - finance lease	<u>\$ 692,715</u>	<u>\$ 162,171</u>
Liabilities		
Current portion of operating lease liability	<u>\$ 1,023,441</u>	<u>\$ 985,796</u>
Current portion of finance lease liability	<u>\$ 190,608</u>	<u>\$ 272,458</u>
Operating lease liability, net of current portion	<u>\$ 1,369,685</u>	<u>\$ 1,839,001</u>
Finance lease liability, net of current portion	<u>\$ 543,831</u>	<u>\$ 461,445</u>
Weighted-average discount rate, operating leases	3.12 %	3.19 %
Weighted-average discount rate, finance leases	6.21 %	10.30 %
Weighted-average remaining lease term, operating leases (years)	3.45	4.23
Weighted-average remaining lease term, finance leases (years)	3.91	3.85

Assets with a net book value of \$569,977, which related to finance leases, were included in net property and equipment - continuing operations as of June 30, 2023.

**SPURWINK SERVICES, INC. AND
FOR DEVELOPMENTAL RESOURCES**

Notes to Consolidated Financial Statements

June 30, 2024 and 2023

The Organization's future minimum lease payments under the operating and finance leases are as follows at June 30:

	<u>Operating</u>	<u>Finance</u>
2025	\$ 1,026,166	\$ 248,307
2026	809,522	195,219
2027	229,052	163,266
2028	80,205	91,519
2029	74,315	45,273
Thereafter	<u>314,505</u>	<u>-</u>
	2,533,765	743,584
Less present value discount	<u>(140,639)</u>	<u>(9,145)</u>
	<u>\$ 2,393,126</u>	<u>\$ 734,439</u>

8. Retirement Plans

The Organization participated in a defined benefit pension plan that covers substantially all its employees employed through December 31, 2009. Effective January 1, 2010, the plan was amended to exclude new participants. Effective July 1, 2014, the accrued benefits of all participants in the plan were frozen. The plan calls for benefits to be paid to eligible employees at retirement based upon amounts accumulated in their hypothetical accounts. Hypothetical account balances are based upon 4% of compensation, interest, and years of service. Contributions to the plan are made based upon amounts actuarially determined to sufficiently fund the plan.

The following tables set forth the funded status of the defined benefit plan and amounts recognized in the Organization's consolidated financial statements as of and for the years ended June 30:

	<u>2024</u>	<u>2023</u>
Benefit obligation	\$ 14,081,912	\$ 22,266,510
Fair value of plan assets	<u>14,807,984</u>	<u>21,758,486</u>
Funded status, asset (liability)	\$ <u>726,072</u>	\$ <u>(508,024)</u>
Benefits paid	\$ <u>(913,752)</u>	\$ <u>(1,038,087)</u>
Net periodic pension expense (credit)	\$ <u>1,286,603</u>	\$ <u>(278,415)</u>

Net loss not yet recognized as a component of net periodic benefit cost was \$5,775,273 at June 30, 2023. This amount was determined pursuant to the provisions of ASC Subtopic 715-30-25-4. Net loss recognized in the year ended June 30, 2024 was \$4,541,177 and is included in operating expenses in the statement of activities. As described in Note 1, the first termination distribution of \$6,653,395 was made prior to June 30, 2024.

**SPURWINK SERVICES, INC. AND
FOR DEVELOPMENTAL RESOURCES**

Notes to Consolidated Financial Statements

June 30, 2024 and 2023

The target allocation percentage for investments is 50%-70% equities and 30%-50% debt securities. The Plan trustee evaluates its target allocation periodically in relation to market performance and overall market conditions. The overall goal is to provide for adequate investment growth, along with contributions, to provide adequate funding to meet plan obligations on a current and projected basis.

The overall expected long-term rate of return is based upon achieved historical returns of a mix of stocks and bonds and expectations of future yields and market performance for such securities.

Weighted-average assumptions as of and for the years ended June 30 are as follows:

	<u>2024</u>	<u>2023</u>
<u>Benefit cost</u>		
Discount rate	4.92 %	4.45 %
Expected return on plan assets	6.80	6.60
<u>Benefit obligation</u>		
Discount rate	5.30 %	4.92 %

Expected benefits to be paid for the next ten years as of June 30, 2024 are as follows:

2025	\$ 949,000
2026	944,000
2027	930,000
2028	923,000
2029	928,000
Aggregate for the next five years thereafter	4,689,000

No contributions are expected to be made in 2025.

The Organization also participates in a postretirement plan which provides health insurance coverage for one of its former executive directors. The following tables set forth information regarding the postretirement benefits based on measurement dates of June 30:

	<u>2024</u>	<u>2023</u>
Accumulated postretirement benefit obligation	\$ 207,139	\$ 201,732
Fair value of plan assets	<u>-</u>	<u>-</u>
Funded status	<u>\$ (207,139)</u>	<u>\$ (201,732)</u>
Accrued benefit liability recognized in the statement of financial position:		
Current portion	\$ (23,008)	\$ (20,649)
Long-term portion	<u>(184,131)</u>	<u>(181,083)</u>
	<u>\$ (207,139)</u>	<u>\$ (201,732)</u>

**SPURWINK SERVICES, INC. AND
FOR DEVELOPMENTAL RESOURCES**

Notes to Consolidated Financial Statements

June 30, 2024 and 2023

Weighted-average assumptions as of and for the years ended June 30 are as follows:

	<u>2024</u>	<u>2023</u>
<u>Benefit cost</u>		
Discount rate	4.76 %	4.09 %
<u>Benefit obligation</u>		
Discount rate	5.09 %	4.76 %

Activities for the year consist of:

Benefit cost	<u>\$ 4,987</u>	<u>\$ 5,700</u>
Employer contributions and benefits paid	<u>\$ 21,134</u>	<u>\$ 21,134</u>

Expected benefits to be paid for the next ten years as of June 30, 2024 are as follows:

2025	\$ 23,586
2026	23,440
2027	23,139
2028	22,670
2029	22,022
Aggregate for the next five years thereafter	93,688

Contributions expected to be made in 2025 are \$23,586.

An assumed health cost increase of 5.20% was used for 2025 to measure the expected cost of benefits covered by the plan for the next year.

9. Deferred Compensation Payable

The Organization has incurred liabilities relating to salary continuation agreements for two of its former executive directors. Under the terms of the agreements, they, or their spouse, are entitled to receive for their lifetimes an annual amount as a supplement to their other retirement benefits, paid on a monthly basis.

The present value of the estimated liabilities has been based on a discount rate of 5.30% and 4.92% at June 30, 2024 and 2023, respectively, and published life expectancy tables.

In conjunction with the salary continuation agreements, the Organization has purchased a single premium group annuity from Pacific Life & Annuity Company (Pacific Life) to pay the deferred compensation. Under this agreement, Pacific Life will make monthly payments to the Organization, who will then pay the remaining former executive. At June 30, 2024 and 2023, the present value of amounts anticipated to be received from the annuity based on actuarial assumptions regarding life expectancy and market interest rates is \$706,361 and \$754,663, respectively.

**SPURWINK SERVICES, INC. AND
FOR DEVELOPMENTAL RESOURCES**

Notes to Consolidated Financial Statements

June 30, 2024 and 2023

The estimated total amounts to be paid to the individuals as of June 30, 2024 for deferred compensation benefits over the next five years are as follows:

2025	\$ 89,720
2026	89,720
2027	89,720
2028	89,720
2029	89,720

10. Concentration of Credit Risk

Fees from State of Maine government agencies comprised approximately 76% and 75% of the Organization's operating revenues for the years ended June 30, 2024 and 2023, respectively. Approximately 4% and 5% of the Organization's operating revenues for the years ended June 30, 2024 and 2023, respectively, were from local school districts who receive funding from State of Maine government agencies. Accordingly, a substantial portion of its accounts receivable relates to fees from these agencies.

The Organization is also subject to concentrations of credit risk in conjunction with its cash and trustee held funds. At June 30, 2024, the Organization had cash on deposit with banks of \$5,008,041. Of this amount, \$710,315 was federally insured and \$3,596,514 was collateralized by repurchase agreements. Additionally, trustee held funds totaling \$153,597 as of June 30, 2024 are invested in the First American Treasury Obligation Fund. The Organization has not experienced any losses in such accounts and believes it is not exposed to any significant risk with respect to these accounts.

11. Net Assets with Donor Restrictions

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

	<u>2024</u>	<u>2023</u>
Subject to expenditure for specified purpose:		
Education	\$ 28,648	\$ 31,048
Funds invested in perpetuity for which the income is without donor restriction	<u>112,045</u>	<u>46,610</u>
Total net assets with donor restrictions	<u>\$ 140,693</u>	<u>\$ 77,658</u>

**SPURWINK SERVICES, INC. AND
FOR DEVELOPMENTAL RESOURCES**

Notes to Consolidated Financial Statements

June 30, 2024 and 2023

12. Commitments and Contingencies

Malpractice Contingencies

Spurwink insures its professional malpractice risks on a claims-made basis. At June 30, 2024, there were no known malpractice claims nor incidents outstanding which were expected to exceed the insurance policy limits. The Organization intends to renew coverage on a claims-made basis and anticipates that such coverage will be available.

Self-Insurance Contingencies

The Organization is self-insured for unemployment benefits. The Organization participates in a state unemployment insurance trust collateralized by the letter of credit described in Note 6. No liability for unemployment benefits has been recorded as management does not expect any amounts are owed beyond the amounts deposited to the trust as of June 30, 2024 or 2023.

The Organization is self-insured for general liability insurance. Monthly deposits are made to a trust to cover claims as incurred. No liability for general liability insurance has been recorded as management does not expect any amounts are owed beyond the amounts deposited to the trust as of June 30, 2024 or 2023.

The Organization is self-insured for workers' compensation benefits. Monthly deposits are made to a trust to cover claims as incurred. No liability for workers' compensation has been recorded as management does not expect any amounts are owed beyond the amounts deposited to the trust as of June 30, 2024 or 2023.

The Organization is partially self-insured with respect to health care coverage. This coverage is used to provide medical health benefits to its eligible employees and their eligible dependants. The stop loss provision under the Organization's insurance policy is \$150,000 per individual subscriber and approximately \$5,300,000 in the aggregate as of June 30, 2024. The Organization estimates an accrual for claims incurred but not reported, which was \$639,900 and \$471,700 at June 30, 2024 and 2023, respectively, and is included in accrued wages and related expenses in the consolidated statements of financial position.

Asset Retirement Obligation

The State of Maine requires special disposal procedures relating to building materials containing asbestos. The Organization's buildings contain some encapsulated asbestos, but a liability has not been recognized. This is because there are no current plans to renovate or dispose of the buildings that would require the removal of the asbestos; accordingly, the liability has an indeterminate date and its fair value cannot be reasonably estimated.

**SPURWINK SERVICES, INC. AND
FOR DEVELOPMENTAL RESOURCES**

Notes to Consolidated Financial Statements

June 30, 2024 and 2023

13. Discontinued Operations

In 2022, the Organization discontinued residential programs as well as a day treatment program. One residential home continues to be in the statement of financial position of the Organization as of June 30, 2024 as the future of the use of the home is uncertain. Therefore, discontinued operations continued into the years ended June 30, 2024 and 2023.

The total change in net assets without donor restrictions includes changes in net assets without donor restrictions - discontinued operations as follows for the years ended June 30:

	<u>2024</u>	<u>2023</u>
Revenues	\$ -	\$ 3,523
Expenses	(313,414)	(323,267)
Loss on sale of land, building and equipment	(34,091)	-
Impairment of land, building and equipment	<u>-</u>	<u>(1,118,171)</u>
Loss from discontinued operations	<u>\$ (347,505)</u>	<u>\$ (1,437,915)</u>

Total assets - discontinued operations were as follows at June 30:

	<u>2024</u>	<u>2023</u>
Accounts receivable	\$ -	\$ 8,328
Property and equipment, net	<u>1,788,811</u>	<u>3,247,570</u>
Total assets - discontinued operations	<u>\$ 1,788,811</u>	<u>\$ 3,255,898</u>

SUPPLEMENTARY INFORMATION

**SPURWINK SERVICES, INC. AND
FOR DEVELOPMENTAL RESOURCES**

Consolidating Statement of Financial Position

June 30, 2024

ASSETS	Spurwink Services, Inc.	FOR Developmental Resources	Eliminations	Total
Current assets				
Cash	\$ 6,480,190	\$ 67,533	\$ -	\$ 6,547,723
Accounts receivable, net	10,149,979	-	-	10,149,979
Grants receivable	2,100,509	-	-	2,100,509
Assets whose use is limited, current portion	153,597	-	-	153,597
Annuity receivable, current portion	89,720	-	-	89,720
Program settlements receivable	872,203	-	-	872,203
Due from affiliate	307,948	-	(307,948)	-
Prepaid expenses	1,368,655	1,719	-	1,370,374
Total current assets - continuing operations	<u>21,522,801</u>	<u>69,252</u>	<u>(307,948)</u>	<u>21,284,105</u>
Property and equipment				
Land and buildings	27,926,696	757,488	-	28,684,184
Equipment	4,630,700	16,430	-	4,647,130
Vehicles	2,390,182	-	-	2,390,182
Leasehold improvements	2,739,498	-	-	2,739,498
Projects in progress	120,015	-	-	120,015
	37,807,091	773,918	-	38,581,009
Less accumulated depreciation and amortization	18,620,547	480,261	-	19,100,808
Net property and equipment - continuing operations	<u>19,186,544</u>	<u>293,657</u>	<u>-</u>	<u>19,480,201</u>
Other assets				
Pension asset	726,072	-	-	726,072
Investments	842,703	-	-	842,703
Annuity receivable, net of amount required to meet current obligations	616,641	-	-	616,641
Deferred compensation plan	465,578	-	-	465,578
Deposits	148,577	-	-	148,577
Right-of-use assets, net - operating leases	2,353,288	-	-	2,353,288
Right-of-use assets, net - finance leases	692,715	-	-	692,715
Assets whose use is limited, long-term portion	918,804	-	-	918,804
Total other assets - from continuing operations	<u>6,764,378</u>	<u>-</u>	<u>-</u>	<u>6,764,378</u>
Total assets - from continuing operations	47,473,723	362,909	(307,948)	47,528,684
Total assets - discontinued operations	<u>1,788,811</u>	<u>-</u>	<u>-</u>	<u>1,788,811</u>
Total assets	<u>\$ 49,262,534</u>	<u>\$ 362,909</u>	<u>\$ (307,948)</u>	<u>\$ 49,317,495</u>

**SPURWINK SERVICES, INC. AND
FOR DEVELOPMENTAL RESOURCES**

Consolidating Statement of Financial Position

June 30, 2024

LIABILITIES AND NET ASSETS	Spurwink Services, Inc.	FOR Developmental Resources	Eliminations	Total
Current liabilities				
Accounts payable and accrued liabilities	\$ 1,672,607	\$ 63	\$ -	\$ 1,672,670
Accrued wages and related expenses	5,709,161	-	-	5,709,161
Program settlements payable	2,861,749	-	-	2,861,749
Current portion of long-term debt	3,256,742	8,551	-	3,265,293
Current portion of lease liabilities - operating	1,023,441	-	-	1,023,441
Current portion of lease liabilities - finance	190,608	-	-	190,608
Deferred revenue	301,579	-	-	301,579
Due to affiliate	-	307,948	(307,948)	-
Other current liabilities	116,239	1,934	-	118,173
Total current liabilities - continuing operations	<u>15,132,126</u>	<u>318,496</u>	<u>(307,948)</u>	<u>15,142,674</u>
Long-term liabilities				
Long-term debt, net of current portion and unamortized debt issuance costs	5,875,035	-	-	5,875,035
Operating lease liability, net of current portion	1,369,685	-	-	1,369,685
Finance lease liability, net of current portion	543,831	-	-	543,831
Deferred compensation payable, net of current portion	1,082,219	-	-	1,082,219
Post retirement benefits, net of current portion	184,131	-	-	184,131
Total long-term liabilities - continuing operations	<u>9,054,901</u>	<u>-</u>	<u>-</u>	<u>9,054,901</u>
Total liabilities - continuing operations	<u>24,187,027</u>	<u>318,496</u>	<u>(307,948)</u>	<u>24,197,575</u>
Net assets				
Without donor restrictions	24,934,814	44,413	-	24,979,227
With donor restrictions	140,693	-	-	140,693
Total net assets	<u>25,075,507</u>	<u>44,413</u>	<u>-</u>	<u>25,119,920</u>
Total liabilities and net assets	<u>\$ 49,262,534</u>	<u>\$ 362,909</u>	<u>\$ (307,948)</u>	<u>\$ 49,317,495</u>

**SPURWINK SERVICES, INC. AND
FOR DEVELOPMENTAL RESOURCES**

Consolidating Statement of Activities

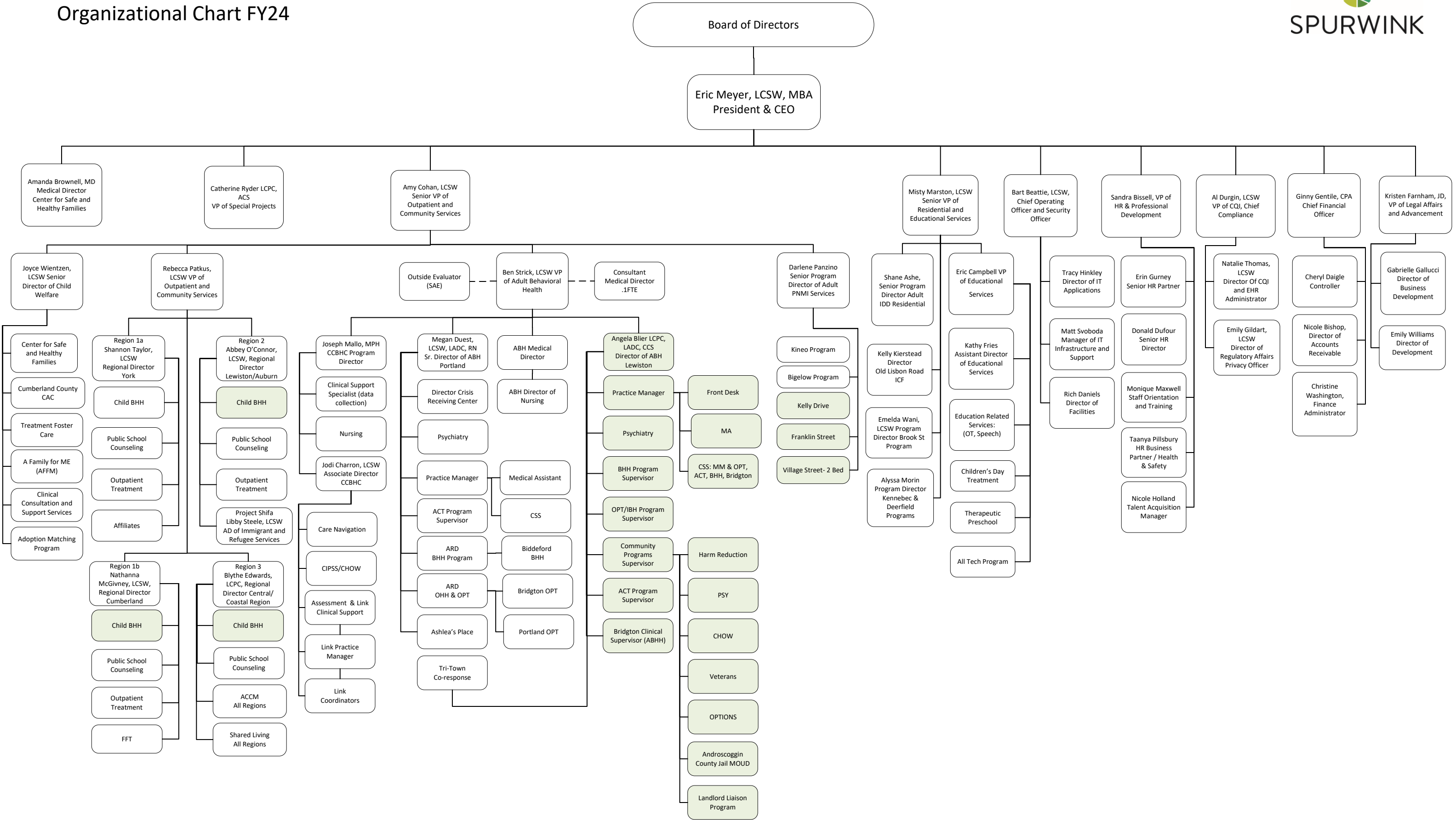
Year Ended June 30, 2024

	Spurwink Services, Inc.	FOR Developmental Resources	Total
Operating revenues - continuing operations			
Fees for services			
State of Maine agencies	\$ 68,641,529	\$ -	\$ 68,641,529
Maine school districts	3,904,791	-	3,904,791
Third-party insurance	3,050,948	-	3,050,948
Private pay	938,490	-	938,490
Social Security	791,486	-	791,486
Medicare	351,080	-	351,080
Grants	7,429,738	-	7,429,738
Contributions from Tri-County Mental Health Services	3,957,200	-	3,957,200
Contributions - other	502,385	-	502,385
Investment income	154,034	-	154,034
Gain on sale of property and equipment	(139,493)	-	(139,493)
Other revenue	462,248	147,475	609,723
Net assets released from restrictions	1,399	-	1,399
Total operating revenues - continuing operations	<u>90,045,835</u>	<u>147,475</u>	<u>90,193,310</u>
Operating expenses			
Program services	79,405,549	107,354	79,512,903
Management and general	13,711,801	-	13,711,801
Fundraising	377,433	-	377,433
Total operating expenses - continuing operations	<u>93,494,783</u>	<u>107,354</u>	<u>93,602,137</u>
Change in net assets without donor restrictions from operations	(3,448,948)	40,121	(3,408,827)
Non-operating gain			
Change in net assets to recognize funded status of pension plan	<u>5,775,273</u>	<u>-</u>	<u>5,775,273</u>
Total non-operating gain	<u>5,775,273</u>	<u>-</u>	<u>5,775,273</u>
Change in net assets without donor restrictions and change in total net assets - continuing operations	2,326,325	40,121	2,366,446
Loss from discontinued operations	<u>(347,505)</u>	<u>-</u>	<u>(347,505)</u>
Change in net assets without donor restrictions	1,978,820	40,121	2,018,941
Net assets with donor restrictions			
Contributions	64,434	-	64,434
Net assets released from restriction for operations	<u>(1,399)</u>	<u>-</u>	<u>(1,399)</u>
Change in net assets with donor restrictions	<u>63,035</u>	<u>-</u>	<u>63,035</u>
Change in net assets	2,041,855	40,121	2,081,976
Net assets, beginning of year	<u>23,033,652</u>	<u>4,292</u>	<u>23,037,944</u>
Net assets, end of year	<u>\$ 25,075,507</u>	<u>\$ 44,413</u>	<u>\$ 25,119,920</u>

Ashlea's Place Timeline

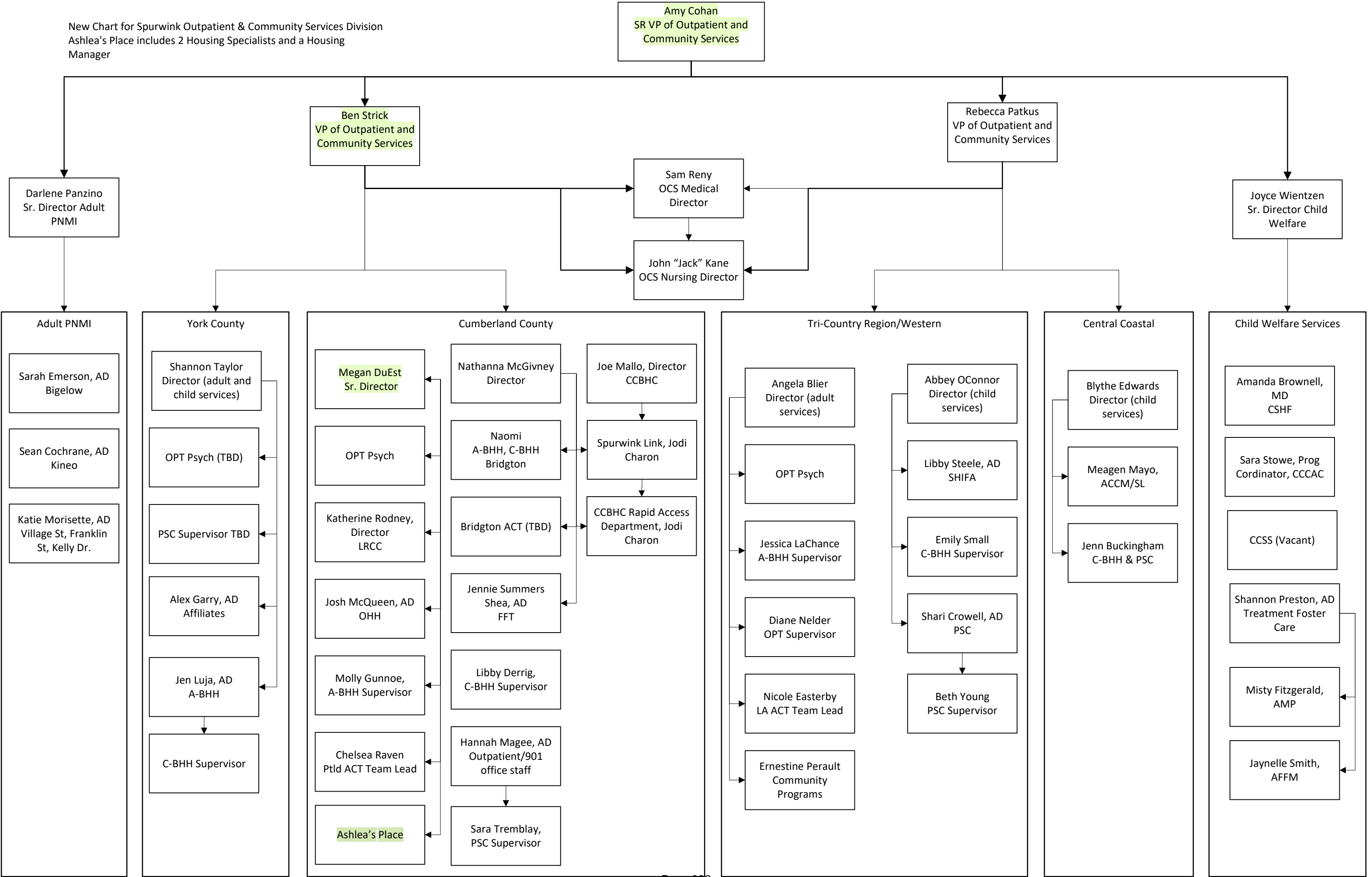
Activity	Start Date	End Date	Current Status	Responsible Staff
Execute CDBG Contract with City	TBD by City	Within 7 days	Pending	Spurwink CEO
Execute CHOM Rental Agreement	Same day as Notice of Funding	Within 7 days of Notice of Funding	MOA provided, Rental Agreement pending approval of funds	Spurwink CEO and CHOM Ex Director
Staff begin programming: Person-Centered Recovery Planning and staff coverage 24/7; and coordinating with Milestone Recovery, CHOM and partners	Grant start date	Grant end date- one year from start date	LOS provided; Current employees in place and coordination is ongoing	Sr. Director of Adult Behavioral Health
Long-Term Stayers sub-group of Emergency Shelter Assessment Committee Meetings- weekly	Grant start date	Grant end date	Currently attending	Sr. Director of Adult Behavioral Health
Assist with clients who are referred and those who transition from the facility	Ongoing, as needed	Ongoing, as needed	Process currently in place	Sr. Director of Adult Behavioral Health
Rental payments to CHOM	Once rental agreement is executed	Grant end date	Pending approval of funds	CFO
CDBG Reports to the City of Portland	Unknown, as requested	Grant end date or 30-days post grant end date, depending on requirements	Pending approval of funds	Sr. Director of Adult Behavioral Health/Director of Business Development/ Controller

Spurwink Services
Organizational Chart FY24



*Items in green represent post-acquisition new services or growth.

New Chart for Spurwink Outpatient & Community Services Division
Ashlea's Place includes 2 Housing Specialists and a Housing Manager



Memorandum of Agreement
Between
Community Housing of Maine
and
Spurwink

Spurwink Services, Inc (Spurwink), headquartered at 901 Washington Ave, Suite, 100, Portland ME 04103, is a not-for-profit 501(c)(3) behavioral health organization that has been in operation since 1960. Spurwink has grown to offer a full continuum of services for thousands of vulnerable people across Maine each year. Although Spurwink's reach is now broader, our mission remains the same: responding to community needs by providing exceptional and evidence-based behavioral health care, substance use disorder services, and support services for people of all ages, abilities, and backgrounds, and their families so that they can lead engaged, connected, and meaningful lives in the community.

Community Housing of Maine ("CHOM") is a private not-for-profit 501(c)(3) organization that has been in operation since 1993. The organization is headquartered at One City Center 4th Floor, Portland ME 04101. CHOM develops and manages affordable supportive housing. CHOM focuses on acquiring, developing, and rehabilitating housing and partners with service provider agencies whose expertise is to provide support to tenants living in this housing.

This Memorandum of Agreement outlines an agreement between Spurwink and CHOM to work together on seven (7) units of low-barrier permanent supportive housing located at 22 Park Ave., in Portland called Ashlea's Place. The housing will target Long Term Stayers (LTS) on the Emergency Shelter Assessment Committee (ESAC) LTS by-name list, or as otherwise determined as long-term homeless populations, specifically the most challenging LTS to house.

CHOM will be the property owner and property manager. As the property manager, CHOM will be responsible for the ongoing management and maintenance of the property, including ensuring the property continues to meet Housing Quality Standards (HQS) and City of Portland standards. As a referring agency and service provider, Spurwink will be responsible for providing referrals of Long Term Stayers in conjunction with the LTS committee members and providing and/or coordinating support services to eligible long-term homeless populations who become residents of Ashlea's Place. Individual services will be dependent upon the needs and goals of individual residents and will be subject to eligibility at Spurwink. All tenants referred to this project will meet income and homelessness criteria to be fully qualified for the housing.

CHOM commits to maintain the property as decent, safe, and affordable to the population targeted, and to work closely with Spurwink to serve homeless populations who become residents at the project location.

Spurwink commits to provide referrals for the project in conjunction with LTS committee members and to provide and/or coordinate support services adequate to allow the success of those referrals in the housing. Referrals and support services will include collaboration with other area service providers, including Milestone Recovery and the City of Portland. Spurwink will pay \$1,250 per month for rental of the building to provide the support services and 24/7 staffing.

Spurwink and CHOM, and its designees, including any management company that CHOM may retain, commit to close interaction and regular communication to resolve any problems or issues that may arise. Issues will be promptly addressed to the satisfaction of all parties involved. Spurwink and CHOM acknowledge that clients referred for housing in this affordable rental housing project must meet MaineHousing, US Department of Housing and Urban Development, and/or Community Development Block Grant income and eligibility requirements as applicable.

Spurwink agrees to defend, indemnify, and hold harmless CHOM and its affiliates from and against all claims and damages of any kind or nature, whether for bodily injury, property damage, or otherwise, arising out of Spurwink's work to the extent caused by the negligent act or omission of Spurwink or Spurwink's agents, employees, or subcontractors.

CHOM agrees to defend, indemnify, and hold harmless Spurwink and its affiliates from and against all claims and damages of any kind or nature, whether for bodily injury, property damage, or otherwise, arising out of CHOM's work to the extent caused by the negligent act or omission of CHOM or CHOM's agents, employees, or subcontractors.

Seen and Agreed to:

This date: 11/14/2024



Eric Meyer, President & CEO
Spurwink



Cullen Ryan, Executive Director
Community Housing of Maine



EXECUTIVE DIRECTOR
Thomas Doherty, MSW

BOARD OF DIRECTORS

Marc Foster
President

Jonathan Sahrbeck
Vice President

Asher Kramer
Treasurer

Kim Foglio
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John Branson

Rosie DiBella

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John Kilbride

Sadie Knott

Barbara Merrill

Tom Ptacek

Tom Ranello

Bridget Rauscher

Kate Simson

Melissa Skahan

November 14, 2024

City of Portland CDBG Reviewers,

Milestone Recovery is in support of the Community Development Block Grant (CDBG) presented by Spurwink Services for efforts at Ashlea's Place, a Mental Health Recovery Residence on Park Avenue in downtown Portland. Ashlea's Place provides housing, referrals to mental health services, and substance use treatment for adults with serious mental illness and co-occurring substance use disorder. This program targets the most challenging individuals to house within the entire homeless population – people who are Long Term Stayers and have been unhoused for at least 180 days within a 365-day period, and specifically, the subset of this group that has proven to be the most difficult to house. The project is a collaboration of multiple organizations including CHOM, Spurwink, and our agency with all partners working closely with the City of Portland.

Milestone Recovery provides compassionate care and services to empower individuals experiencing substance use disorders, mental illnesses and homelessness to attain an enhanced quality of life regardless of ability to pay. We assist with identification and prioritization of clients at Ashlea's Place, provide transportation for clients, and make daily rounds with the Milestone Home Team.

Since 1960, Spurwink has grown to offer a full continuum of services for thousands of vulnerable people across Maine each year. Although Spurwink's reach is now broader, their mission remains the same: responding to community needs by providing exceptional and evidence-based behavioral health care, substance use disorder services, and support services for people of all ages, abilities, and backgrounds, and their families so that they can lead engaged, connected, and meaningful lives in the community.

With the loss of ARPA funds, Spurwink cannot continue the programming they currently provide at Ashlea's Place without funds from The City of Portland through the CDBG funding.

I encourage reviewers for CDBG funding to provide gap funding for one year while Spurwink, CHOM, and Milestone Recovery continue to collaborate and can apply for other resources that will sustain this essential programming.

Should you have any questions, please contact me directly.

Sincerely,

Thomas P. Doherty
Executive Director

**EMERGENCY SHELTER
DETOXIFICATION PROGRAM
HOME TEAM**
65 India Street
Portland, ME 04101
Tel: 207.775.4790 Fax: 207.775.5231

EXTENDED CARE PROGRAM
28 Portland Avenue
Old Orchard Beach, ME 04064
Tel: 207.934.5231 Fax: 207.934.5139

www.milestone-recovery.org

Overview

Completed by goodallc@portlandmaine.gov on 10/25/2024 3:10 PM

Case Id: 30545

Name: Mobile Medical Outreach - Portland Fire

Address: *No Address Assigned

Overview

Please provide the following information.



City of Portland
CDBG Social Services
Program

**Housing & Economic Development
Department**

HCD Program Manager

389 Congress St

Portland, ME 04101

207-874-8731

cdbg@portlandmaine.gov

INTRODUCTION

The City of Portland CDBG program seeks to foster innovative and creative programs that address the critical issues facing the City of Portland. The CDBG funds should be seen as seed money for starting or expanding programs. The purpose of our funding is to help get a program off the ground or successfully expand, all while prioritizing impact to low and moderate income residents of Portland. We strongly encourage new programs to apply for CDBG funding.

Before completing this application for funding, all applicants must read the Community Development Block Grant Policies, which can be found at our [website](#). The policies contain eligibility for funding, allowable expenses, scoring and selection process procedure, etc. Points may be deducted if your application does not adhere to the Policies.

☒ I acknowledge that I have read and understood the Community Development Block Grant (CDBG) Policies. I agree to adhere to all the terms, conditions, and requirements outlined in these Policies. If awarded CDBG funding, I commit to following these guidelines throughout the implementation of the funded project.

☒ I understand that non-compliance with the CDBG Policies may result in the withdrawal of funding, the requirement to return disbursed funds, or other penalties as outlined by the program.

A. Agency Information

Completed by dmills@portlandmaine.gov on 10/31/2024 10:18 AM

Case Id: 30545

Name: Mobile Medical Outreach - Portland Fire

Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Portland Fire Department

A.2. Mailing Address

380 Congress St. 380 Congress St. Portland, ME 04101

A.3. Federal ID Number

016000032

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

LZKCFAJXBAC8

APPLICATION POINT OF CONTACT

A.5. Name

Chris Goodall

A.6. Phone

(207) 874-8409

A.7. Email

goodallc@portlandmaine.gov

EXECUTIVE DIRECTOR

A.8. Name

Keith Gautreau - Fire Chief

A.9. Phone

(207) 874-8401

A.10. Email

kng@portlandmaine.gov

PROJECT DIRECTOR

A.11. Name

Chris Goodall

A.12. Phone

(207) 874-8409

A.13. Email

goodallc@portlandmaine.gov

FINANCIAL DIRECTOR

A.14. Name

Devin Mills

A.15. Phone

(207) 756-8097

A.16. Email

dmills@portlandmaine.gov

B. Project Information

Completed by goodallc@portlandmaine.gov on 11/14/2024 3:35 PM

Case Id: 30545

Name: Mobile Medical Outreach - Portland Fire

Address: *No Address Assigned

B. Project Information

Please provide the following information.

B.1. Program Name (Note: If you are applying for funding for multiple programs, please submit an application for each distinct program)

Mobile Medical Outreach - Portland Fire Department

B.2. Primary Address Services Are Delivered

City-wide, no specific address. Team has a vehicle that is used to respond to where the homeless are located.
Portland, ME 04101

B.3. Are there additional service address?

No

B.4. HUD National Objective

There are two approaches for meeting the Low to Moderate Income qualifications. Please select the applicable National Objective:

- **Low to Moderate Income Limited Clientele (LMC):** Limited Clientele activities benefit a specific targeted group of persons of which at least 51% must be LMI based on [HUD's annual limits](#). In order to meet the LMI Limited Clientele criteria, the activity must either collect income documentation/screening for each client or serve a population presumed by HUD to be LMI (including 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):** Area Benefit activities must be available to all residents of an area where at least 51% of the residents are LMI based on HUD's data of [eligible areas](#) over 51%. The area must be clearly delineated by the grantee and must be primarily residential.

Select which National Objective this program activity will address:

Low and Moderate Income Clientele (LMC)

Does this activity primarily 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

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.5. HUD Program Objectives

Indicate which HUD program objective this program will address:

Creating a Suitable Living Environment

B.6. Priority Impact Level

The City of Portland CDBG 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](#)

Select the primary goal your program or project addresses:

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

Beneficiaries

B.7. Describe the beneficiaries or clients served by the program.

The Program is intended to serve adults in the City of Portland who are experiencing homelessness, either those using

the services of the Homeless Service Center, or those residing in the city without any form of permanent shelter.

B.8. How many will be served by the proposed program? (unduplicated -per year)

350

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

350

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

100.00%

Units of Service - The CDBG program provides quarterly reimbursements for your expenditures as long as your units of service reported are proportional to your expenditures. Therefore, your units of service should be a measure which is proportionate across the grant term and proportionate to your expenditures. For example, an hour of staff time or bed nights in a shelter are common units of service.

B.11. Describe the type of unit of service provided by the program.

We measure units of service as hours of staff time provided.

B.12. How many units of service will be provided by the program?

3,900

Budget and Organizational Questions

B.13. What percentage of the total budget is CDBG?

20.10%

B.14. What is the amount of other federal funds you have estimated and committed to this program budget?

\$0.00

B.15. What is the amount of state/local funds you have estimated and committed to this program budget?

\$0.00

B.16. What is the amount of private funds you have estimated and committed to this program budget?

\$0.00

B.17. In your organization's preceding completed fiscal year, did it receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

B.18. Does the public have access to information about the compensation of the executives of your organizations through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Yes

Program Objectives and Outcomes

B.19. Program Objectives

The Program Objectives are as follows: Provide substance use related prevention education resources (including

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overdose recognition and response training) and direct referrals to medication assisted treatment programs and recovery resources. Reduce barriers to care by providing pathways to: primary care, mental health, and/or substance use treatment, and other approved appropriate resources. Reduce calls for service to 911, which often result in transports to a local emergency department, by providing basic medical care, resources, and referrals in a safe and accessible low-barrier environment.

B.20. Program Outcomes

We track the number of individuals that we provide care to in the course of our shifts, and we also track the number of individuals that we interact with in the course of a shift. Tracking outcomes has proven to be difficult because our interactions our often incremental steps on the pathway to situational resolution. Much of what we do is building relationships and trust with the population and providing basic care as we work towards the point where they are ready to take steps to improve their situation. We are moving towards a more specific patient-directed care through collaboration with the MaineMOMs program and Greater Portland Health. We have been approved to serve as a Community Paramedicine team, which allows us to work with these other organizations to find, treat, and follow up with their patients, who for a variety of reasons will not accomplish follow-up care on their own

B.21. Employees

Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	20
How many employees will be employed in this program if it receives CDBG funding?	20
How many employees will be employed in this program if it does not receive CDBG funding?	20

Documentation

B.22. How will the beneficiaries' information be collected and documented?

We have developed a reporting form with Maine EMS that we use to track the medical interventions that we perform, including things like vital sign checks, blood glucose level checks, wound care, etc. We also have a form that is used to track contacts that we make with individuals where we do not provide medical interventions.

B.23. How will the units of service be tracked and documented?

Units of service are tracked and documented by the Vector Solutions Staffing and Scheduling software utilized by the Portland Fire Department

B.24. How will the outcomes be measured, collected, and documented?

Outcomes are measured by tallying the totals for the recorded contacts and interventions made during the shifts. These can be accessed through the reporting software we use to document our interactions with the population. Outcomes are also measured in regards to individuals of interest that were located and checked on, particularly in regards to follow-up care from the MaineMOMs program or Greater Portland Health.

C. Narrative

Completed by goodallc@portlandmaine.gov on 11/18/2024 12:12 PM

Case Id: 30545

Name: Mobile Medical Outreach - Portland Fire

Address: *No Address Assigned

C. Narrative

Please provide the following information.

C.1. Program Description

Describe the Program being proposed.

The MMO team was created in 2016 in response to an overwhelming need expressed by community stakeholders to provide non-emergent medical care to individuals with substance use and mental health disorders who were also experiencing homelessness. In 2017, MMO was able to secure federal funding through the FR-CARA to initiate this model of care in the Portland community. MMO has evolved over time and currently functions as an approved pilot program of Maine EMS, a distinction that was received in July of 2021 with support from the Maine EMS Medical Direction and Practices Board. MMO operates with a narrow set of protocols, also approved by the MDPB, which focus on meeting the medical needs of individuals who, for a variety of reasons, do not effectively and consistently access primary care. Additionally, these individuals tend to be high utilizers of emergency medical services and/or have a history of opioid-related overdoses. The team reports quarterly to the MDPB, sharing demographic statistics, successes and challenges experienced. From that data we can provide a snapshot in the last quarter of 2022 where we had 243 total interactions throughout the city with Portland's most vulnerable residents, which is an average of 81 each month.

Our Mobile Medical Outreach team was developed as a collaboration between the City of Portland Public Health Division and the Portland Fire Department. The following are the program objectives crafted in a Memorandum of Understanding between the two agencies:

Provide substance use related prevention education resources (including overdose recognition and response training) and direct referrals to medication assisted treatment programs and recovery resources.

Reduce barriers to care by providing pathways to: primary care, mental health, and/or substance use treatment, and other approved appropriate resources.

Reduce calls for service to 911, which often result in transports to a local emergency department, by providing basic medical care, resources, and referrals in a safe and accessible low-barrier environment.

By transitioning, in entirety, the current operations of the MMO program to becoming a compliant Community Paramedicine program, our ability to meet the listed objectives will be enhanced by creating direct channels of communication between our MMO providers and other community providers to provide a continuum of care. In particular, we are forming a working relationship with Greater Portland Health (GPH), as one of their doctors, Dr. Kevin Sullivan, will serve as our Primary Care Medical Director. Many of their patients are people that the MMO sees organically in the course of their daily rounds through the City. Working with GPH will allow us to follow up with their patients and specifically address our primary objectives with the patients. In review of the current program efforts, the executive committee believes that all current activities can be provided under the context of community

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paramedicine, but transitioning to a CP program provides additional resources and capabilities that allow for stronger alliances with the rest of the healthcare system.

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.

Portland serves as the unofficial regional, and perhaps, statewide hub for individuals experiencing homelessness. The State of Maine - Maine Shared Community Health Needs Assessment Report 2022 contained the following quote regarding people experiencing homelessness:

The Maine Continuum of Care hosted a community event to share insights on health priorities, as well as the gaps experienced by the homeless population. The top three health priorities identified by participants included - Mental Health (52%), Substance and Alcohol Use (42%), and Access to Care (35%), (page 36).

The report examined each of these priorities, and for Access to Care identified the following as barriers to care (p. 41):

Lack of medical services to those unhoused

Long waitlists

Homeless people risk losing belongings to go to appointments - only go when very sick

Lack of education regarding accessing care

Need for more Mobile Clinics

Poor medication management

Historical data highlights the reliance of the homeless community on EMS for general medical care as well as emergency medical care. In 2022, the PFD responded to nearly 13,500 medical calls. Of these calls, 1,272 or 9.5% of total calls were in a four street area surrounding the Oxford Street Shelter. The total residential population of Portland (not counting the daily influx of commuters to the hub city of the region) stands at approximately 68,000, while individuals experiencing homelessness may account for as many as 1,500 people. The closing of the Oxford Street shelter and the opening of the Homeless Service Center has altered the location of the homeless community to a degree, and the enforcement of the City of Portland camping ordinance has de-centralized many of the homeless population, increasing the difficulty in accurately determining the number of emergent responses made to members of the community. However, when emergent calls for the Homeless Service Center and the Oxford, Preble and Portland Street areas are considered, in FY24 the PFD responded 1060 times. In FY25 year to date (10/28/24) we have made 391 responses, which when factored for the entire year comes to nearly 1200 responses. It is not uncommon for the PFD to have all five ambulances responding to calls simultaneously, leaving us reliant on out of town ambulances to provide a backup for us. Having the ability to see and treat this high service use population in a non-emergent fashion allows us to develop relationships and address their needs without unnecessarily involving a front line ambulance, leaving it in service to respond to other emergent calls, and decreasing the impact on the surrounding communities.

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 MMO team works collaboratively with other City of Portland agencies, including Health and Human service, the Portland Police Behavioral Health Units, Parks and Recreation staff, and the City Park Rangers. These groups combined work with providing services to the homeless community with the overarching goal of getting these individuals into permanent shelter, and helping them overcome obstacles preventing their success. Progress is ultimately measured in the number of people who are able to overcome their obstacles and are able to maintain a more secure lifestyle

anchored by having a home. It is a collaborative effort, so marking progress by any one of these organizations can be difficult, as they often function in concert to create a pathway to the desired result. For the MMO team, progress is measured by the number of contacts we are able to make, the number of patient referrals we are able to connect with and provide on-going treatment, and the number of referrals we are able to make to assist the population in moving towards the desired goal of stability.

C.4. Goal

Choose and describe how this program meets one of the goals of the CDBG program: [\(See table here\).](#)

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

The MMO program meets goal number 4 of the CDBG program, the goal of addressing the needs of the growing homeless population - to prevent and reduce homelessness. The program focuses on finding the homeless population where they are at, and when engaging with them, providing medical care and information about services that are available to them. The connections that are made contribute to a level of trust between the community and the MMO team. One of the most important factors in the program is the trust that is built between the providers and those being served. We see that play out in a number of important ways. Since our providers on the MMO team are also our providers on our ambulances and fire apparatus, when they respond emergently while on duty the relationships they've formed often help to de-escalate situations and lead to cooperative interactions with those in crisis. The trust also reduces barriers when our clients are ready to make important lifestyle changes, and our providers are viewed as allies in difficult times. Finally, the interconnectedness of the MMO members with staff from other service groups means that we can serve as vectors to members of the homeless community rapid access to services they wish to engage. All these steps are important pieces of the pathway to becoming housed.

C.5. Priority Impact Level

Choose and describe how this program best addresses one of the priority impacts level activities from the selected goal in the question above: :

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

consumers, emergency services to prevent homelessness; PRIORITY: Rental assistance, and at risk youth services.

The MMO Team best addresses priority impact level 4 "Address the Need of the Growing Homeless Population- Prevent and Reduce Homelessness". Specifically, this is accomplished by providing substance use disorder services and being a conduit to mental health services. The MMO team is equipped with a variety of resources and connections to refer individuals to various services, and is often uniquely positioned to communicate and share this information. Providing care to a person, specifically medical care, can be a very powerful interaction that results in trust and willingness to lower one's defenses. Not only is there a verbal interaction, but providing care often involves touch and physical contact, a non-threatening, caring physical interaction. For a population at risk of violence, this is often a very meaningful step. Working with people in this regard and under these circumstances can have a profound impact on the state of mind of the patient and lead to a deeper consideration and acceptance of offers of assistance in their lives. The provision of medical services also serves to reduce the impact of medical conditions that may be a distracting or debilitating factor in regards to the person successfully accessing shelter services.

C.6. Guiding Principles

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

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

The MMO program meets each of the Guiding Principles.

- 1.The program is consistent with City Goals and Initiatives to "Address the Needs for Growing Homeless Population" by assisting people experiencing homelessness. The on-site non emergent medical treatment provided helps prevent emergent treatment and use of hospital resources. The work of providing information and contact help for those experiencing substance use disorders is one of the stpes in getting people to permanent shelter.
2. Diversity and Inclusiveness - The team serves all people experiencing homelessness.
3. Priority to Lower Incomes - The homeless population is among the lowest income group in the City.
4. Leveraged Funding - The MMO team is funded from a variety of sources, some of which benefit from a partnership role with the team.

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.

Collaboration has been a crucial component of the success of the MMO team. We work regularly with the staff at the Homeless Service Center, they are often able to direct us to clients who benefit from our interactions. We work with the MaineMOMs program, seeking out pre and post natal women who are experiencing homelessness. A Physician's Assistant, Alane O'Connor regularly rides with the team with a specific list of women she's hoping to encounter and follow up with. We often interact with the Learning Collaborative and Elena's Way to assist their clients. We are continuing to develop a community paramedicine relationship with Greater Portland Health, who will provide the team with a list of patients that require follow up care. The MMO team can then seek those patients out and provide field assessment and treatment, eliminating one of the most onerous barriers to care, the ability of the patient to physically get to the care provider's location. The City has recently initiated a City of Portland Outreach Hub chat group. The group includes City Health and Human Services staff, Behavioral Health Team staff, Fire and Police Administrative staff, Homeless Service Center staff, Park Rangers, and the MMO team. This allows all these groups to communicate in real time and provide pointed service to people as they are encountered. Here's an example of how beneficial this collaboration is in real time. On October 24th one of the Park Rangers sent out a message at 11:52 that she had encountered a truck at Payson park with two people living in it, and the female in the truck stated she was pregnant. At 12:10 the MMO team responded and got the couple connected with MaineMOMs and prenatal care. Staff from Public Health/Social Services went to the location and provided the couple with information about resources available and reported progress back at 1:06. This level of collaboration and communication makes the network of providers very strong, and the MMO program is an integral part of the network.

C.8. Readiness to Proceed

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

The program has been in service since 2016. Through its history it has grown and morphed into what it is today. We were able to acquire and retrofit a small bus in 2022 as a rolling clinic that we use to travel to various locations in the city to access the target population. The bus provides shelter and a private space for physical evaluations and patient care, and carries a number of supplies that can be distributed. Only July 1, 2025 we will begin the fiscal year continuing to provide the services that we have already established. We are also planning to continue to augment our service provision by having a stationary team member present at the Homeless Service Center to specifically address the needs of that population in their environment. We anticipate the funding will allow us to continue with uninterrupted operations through the entire fiscal year. Our staff operate daily on weekdays for 5 hour shifts, starting between 8:00 and 9:00 in the morning.

C.9. Experience Providing Service

Describe your organization's experience in delivering and managing this or similar programs.

Please summarize current licensing and accreditations obtained.

The MMO program has been approved as a Community Paramedicine program by Maine EMS. This provides us access and permission to engage with the treatment and care protocols that have been approved. We are one of a handful of teams to have received Community Paramedicine designation from Maine EMS in the state. The PFD and Portland

Health and Human Services have jointly managed this program since its inception. Through our years of providing this service we have been able to modify and expand our capabilities in regards to effectively interacting with and treating the target population. We occasionally host representatives from other communities to show them what we do, and to provide them with insight on how they could institute similar program in their jurisdictions. Our collaborative approach has opened doors of opportunity with various other service providers, and has resulted in the strengthening of the bonds via Memorandums of Understanding that create legal access for us to enter privately owned and managed properties for the purposes of providing care. In all instances, the governing bodies of these programs understand the value we add to their participants and have welcomed us in. The PFD has extensive experience in managing similar grant-funded programs. The list includes a Hazardous Materials Response Team, a Specialized Rescue Team, and a team of trained paramedics who respond with the Portland Police Department Special Reaction Team.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

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

The City of Portland and the Portland Fire Department do not have the resources to fund this program and continue to maintain the level of service we provide as part of our primary mission. We have been fortunate to have received grant funding through the history of the program to maintain and expand the services provided. Funding from CDBG will help to provide the total amount of resources needed to maintain and expand the current level of service on a continual basis. Lack of funding will force us to reduce service by cutting back on days and hours of service provision. We are always searching for alternative funding sources to help create stability for the program and allow for continuity of service. Our work to achieve accreditation as a Community Paramedicine program is an important step to a more permanent source of funding. Work is being done at the State level to create provisions for Community Paramedicine interactions to be considered billable healthcare costs covered by health insurance. In anticipation of this eventuality, we are working with our Medical Insurance billing company to ensure that we have the necessary infrastructure built to engage this opportunity when it eventually becomes viable.

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.

MaineMoms Grant - \$40,000, secured Maine EMS Community Paramedicine Grant - \$70,000, projected Public Health Infrastructure Grant - \$38,000, secured In-Kind Donations: Medical Direction - \$18,000 Administrative Support - \$28,000 Supplies - Xylazine Wound Care Program - \$5000

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, 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 program budget is almost exclusively dedicated to compensation for our team of trained Paramedics who provide medical care, support, and referral services to the unhoused population of Portland. The entirety of CDBG funding will be dedicated to providing service, none will be utilized for overhead or administrative support services. For fiscal year 2025 we are planning to increase our presence at the Homeless Service Center by placing a team member there daily during our hours of service. This will allow us to provide location-specific care to the highest concentration of our target population over a wider period of time. Our current work there is limited to the time that the mobile team members are able to visit in the course of their travels through the City. Interactions are restricted to the simultaneous presence of both the target population and the team members. The increased hours there of a dedicated provider will provide a much larger window of opportunity for interaction. This will also simultaneously free up our Mobile unit from response to the location, allowing them more time to travel and interact with other members of the target population that are scattered in smaller concentrations throughout the city. This expansion of service will be possible, in part, by the requested CDBG funding.

D. Program Budget Detail

Completed by goodallc@portlandmaine.gov on 11/18/2024 12:08 PM

Case Id: 30545

Name: Mobile Medical Outreach - Portland Fire

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

\$249,000.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Staff compensation	\$50,000.00	\$50,000.00	\$0.00		Pending
Staff Compensation	\$40,000.00	\$0.00	\$40,000.00	MaineMOMs Grant	Committed
Staff Compensation	\$38,000.00	\$0.00	\$38,000.00	Public Health Infrastructure Grant	Committed
Staff Compensation	\$70,000.00	\$0.00	\$70,000.00	Maine EMS Community Paramedicine Grant	Pending
Supplies	\$5,000.00	\$0.00	\$5,000.00	Xylazine Wound Care	Committed
Admin Support	\$46,000.00	\$0.00	\$46,000.00	City of Portland	Committed
	\$249,000.00	\$50,000.00	\$199,000.00		

E. Required Documents

Completed by goodallc@portlandmaine.gov on 11/18/2024 12:27 PM

Case Id: 30545

Name: Mobile Medical Outreach - Portland Fire

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**

****No files uploaded**

☐ **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**

****No files uploaded**

☐ **Conflict of Interest Policy**

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

****No files uploaded**

☒ **Letters of Support/ MOUs**

Demonstrated outreach in the form of Letters of Support and/or Memorandums of Agreement is required. Applicants can submit as many items as desired, but are encouraged to prioritize quality over quantity. ***Required**

MaineMOM Letter of Support MMO.pdf

☐ **Most Recent Agency Operating Budget **Required***

***No files uploaded*

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

***No files uploaded*

☐ **Non-Discrimination Policy**

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

***No files uploaded*

☐ **Project Timeline **Required***

***No files uploaded*

☐ **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*

***No files uploaded*

☐ **Whistleblower Policy**

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

***No files uploaded*

☐ **Other Document Type**

***No files uploaded*

Submit

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Case Id: 30545

Name: Mobile Medical Outreach - Portland Fire

Address: *No Address Assigned

Submit

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

☒ I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Signature

Christopher H. Goodall

Electronically signed by goodallc@portlandmaine.gov on 11/18/2024 12:28 PM

Title

Assistant Fire Chief - Portland Fire Department