City of Portland
CDBG Allocation Committee

Thursday, January 30, 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.

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

1. Open Meeting and Roll Call
2. Approval of Minutes from 1/23
   a. 1/23 Draft Minutes
3. Follow Up from Previous Meeting
4. Social Service Applications
   a. Preble St Joe Kreisler Teen Shelter
   b. Milestone Recovery
   c. Maine Needs
   d. Hope Acts
   e. Greater Portland Family Promise
5. Next Meeting: 2/6
6. Adjournment

CDBG Allocation Committee

January 23, 2025
8:00am-9:30am
Remote Meeting via Zoom

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

Meeting 1- Minutes

Roll Call

Vote to Approve 1/9 and 1/16 Minutes. Motion to approve by Teale. Wendy Harmon seconded. Unanimous approval.

Staff Review of Admin Application. Staff outlined the Admin application.

Follow Up from Previous Meeting. Staff outlined the documents submitted by YFO to provide further information regarding the financials of this project. Staff outlined the housing approval process and the underwriting process for City housing funds. Staff also clarified the staff comments page and how the members may apply that information under the staff capacity section of the scorecard.

Review and Discuss Development Activities

1. YFO Relocation: Members asked whether YFO would need funds in the future or whether this was likely to be a one time ask. Members and staff agreed that since YFO would own the renovated building in the future, they would likely not need CDBG funds in the future for rent for the program. Members were generally supportive of the finite nature of the funds - meaning this will likely be a one time ask.

2. Quality Housing Coalition: Members felt very supportive of this program which they felt was lifting up people who may have already faced a lot of hardship. Members felt that the impact of these funds would be widely felt. Some members expressed support that the application had other funding sources in place for the future.

3. Catholic Charities: Kim Vandermeulen recused himself due to a personal relationship to this applicant. Staff noted an error made in the application which listed two different funding requests. Members felt this was generally a strong and important program. Members noted that this application seemed to be specifically written with the CDBG program in mind, which sometimes is not the case in other applications.

4. Spurwink: Staff noted that CHOM received $20,000 from CDBG last year for operating costs of the facilities for this program. Members were generally supportive of this application. Members noted the narrow impact; however, other members said that since this population is in such high need, this program could free up other support structures. Therefore, creating a larger impact. Members also noted the financial need of this program.

5. Mobile Medical Outreach: Staff noted that an evaluation was made to confirm that CDBG funds were not supplanting state or local funding. Members were supportive of this application, especially the larger impact that serving a high need population creates. In supporting this application, members felt that other Fire Dept resources would be freed up for other uses. Members noted that this proactive approach to service helps avoid larger issues in the future. Members noted that so many of these applications are impactful and creative. It is great to read all the good programs happening in Portland.

Meeting Adjourned.

Next meeting
Thursday, January 30
Time: 8:00-9:00am
Location: via Zoom

Overview

Completed by lallen@preblestreet.org on 10/30/2024 11:27 AM

Case Id: 30550
Name: Preble Street Joe Kreisler Teen Shelter - 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 lallen@preblestreet.org on 11/15/2024 9:10 AM

Case Id: 30550
Name: Preble Street Joe Kreisler Teen Shelter - 2025
Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION
A.1. Agency Name
Preble Street

A.2. Mailing Address
55 Portland Street Portland, ME 04101

A.3. Federal ID Number
01-0418917

A.4. Unique Entity Identifier- SAM.GOV
DC9CME1ZSCS1

APPLICATION POINT OF CONTACT
A.5. Name
Liz Allen

A.6. Phone
(207) 775-0026

A.7. Email
lallen@preblestreet.org

EXECUTIVE DIRECTOR
A.8. Name
Mark Swann

A.9. Phone
(207) 775-0026

A.10. Email
mswann@preblestreet.org

PROJECT DIRECTOR
A.11. Name
Leah McDonald

A.12. Phone
(207) 775-0026

A.13. Email
lmcdonald@preblestreet.org

FINANCIAL DIRECTOR
A.14. Name
James Dowd

A.15. Phone
(207) 775-0026

A.16. Email
jdowd@preblestreet.org

B. Project Information

Completed by lallen@preblestreet.org on 11/15/2024 11:10 AM

Case Id: 30550
Name: Preble Street Joe Kreisler Teen Shelter - 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)
Joe Kreisler Teen Shelter

B.2. Primary Address Services Are Delivered
38 Portland Street 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**

- [x] **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.
Our program serves youth ages 12-20 who are experiencing homelessness and in need of shelter, safety, and basic needs.

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?
150

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 are measured in bed nights, which are the number of youth sleeping at the Joe Kreisler Teen Shelter each night.

B.12. How many units of service will be provided by the program?
4,745

Budget and Organizational Questions

B.13. What percentage of the total budget is CDBG?
3.00%

B.14. What is the amount of other federal funds you have estimated and committed to this program budget?
$163,880.29

B.15. What is the amount of state/local funds you have estimated and committed to this program budget?
$734,823.00

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?

Program Objectives and Outcomes

B.19. Program Objectives
Joe Kreisler Teen Shelter objectives are to: • Provide safety and support for 150 youth annually who are experiencing homelessness on the streets of Portland; • Ensure youth have a safe, dedicated space to connect with peers and

receive support from caring, trained adults; • Engage with youth experiencing homelessness through 24-hour programming designed specifically for youth and young adults

B.20. Program Outcomes
150 youths will stay at the Joe Kreisler Teen Shelter, and a minimum of 4,745 bed nights. 150 youths will access hygiene products, basic needs, nutritious meals, and supportive services intentionally designed for youth and young adult populations. 150 youths will complete an initial intake and explore initial stabilization plans. 100% of youth under age 18 will have a safety plan and/or guardian notification.

B.21. Employees
Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	9
How many employees will be employed in this program if it receives CDBG funding?	9
How many employees will be employed in this program if it does not receive CDBG funding?	9

Documentation

B.22. How will the beneficiaries' information be collected and documented?
Intake assessments document basic information, previous living situation(s), and necessary notification information (family, DHHS, or guardian) based on age. Nightly logs track number and status of youth. Information is entered in an agency database and the Homeless Management Information System (HMIS).

B.23. How will the units of service be tracked and documented?
Nightly census and logs document youth served and are reported to the City of Portland ESAC.

B.24. How will the outcomes be measured, collected, and documented?
Databases track outcomes and activities, as required. Nightly logs, intakes, individual service plans, and progress notes monitor outcomes related to family stabilization, supported or independent living, and track completion of goals related to employment /job readiness, mental health or substance use treatment, health care, housing and other outcomes.

C. Narrative

Completed by lallen@preblestreet.org on 11/15/2024 11:11 AM

Case Id: 30550
Name: Preble Street Joe Kreisler Teen Shelter - 2025
Address: *No Address Assigned

C. Narrative

Please provide the following information.

C.1. Program Description

Describe the Program being proposed.

Preble Street Teen Services provides a range of services for youth experiencing homelessness through its Outreach, Housing, Drop-In and Shelter programming. The core of Teen Services is the Joe Kreisler Teen Shelter (JKTS). The JKTS, serving youth between the ages of 12 and 20, is located at 38 Preble Street and is open from 8pm to 8am daily. The shelter accommodates 28 youth nightly and is seamlessly integrated with the Teen Center, which is directly across the street and provides age-appropriate services to youth from ages 12 to 20. The Teen Center is open from 8am to 8pm daily. Combined with our Teen Outreach and Teen Housing programs, our programs serve a total of 330 youth annually. In the most recently completed program year, the JKTS served 133 youth, with a total of 7,959 bed nights. The program cannot continue to meet the needs of vulnerable youth experiencing homelessness without the critical support CDBG funding provides. The shelter space provides age and gender discrete quarters on two floors, each of which has: • 1,200 square feet of sleeping space per floor for 12 beds arranged in dormitory style nooks, a private room, and the ability to add 2 cots for overflow capacity. The private spaces allow the shelter to serve a wide range of youth with individual needs, including minors and transgender youth. • Two bathrooms: one is a single handicap accessible bathroom with a shower stall, toilet, and sink; the other has three shower stalls, two toilets, and two sinks; • A quiet study area, a staff office, a laundry room, and a janitor's closet; • Common area with living room furniture, television, a computer workstation, and a small kitchenette with tables and chairs. The Joe Kreisler Teen Shelter offers: • Safe, clean, overnight accommodations in a secure building specifically designed to meet the needs of youth experiencing homelessness; • Light breakfast and evening snacks to supplement three daily meals at the Teen Center; • Showers, bathrooms, laundry facilities, towels, and personal hygiene products; • Leisure activities, including books, games, television, and newspapers; • Crisis response, referrals, and linkage to services, including casework, medical care, vocational/educational support, and counseling for mental health and substance use disorders. When a youth arrives at the JKTS, staff document demographic information and complete an intake process, which acts as a guide for support and referrals. Additionally, staff track ongoing bed night utilization and maintain nightly log notes. To ensure youth remain safe 24/7, JKTS staff provide crisis intervention, de-escalation, and safe linkage to crisis stabilization services and refer youth who are victims or at-risk of human trafficking to the Preble Street Anti-Trafficking Services (ATS) for assessment for safe housing and/ or appropriate supports. JKTS staff also complete case notes on activities, changes, and concerns about individual youth for Teen Center staff to address the next day. Notes on crisis follow up, guardian/family issues, health needs, and more allow staff to make referrals to community services that provide housing, education, employment, mental health treatment, and substance use treatment. Services are provided in collaboration with on-site partners Day One, the Portland Adult Education Street Academy, and others to ensure the complex needs of youth experiencing homelessness are met and they can develop and achieve their goals and realize their potential.

C.2. Community Need Description

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

The Department of Housing and Urban Development in collaboration with the Maine Continuum of Care conducts an annual Point in Time (PIT) count of people experiencing homelessness. The PIT count includes a count of sheltered (emergency shelters, transitional housing, safe havens) and unsheltered populations and is a snapshot in time. The most recent data available is from January 23, 2024; and it identified 656 persons under the age of 18 (24%) experiencing homelessness. Unaccompanied youth are the primary clients of the JKTS. These youth need a high level of age-appropriate services to remain safe and establish a foundation for a stable future. The PIT also provides a breakdown by race and in 2024, 42% of respondents on that date identified as Black or African American. Driven by the increase in foreign born youth seeking asylum - Preble Street noted an increase in the number of youth identifying as Black or African American. In FY23, 66% of youth served identified as Black or African American and in FY24 that number increased to 69%. Of the 68 youth identifying as Black or African American, 56 were foreign nationals seeking asylum. During FY24, foreign born youth utilized 77% of the total bed nights at JKTS. Foreign nationals and US born youth present with different challenges; they report fewer mental health or substance abuse concerns -- but have language barriers and struggle with adapting to a new context. The challenges reported by US born youth are at consistent levels with previous years. In FY24, of all youth at JKTS (foreign and US born) served reported the following at intake: 17% are chronically homeless (8% in FY23); 22% report Mental Health concern (17% in FY23); 6% report Substance Use concern (10% in FY23); 20% 9th grade education or less (16% in FY23); 3% currently in DHHS custody, 27% have DHHS history (1%, 23% in FY23); 69% are New Mainers (66% in FY23) When Preble Street isolates the US born youth (42% of total) the data indicates; 32% are chronically homeless; 54% report Mental Health concern; 15% report Substance Use concern; 22% 9th grade education or less; 7% currently in DHHS Custody, 61% have DHHS history. Despite the change in the demographics Preble Street serves, the one statistic that all youth share is that 100% have no other emergency housing options. The shelter has been full or near capacity most nights – regardless of the season. The overall lack of housing resources in the community has led to longer stays. This is especially true for refugee and immigrant youth who have a much smaller pool of housing resources available to them due to their immigration status. Data indicates an alarming, upward trend in substance use and mental health concerns as well, with a greater percentage of youth reporting concerns in these areas compared to previous years. JKTS is staffed around the clock to support youth with complex needs to provide access and referrals to the limited resources in the community.

C.3. Measurable Community Impact

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

The JKTS meets the City of Portland's commitment to provide a safety net for its most vulnerable citizens who have nowhere else to turn, provides a place to stay that keeps youth in crisis off downtown streets, and offers resources and opportunities to help youth establish stable, independent living and a healthy future. Data gathered daily and monthly is reported to the Emergency Shelter Assessment Committee (ESAC), Maine State Housing Authority, and the State of Maine DHHS for review by providers, funders, and the public. JKTS objectives are to: • Provide safety and support for up to 150 youth annually who are experiencing homelessness on the streets of Portland; • Ensure youth have a safe, dedicated space to connect with peers and receive support from caring, trained adults; • Engage with youth experiencing homelessness through 24-hour programming designed specifically for youth and young adults. To meet these objective, JKTS has the following goals: • Provide emergency overnight shelter at the JKTS for up to 28 youth each night; • Meet the nutritional and other basic needs of up to 150 youth per year by providing three daily meals and access to clothing, showers, personal hygiene items, storage, etc.; • Assess needs of up to 150 youth per year and provide case management and linkages to supports; • Offer information, crisis intervention, and connection to services, including physical and mental health care, substance use referrals and treatment, education and vocational opportunities, and housing services to up to 150 youth; • Promote specific skills and confidence for up to 150 youth through offering individual counseling, groups, positive youth development activities, and leadership opportunities. The above goals are measured by case notes, nightly check-ins, nightly logs, and client intakes at the

Teen Center, which is staffed by Preble Street and on-site community agencies providing casework, health, mental health, substance use disorder, and educational services.

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**

4. Address the needs of the growing homeless population and prevent and reduce homelessness Ending homelessness is the ultimate goal of Preble Street programs, and the JKTS is the entry point for key services and resources that improve outcomes for young people experiencing homelessness. The JKTS is essential to the safety net for the record high numbers of young people experiencing homelessness in Greater Portland. It is designed to rapidly re-house youth, reunifying them with family when possible or connecting them with other supportive or independent housing options. Providing the entry point for alternatives to the street, the JKTS is a place where youth engage with caring and skilled adults and begin working on housing, education, mental health, substance use disorders, employment, and health to increase their potential to be stable, productive adults. Youth receive access to three daily meals, are provided referrals and access to mental health and substance use disorder treatment and are provided case management to assist with housing and education goals.

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.**

4. Address the Need of the Growing Homeless Population - Prevent and reduce homelessness. High Priority The JKTS

addresses the high priority areas of this category including food assistance, shelter services, mental health services, substance use disorder services, housing and housing services for long-term shelter consumers, emergency services to prevent homelessness, and services for at risk youth. The JKTS meets the critical and basic needs of one of Portland's most vulnerable populations by providing services and resources to ensure youth have the opportunity and skills to transition to safe, appropriate housing, achieve their goals, and realize their full potential. In addition to the JKTS and the Teen Center drop-in, our comprehensive Teen Services programs include housing and outreach programs. These services provide safety and meet basic needs 24 hours a day, 365 days a year for youth from 12 to 20 who are experiencing homelessness.

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. JKTS aligns with City goals to prevent and reduce homelessness, to rapidly re-house those in the shelter system and to provide necessary resources to assist the transition out of homelessness. The City prioritizes access to food assistance, shelter services and housing services for long term shelter consumers, all of which are embedded in the mission of Preble Street and the JKTS program model. JKTS provides a service entry point for youth experiencing homelessness who struggle with poverty, mental illness, substance use disorders, and family violence. Preble Street is an integral partner in ensuring shelter, basic needs, safety, and opportunity for this vulnerable population. Shelters meet a basic need and create an entry point from which key services and resources are accessed and delivered. This work is often a catalyst for a young person's safe return to living with family or a guardian and these services provide critical stability, access to education and more. JKTS specifically targets unaccompanied youth who have experienced instability and trauma; have mental health issues and/or substance use disorders; and are at risk for human trafficking or sexual abuse while on the street. City plans specifically identify this population for emergency services, case management, rapid re-housing and individual and family intervention. 2. Preble Street recognizes that homelessness, hunger, and poverty cannot be meaningfully addressed without naming and challenging structural racism and white supremacy. Preble Street recognizes that Black, Indigenous, and People of Color experience homelessness, housing instability, food insecurity, and poverty at a higher rate than white people in Maine. Preble Street prioritizes hiring staff with diverse language fluency and cultural backgrounds to support young refugees and asylum seekers. Preble Street trains staff to address language and cultural issues and needs immediately. Preble Street coordinates with interpreters and partners with the City's Refugee and Immigration Program, Catholic Charities, MIRC, Portland Adult Education's Street Academy and Day One. Preble Street also works to address the needs of LGBTQ youth, who comprised 14% of youth served last year. Our programs provide a welcoming atmosphere; pride flags hanging in the entryway, and JKTS offers private bedrooms on both floors for youth (male, female, or transgender) who need them. Staff are sensitized to cultural stigma surrounding LGBTQ identity for youth arriving to Maine from other countries and offer a safe and confidential space for youth concerned about others discovering their status. 3. 100% of youth served at JKTS have very low to no

income. 4. Preble Street's fundraising is a diverse mix of public and private fundraising that focuses on relationships with donors and competitive grants. All revenue sources are vital to maintain the level of work demanded.

C.7. Partnerships, Collaboration, and Outreach

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

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

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

Preble Street is applying for this funding as a single entity, but Preble Street Teen Services has strong collaborative partnerships with our partners at Day One and Portland Adult Education Street Academy (Collaboration Agreements attached). Preble Street also works directly with the Maine DHHS Office of Children and Family Services to increase awareness and collaboration when minors access services at the JKTS. Working with Teen Services caseworkers, DHHS staff assist in finding homeless minors a secure and stable housing placement and/ or assist in family reunification. The JKTS also works with The Opportunity Alliance Crisis Program, Sexual Assault Response Services of Southern Maine, Through These Doors, Portland Police Department, and Maine Medical Center. In addition, we maintain close relationships with youth programs across the state - including New Beginnings and Community Care’s Shaw House - through the Statewide Homeless Council and Homeless Youth Provider Group (a subcommittee of the Maine Continuum of Care). Outreach to youth is conducted by Teen Services’ Street Outreach Program staff with a focus on Greater Portland. This street outreach area includes the East and West End neighborhoods, Downtown Portland, and Greater Biddeford. Preble Street also keeps open lines of communication with adult shelters to respond to 18-20 year olds who may present there but be better served by the JKTS. Our approach focuses on locations where youth congregate throughout the Portland peninsula to reach and engage with youth on the streets. Our staff also provide a resource for businesses in the community who observe or interact with youth who may need services. The Preble Street mission and success depends on effective partnerships, based on a belief that uniting the resources, skills, and strengths of complementary organizations is the best, most responsible use of the community's limited social service resources. Particularly in the work with the City of Portland, Preble Street has been integral to the efforts to provide a safety net that is responsive to service gaps while eliminating duplication.

C.8. Readiness to Proceed

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

JKTS is fully operational and is providing shelter, safety, and casework daily. Preble Street is ready to proceed, and there are no identified impediments to the continuance of the program. In recognition of the need to consolidate the currently separated daytime Teen Center and nighttime Joe Kreisler Teen Shelter into one building, a kick-off of a major new renovation to the JKTS is set to occur in early 2025. This expanded space will provide 24/7 barrier-free access for runaway youth and youth experiencing homelessness while ensuring they have the safe space, resources, and skills to attain a healthy, stable future.

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.

Founded in 1975 as a neighborhood center to empower people experiencing problems with homelessness and poverty in Portland, Preble Street has become the hub of programs for the most vulnerable and underserved residents of Maine, creating public and private partnerships to prevent and respond to homelessness. From offices in Portland, Bangor, and Lewiston, Preble Street's comprehensive social services offer a spectrum of homeless prevention and crisis response from emergency food programs to health services, from shelters to permanent housing, from street outreach to healing centers for individuals and families, teens and adults, veterans, survivors of human trafficking, New Mainers. Preble Street Teen Services was established in 1996 to provide a low-barrier day shelter and services to youth experiencing homelessness in a dedicated setting, separate from adults. In the ensuing years, Teen Services has grown to include the largest licensed youth shelter in the state, a drop-in center, a statewide outreach program, and several different types of transitional and rapid re-housing programs for youth. Today, Teen Services provides comprehensive services to youth experiencing homelessness and those who have run away 365 days a year. In 2004, Preble Street acquired and renovated the building now called the Teen Center in the heart of Portland to create a welcoming, versatile, state-of-the-art facility to house its youth-oriented programs. The Teen Center remains a drop in space open seven days a week from 8am to 8pm dedicated to meeting basic needs. The Joe Kreisler Teen Shelter was opened in 2013 and serves youth from 8pm to 8am daily. Preble Street Teen Center and Teen Shelter are located directly across the street from each other and collectively provide round-the-clock, trauma-informed services for youth experiencing homelessness 365 days a year. The JKTS maintains licensure through the State of Maine DHHS as a Shelter for Homeless Youth (ID# 659627). Rigorous annual audits and regular monitoring reviews ensure compliance with state policy and best practice for youth shelters. Preble Street has repeatedly responded to drastic fluctuations in public resources and needs and built private sector support to ensure our stability and ability to meet service commitments. Additionally, Preble Street has the required fiscal controls and accounting procedures to ensure prudent use, proper disbursement, and accurate accounting of grant funds received. The organization has managed public and private grants for over 45 years and obtains an annual, independent audit of its financial statements. There are no unresolved monitoring or audit findings at this time.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

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

All revenue sources are critical to allowing Preble Street to continue to provide services to homeless youth in Portland. Loss of CDBG funds would affect our ability to forward plan, impact hiring decisions, and would detract from the services provided. If not awarded CDBG funds, Preble Street Joe Kreisler Teen Shelter would need to realign existing budgets or raise additional private funds to support staff wages. Any loss of funding would impact service delivery.

C.11. Leveraged Funding Narrative

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

Preble Street maintains a balance of public and private funding and works hard to raise private dollars to supplement public monies. Preble Street anticipates continued funding for JKTS from the Maine Department of Health and Human Services, Maine Housing ESHAP, General Assistance, and additional private sources. Preble Street has strong relationships with its donors and reliable funding. General Assistance is variable based on client's eligibility. DHHS requires leveraged funding in their application and CDBG's continued support will allow us to maintain DHHS funding at its current level.

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 total operating costs for the Joe K shelter are projected at $1,037,891. The majority of those costs ($737,711) are for round the clock staffing. Additional costs include occupancy costs related to utilities, building supplies, repairs and maintenance and trash removal. Preble Street requested $30,000 in last year's CDBG application and received $25,202. Preble Street is requesting $35,000 for the 2025-2026 grant year due to the ongoing impact of high inflation.

D. Program Budget Detail

Completed by lallen@preblestreet.org on 11/15/2024 11:12 AM

Case Id: 30550
Name: Preble Street Joe Kreisler Teen Shelter - 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.
$35,000.00

D.2. Total Program Budget
$1,037,891.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Wages	$567,388.00	$27,300.00	$540,088.00	DHHS, MSHA, misc.	Pending
Taxes, Benefits	$170,323.00	$7,700.00	$162,623.00	DHHS, MSHA, misc.	Pending
Program Expenses	$4,800.00	$0.00	$4,800.00	DHHS, Maine State housing Authority, United Way, Private Sources	Pending
Occupancy	$69,297.00	$0.00	$69,297.00	DHHS, Maine State housing Authority, United Way, Private Sources	Pending
Office Supply	$989.00	$0.00	$989.00	DHHS, Maine State housing Authority, United Way, Private Sources	Pending
Technology	$21,195.00	$0.00	$21,195.00	DHHS, Maine State housing Authority, United Way, Private Sources	Pending
Staff Development, Orientation	$4,166.00	$0.00	$4,166.00	DHHS, Maine State housing Authority, United Way, Private Sources	Pending
Professional Fees	$995.00	$0.00	$995.00	DHHS, Maine State housing Authority, United Way, Private SourcesDHHS, Maine State housing	Pending

				Authority, United Way, Private Sources	
Insurance	$5,047.00	$0.00	$5,047.00	DHHS, Maine State housing Authority, United Way, Private SourcesDHHS, Maine State housing Authority, United Way, Private Sources	Pending
Travel	$300.00	$0.00	$300.00	DHHS, Maine State housing Authority, United Way, Private SourcesDHHS, Maine State housing Authority, United Way, Private Sources	Pending
Admin/ICR	$193,391.00	$0.00	$193,391.00	DHHS, Maine State housing Authority, United Way, Private SourcesDHHS, Maine State housing Authority, United Way, Private Sources	Pending
	$1,037,891.00	$35,000.00	$1,002,891.00		

E. Required Documents

Completed by lallen@preblestreet.org on 11/15/2024 11:16 AM

Case Id: 30550
Name: Preble Street Joe Kreisler Teen Shelter - 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 lallen@preblestreet.org on 11/15/2024 11:17 AM

Case Id: 30550
Name: Preble Street Joe Kreisler Teen Shelter - 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

Liz Allen

Electronically signed by lallen@preblestreet.org on 11/15/2024 11:16 AM

Title

Assistant Director of Public Grants

Preble Street

Organizational Chart

- Executive Director
  - Deputy Director
    - VP of Social Work
      - Sr. Director of VHS
      - Sr. Director of Social Work
      - Director of Street Outreach Collaborative
    - VP of Finance
      - Director of Budgets and Reports
        - Accountants (4)
        - Grants and Reporting Accountant
      - Senior Director of Public Grants
        - Asst. Director of Public Grants
        - Grants Generalist
        - Senior Grants Financial Specialist
        - Complex Project and Grant Specialist
    - VP of Human Resources
      - Sr. HR Generalist
      - HR Manager
      - HR Benefits Coordinator
      - Director of Training and Staff Development
    - Sr. Director of Teen Services
      - Program Administrator
      - Director of ATS
      - Director of Teen Services
      - Director of TS Housing and Outreach Services
        - Asst. Director of Teen Shelter and Outreach
          - Teen Services Supervisors (3)
            - Caseworkers/Housing Support Staff (12)
    - VP of Operations
      - Sr. Director of Food Services
      - Project Manager (2)
      - Director of IT
    - VP of Strategic Initiatives
      - Senior Project Manager Food & Admin
        - Food Services Operations Manager - Riverside
        - Food Program Director of Operations
        - Chefs (2)
      - Director of Advocacy
      - Archivist and Leadership Advisor
  - VP of Mission Advancement
    - Private Grants Director
      - Private Grants Coordinator
    - Sr. Director of Residential Services
      - Director of Residential Services (2)
      - Director of Health Services
    - Director of Development
      - Data Systems Project Manager
      - Donor Relations Manager
    - Senior Director of Communications
      - Communications Manager

Preble Street

Preble Street
Board of Directors 2024-2025

Revised June 2024

Preble Street

PORTLAND ADULT EDUCATION

Collaboration Agreement
Between Preble Street and Portland Adult Education

The Preble Street Joe Kreisler Teen Shelter (JKTS) is applying to the City of Portland for Community Development Block Grant (CDBG) Program funds via the Social Service grant application. Preble Street JKTS meets basic needs and offers emergency shelter services to youth and does this work in collaboration with organizations such as Portland Adult Education.

Scope of Services – During the CDBG grant period, July 1, 2025 – June 30, 2026:

Preble Street agrees to

- Provide safe shelter and fulfill basic needs (food, clothing, etc.)
- Offer comprehensive case management support to youth
- Crisis response, referrals, and linkage to services

Portland Adult Education agrees to provide

- Advocacy to reduce the barriers while pursuing their educational and employment goals
- One-on-One tutoring and basic literacy instruction, HiSET tutoring, pre-testing and testing
- Student engagement, assessment, school enrollment assistance, school supplies
- Resume preparation assistance, employment preparation and placement
- Post-secondary application preparation, planning and guidance
- Credit recovery

Shared Goals and Objectives
Portland Adult Education Street Academy program has a decades-long collaborative partnership with Preble Street offering homeless youth education and workforce training in support of our shared goal to empower and support runaway, homeless, and low-income youth in Portland and to ensure they have opportunities to thrive, grow, and become productive members of their community. Preble Street Joe Kreisler Teen Shelter meets the immediate shelter and basic needs of homeless youth in Portland and Street Academy strengthens the continuum of care offered to youth through intensive education and workforce support services to help youth move beyond homelessness.

Space, Employees, and Other Resources
Street Academy education and employment services are offered during the public-school calendar within the Preble Street Teen Center building at 343 Cumberland Avenue, Portland, across the street from the Joe Kreisler Teen Shelter. Preble Street and Portland Adult Education have independent staffing structures and do not share employees.

Allocation of Funds: None. Portland Adult Education Street Academy and Preble Street have independent funding structures for the collaborative program model. Street Academy is independently supported through state funding and private fundraising.

Preble Street	**Portland Adult Education**
Mark R. Swann Mark R. Swann (Nov 13, 2024 09:59 EST)	Miyabi M. Yamamoto
Mark R. Swann, Executive Director	Abbie Yamamoto, Executive Director
Date: 11/13/2024	Date: 11/13/2024

FY25 Preble Street Operating Budget

Revenue Category	FY25 (bdgt)
Private Revenue Need	$ 866,666
United Way	$ 71,000
Government Grant Income	$ 17,857,927
Fee for Service	$ 763,000
Rental Income	$ 5,040
Food Contract	$ 1,410,758
Total Revenue	$ 20,974,391
Expense Category	
Personnel Expenses	
Wages	$ 13,232,982
Taxes & Benefits	$ 4,085,708
Total Personnel Expenses	$ 17,318,690
Other Expenses	
Program Expenses	$ 275,697
Food & Food Service Costs	$ 915,521
Client Assistance Fund	$ 3,249,564
Stipends	$ 49,600
Travel	$ 183,380
Occupancy	$ 1,022,699
Office Supplies	$ 52,073
Technology	$ 499,493
Staff Dev, Rec & Orientation	$ 175,499
Licenses, Fees, Dues & Subs	$ 100,500
Professional Fees	$ 47,727
Research & Evaluation	
Consultants	$ 196,400
Subcontracts	$ 920,064
Property & Casualty Insurance	$ 120,400
Total Other Expenses	$ 7,808,617
Total Expenses	$ 25,127,307

Non-Cash Revenue	
In-Kind Goods & Services Revenue	
In-kind Goods Revenue	$ 2,239,720
In-kind Services Revenue	$ 225,450
Total In-Kind Goods & Services Revenue	$ 2,465,170
Non-Cash Expense	
In-Kind Goods & Services Expense	
In-kind Goods Expense	$ (2,239,720)
In-kind Services expense	$ (225,450)
Total In-Kind Goods & Services Expense	$ (2,465,170)
Total Revenue Budget	$ 20,974,391
Total Expense Budget	$ 25,127,307

PREBLE STREET AND SUBSIDIARY

CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2023 and 2022

TABLE OF CONTENTS

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Preble Street and Subsidiary

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying consolidated financial statements of Preble Street and Subsidiary (a nonprofit corporation), which comprise the consolidated statements of financial position as of June 30, 2023 and 2022, and the related consolidated statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of Preble Street and Subsidiary as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Preble Street and Subsidiary and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Preble Street and Subsidiary's ability to continue as a going concern within one year after the date that the consolidated financial statements are available to be issued.

20 Long Creek Drive • South Portland, ME • 04106 • Tel: 207.773.2986 • Fax: 207.772.3361 • Web: rko-cpas.com

Auditor’s Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

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

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

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Preble Street and Subsidiary’s internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Preble Street and Subsidiary’s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 13, 2024, on our consideration of Preble Street and Subsidiary's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Preble Street and Subsidiary's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Preble Street and Subsidiary's internal control over financial reporting and compliance.

Runyon Kersteen Ouellette

March 13, 2024
South Portland, Maine

PREBLE STREET AND SUBSIDIARY
Consolidated Statements of Financial Position
June 30, 2023 and 2022

		2023	2022
ASSETS			
Current assets:			
Cash and cash equivalents	$	4,326,790	3,892,482
Accounts receivable		194,159	65,085
Pledges receivable, current portion		620,483	1,045,853
Grants receivable		3,384,364	2,588,555
Prepaid expenses		154,579	186,935
Inventory		813	1,441
Total current assets		8,681,188	7,780,351
Investments:			
Investments		4,866,608	4,756,189
Investments - Genesis fund		108,120	106,000
Total investments		4,974,728	4,862,189
Property and equipment:			
Land		1,707,077	1,707,077
Buildings and improvements		20,060,966	16,423,329
Equipment		1,110,260	905,261
Vehicles		182,169	139,733
Construction in progress		623,238	2,593,756
		23,683,710	21,769,156
Less accumulated depreciation		(5,386,497)	(4,745,056)
Net property and equipment		18,297,213	17,024,100
Other assets:			
Restricted cash and cash equivalents		2,578,415	535,101
Pledges receivable, non-current, net		317,159	996,939
Right of use asset - operating		1,377,882	1,615,687
Unemployment trust		65,537	34,933
Deferred compensation plan assets (457b)		372,246	308,999
Total other assets		4,711,239	3,491,659
Total assets	**$**	**36,664,368**	**33,158,299**
LIABILITIES AND NET ASSETS			
Current liabilities:			
Accounts payable	$	523,972	1,104,742
Accrued expenses		1,013,836	887,000
Deferred revenue		4,035,520	2,420,553
Right of use liability - operating, current portion		150,522	257,830
Note payable, current portion		44,911	42,721
Total current liabilities		5,768,761	4,712,846
Non-current Liabilities:			
PPP loan payable		-	1,999,999
Right of use liability - operating, net of current portion		1,227,360	1,357,857
Note payable, net of current portion		1,901,782	1,945,266
Total non-current liabilities		3,129,142	5,303,122
Total liabilities		8,897,903	10,015,968
Net assets:			
Without donor restrictions:			
Undesignated		3,311,495	(876,140)
Board-designated investments		1,488,548	1,356,278
Investment in property and equipment		15,727,282	8,348,411
Total without donor restrictions		20,527,325	8,828,549
With donor restrictions		7,239,140	14,313,782
Total net assets		27,766,465	23,142,331
Total liabilities and net assets	**$**	**36,664,368**	**33,158,299**

See accompanying notes to financial statements.

PREBLE STREET AND SUBSIDIARY
Consolidated Statements of Activities
Years Ended June 30, 2023 and 2022

	2023			2022		
	Without donor restrictions	**With donor restrictions**	**Total**	**Without donor restrictions**	**With donor restrictions**	**Total**
Revenue and support:						
Government grant income	$ 14,548,233	-	14,548,233	12,518,225	-	12,518,225
Fee for service income	1,060,475	-	1,060,475	480,860	-	480,860
Contributions	4,765,581	3,713,391	8,478,972	3,728,932	4,624,011	8,352,943
Contributed nonfinancial assets - services	74,306	-	74,306	57,302	-	57,302
Contributed nonfinancial assets - goods	1,882,990	-	1,882,990	1,787,872	-	1,787,872
United Way	546,387	-	546,387	403,360	-	403,360
Rental income	12,540	-	12,540	12,240	-	12,240
SBA PPP Loan forgiveness	1,999,999	-	1,999,999	-	-	-
Other income	15,171	-	15,171	20,862	-	20,862
Investment income (loss), net	261,482	220,375	481,857	(377,498)	(387,612)	(765,110)
Total revenue and support	25,167,164	3,933,766	29,100,930	18,632,155	4,236,399	22,868,554
Net assets released from restrictions:						
Restrictions satisfied by time or expenditure	11,008,408	(11,008,408)	-	3,384,113	(3,384,113)	-
Total net assets released from restrictions	11,008,408	(11,008,408)	-	3,384,113	(3,384,113)	-
Total revenue, support, and reclassifications	36,175,572	(7,074,642)	29,100,930	22,016,268	852,286	22,868,554
Program expenses:						
Food programs	4,370,181	-	4,370,181	4,144,674	-	4,144,674
Rapid rehousing	779,581	-	779,581	540,491	-	540,491
Veterans services	3,159,269	-	3,159,269	4,116,567	-	4,116,567
Maine hunger initiative	-	-	-	212,325	-	212,325
Community advocacy	303,818	-	303,818	861	-	861
Teen center	1,313,214	-	1,313,214	956,974	-	956,974
Joe Kreisler teen shelter	931,014	-	931,014	869,145	-	869,145
Logan place	942,512	-	942,512	936,706	-	936,706
Florence house	1,997,945	-	1,997,945	2,275,173	-	2,275,173
Anti-trafficking	898,932	-	898,932	867,126	-	867,126
Huston commons	958,511	-	958,511	954,313	-	954,313
Health services	706,715	-	706,715	679,069	-	679,069
Street outreach collaborative	598,111	-	598,111	715,759	-	715,759
CCMS Hotel shelter	217,781	-	217,781	89,815	-	89,815
Elena's Way	1,259,844	-	1,259,844	89,437	-	89,437
Shelter diversion	26,389	-	26,389	-	-	-
Lewiston shelter	-	-	-	682,704	-	682,704
Homeless voices for justice	-	-	-	123,415	-	123,415
Recuperative care	683,134	-	683,134	-	-	-
COVID hotel shelter	-	-	-	952,311	-	952,311
TS Outreach	628,441	-	628,441	-	-	-
TS Housing	997,216	-	997,216	523,249	-	523,249
Other programs	62,220	-	62,220	312,491	-	312,491
Total program expenses	20,834,828	-	20,834,828	20,042,605	-	20,042,605
Supporting services:						
Administration	2,965,943	-	2,965,943	2,318,770	-	2,318,770
Fundraising	676,025	-	676,025	640,001	-	640,001
Total supporting services	3,641,968	-	3,641,968	2,958,771	-	2,958,771
Total expenses	24,476,796	-	24,476,796	23,001,376	-	23,001,376
Change in net assets	11,698,776	(7,074,642)	4,624,134	(985,108)	852,286	(132,822)
Net assets, beginning of year	7,465,763	15,755,845	23,221,608	9,813,657	13,461,496	23,275,153
Reclassification of net assets	1,442,063	(1,442,063)	-	-	-	-
Prior period adjustment	(79,277)	-	(79,277)	-	-	-
Net assets, beginning of year, as restated	8,828,549	14,313,782	23,142,331	9,813,657	13,461,496	23,275,153
Net assets, end of year	**$ 20,527,325**	**7,239,140**	**27,766,465**	**8,828,549**	**14,313,782**	**23,142,331**

See accompanying notes to financial statements.

PREBLE STREET AND SUBSIDIARY
Consolidated Statement of Functional Expenses
Year Ended June 30, 2023

		Program services											
		Food Programs	Rapid Rehousing	Veterans Services	Community Advocacy	Teen Center	Joe Kreisler Teen Shelter	Logan Place	Florence House	Anti-Trafficking	Huston Commons	Health Services	Street Outreach Collaboration
Salaries	$	1,048,598	418,208	1,229,887	179,559	626,847	608,478	694,038	1,372,670	396,913	721,754	343,987	214,356
Payroll taxes and employee benefits		280,833	104,694	371,619	26,832	158,763	170,520	176,646	322,717	89,292	166,441	86,869	56,206
Contributed nonfinancial assets - goods		1,582,598	4,493	1,759	541	16,131	-	5,292	23,417	882	1,540	5,830	220,886
Contributed nonfinancial assets - services		-	1,112	435	134	3,990	-	1,309	5,793	218	381	1,442	54,640
Food		795,015	47	161	16	59	40	273	167	35	125	39	85
Insurance		10,047	4,210	14,491	1,404	4,879	3,319	6,026	11,540	2,689	6,260	2,941	2,428
Non-capital start-up costs										-			
Occupancy		295,034	14,784	123,365	10,043	51,466	68,685	13,569	148,727	98,976	15,679	54,496	12,370
Office supplies		871	1,113	3,137	348	1,543	209	686	1,658	1,330	712	391	642
Client assistance		1,111	176,152	1,120,579	66	7,139	996	3,004	4,882	25,788	933	26,664	3,494
Outside services		-	-	5,801	2,430	-	-	-	-	5,950	-	-	-
Postage		527	673	1,899	211	934	126	415	1,003	806	431	236	388
Printing		1,176	1,501	4,233	470	2,083	281	926	2,237	1,796	960	527	866
Professional fees		2,846	1,193	4,105	20,488	2,645	940	1,707	3,268	2,179	1,773	833	688
Program expenses		230	7,158	1,401	884	16,161	966	3,220	7,688	8,911	3,717	10,100	7,012
Dues and subscriptions		100,493	50	500	518	61	76	24	71	432	25	14	81
Staff development		46,432	4,188	14,446	4,231	31,219	5,683	5,427	27,073	11,329	4,925	4,687	3,607
Subcontracts		-	-	90,559	-	299,531	-	-	-	110,020	-	90,864	-
Technology		36,080	20,877	89,086	8,321	45,602	15,562	27,921	56,287	32,036	30,842	16,271	13,938
Training/advocacy stipend		-	-	-	12,210	10,265	-	-	-	520	-	375	-
Travel		35,420	7,563	43,183	35,112	1,320	17	720	2,188	9,126	704	3,821	521
		4,237,311	768,016	3,120,646	303,818	1,280,638	875,898	941,203	1,991,386	799,228	957,202	650,387	592,208
Depreciation expense		132,870	11,565	38,623	-	32,576	55,116	1,309	6,559	99,704	1,309	56,328	5,903
Total expenses	**$**	**4,370,181**	**779,581**	**3,159,269**	**303,818**	**1,313,214**	**931,014**	**942,512**	**1,997,945**	**898,932**	**958,511**	**706,715**	**598,111**

PREBLE STREET AND SUBSIDIARY
Consolidated Statement of Functional Expenses, Continued
Year Ended June 30, 2023

	Program services								Supporting services			
	CCMS Shelter	**Elena's Way**	**Shelter Diversion**	**Recuperative Care**	**TS Outreach**	**TS Housing**	**Other Programs**	**Total**	**Administration**	**Fundraising**	**Total**	**Total expenses**
Salaries	$ 166,227	810,560	17,676	496,699	422,078	450,861	4,437	10,223,833	1,676,499	410,884	2,087,383	12,311,216
Payroll taxes and employee benefits	27,101	183,108	4,060	86,534	113,283	128,355	732	2,554,605	525,857	116,506	642,363	3,196,968
Contributed nonfinancial assets - goods	-	2,089	-	-	-	-	-	1,865,458	17,532	-	17,532	1,882,990
Contributed nonfinancial assets - services	-	517	-	-	-	-	-	69,971	4,335	-	4,335	74,306
Food	-	6,416	-	87,445	43	44	-	890,010	279	48	327	890,337
Insurance	-	8,298	-	-	3,575	3,653	-	85,760	27,403	3,345	30,748	116,508
Non-capital start-up costs							-	-			-	-
Occupancy	1,901	76,720	-	730	14,477	15,909	66	1,016,997	120,351	21,077	141,428	1,158,425
Office supplies	221	1,858	-	63	288	260	-	15,330	20,678	8,912	29,590	44,920
Client assistance	8,840	2,095	4,614	152	9,433	323,461	15,154	1,734,557	-	-	-	1,734,557
Outside services	-	-	-	-	-	-	-	14,181	53,560	-	53,560	67,741
Postage	133	1,124	-	38	175	157	-	9,276	12,518	5,395	17,913	27,189
Printing	297	2,506	-	85	389	351	-	20,684	27,903	12,026	39,929	60,613
Professional fees	-	2,740	-	-	1,515	2,679	-	49,599	61,522	12,629	74,151	123,750
Program expenses	10,797	3,507	-	699	6,698	20,625	23,596	133,370	489	332	821	134,191
Dues and subscriptions	20	39	-	20	515	15	-	102,954	61,329	18,416	79,745	182,699
Staff development	407	14,290	-	2,711	4,924	7,641	7,763	200,983	73,617	3,789	77,406	278,389
Subcontracts	-	-	-	-	24,469	8,000	-	623,443	-	-	-	623,443
Technology	1,770	88,398	-	106	17,229	16,869	1,335	518,530	154,603	43,560	198,163	716,693
Training/advocacy stipend	-	-	-	-	-	160	-	23,530	3,407	50	3,457	26,987
Travel	67	794	39	2,230	9,350	8,855	-	161,030	18,757	3,646	22,403	183,433
	217,781	1,205,059	26,389	677,512	628,441	987,895	53,083	20,314,101	2,860,639	660,615	3,521,254	23,835,355
Depreciation expense	-	54,785	-	5,622	-	9,321	9,137	520,727	105,304	15,410	120,714	641,441
Total expenses	**$ 217,781**	**1,259,844**	**26,389**	**683,134**	**628,441**	**997,216**	**62,220**	**20,834,828**	**2,965,943**	**676,025**	**3,641,968**	**24,476,796**

See accompanying notes to financial statements.

PREBLE STREET AND SUBSIDIARY
Consolidated Statement of Functional Expenses
Year Ended June 30, 2022

		Program services												
		Food Programs	Rapid Rehousing	Veterans Services	Maine Hunger Initiative	Community Advocacy	Teen Center	Joe Kreisler Teen Shelter	Logan Place	Florence House	Anti-Trafficking	Huston Commons	Health Services	Street Outreach Collaboration
Salaries	$	1,041,730	287,168	1,434,216	85,315	-	622,861	605,310	711,515	1,617,271	453,057	738,614	348,054	274,259
Payroll taxes and employee benefits		242,678	70,406	436,639	16,755	-	144,344	155,811	154,562	373,274	106,033	155,692	77,734	60,516
Contributed nonfinancial assets - goods		1,428,271	-	30,000	-	-	766	-	1,954	2,210	1,950	250	120	321,351
Contributed nonfinancial assets - services		-	-	5,497	4,788	-	4,336	-	9,570	3,279	11,603	4,395	6,217	7,617
Food		467,726	-	-	-	-	-	-	-	-	8	-	-	-
Insurance		8,269	2,566	13,666	712	-	4,913	3,168	4,670	10,733	3,990	4,670	1,768	1,713
Occupancy		562,318	11,405	91,837	4,788	-	45,216	42,955	11,889	171,379	87,451	9,723	44,026	14,202
Office supplies		3,015	1,744	7,116	29	-	2,973	180	1,083	2,892	2,578	1,227	297	934
Other		23,849	100	410	35	-	112	265	105	247	393	105	73	61
Outside services		202	63	334	17	-	120	77	114	262	7,473	114	43	42
Postage		913	281	1,597	80	39	548	346	526	1,160	444	526	190	1,151
Printing		66	56	211	49	-	58	48	45	108	109	71	81	83
Professional fees		7,523	1,359	7,237	3,877	-	2,601	1,678	2,473	5,683	3,147	2,473	936	907
Program expenses		158,406	126,994	1,918,324	8,229	43	19,298	1,016	7,330	12,222	65,819	4,771	40,937	12,976
Staff development		9,577	4,792	15,792	992	5	11,161	4,443	6,089	15,076	11,441	4,333	5,025	3,811
Subcontracts		-	-	20,085	75,000	-	32,000	-	-	-	7,965	-	101,090	-
Technology		46,827	18,536	79,013	3,958	-	24,136	18,245	23,630	53,696	29,718	26,130	14,355	11,038
Training/advocacy stipend		-	-	-	-	-	18,546	168	-	50	120	-	-	-
Travel		50,975	7,497	29,225	4,069	774	71	9	92	924	9,824	160	1,987	1,239
Volunteer support		7,288	122	648	34	-	2,064	150	221	509	189	221	84	81
		4,059,633	533,089	4,091,847	208,727	861	936,124	833,869	935,868	2,270,975	803,312	953,475	643,017	711,981
Depreciation expense		85,041	7,402	24,720	3,598	-	20,850	35,276	838	4,198	63,814	838	36,052	3,778
Total expenses	**$**	**4,144,674**	**540,491**	**4,116,567**	**212,325**	**861**	**956,974**	**869,145**	**936,706**	**2,275,173**	**867,126**	**954,313**	**679,069**	**715,759**

PREBLE STREET AND SUBSIDIARY
Consolidated Statement of Functional Expenses, Continued
Year Ended June 30, 2022

	Program services								Supporting services			
	CCMS Shelter	Elena's Way	Lewiston Shelter	Homeless Voices for Justice	COVID Hotel Shelter	TS Housing	Other Programs	Total	Administration	Fundraising	Total	Total expenses
Salaries	$ 76,961	33,249	449,953	74,679	802,902	253,198	205,613	10,115,925	1,398,837	395,135	1,793,972	11,909,897
Payroll taxes and employee benefits	8,350	8,025	37,991	10,738	78,075	69,736	57,229	2,264,588	425,514	107,087	532,601	2,797,189
Contributed nonfinancial assets - goods	-	-	-	-	-	-	-	1,786,872	1,000	-	1,000	1,787,872
Contributed nonfinancial assets - services	-	-	-	-	-	-	-	57,302	-	-	-	57,302
Food	12	-	17,926	-	75	38	-	485,785	7	1	8	485,793
Insurance	-	-	-	712	-	3,567	2,910	68,027	7,979	2,222	10,201	78,228
Occupancy	847	12,657	15,555	4,823	40,171	10,600	9,100	1,190,942	82,890	12,887	95,777	1,286,719
Office supplies	108	27	260	30	1,360	49	183	26,085	7,002	766	7,768	33,853
Other	-	145	-	35	-	194	66	26,195	35,232	18,595	53,827	80,022
Outside services	-	-	-	3,499	-	87	71	12,518	3,354	54	3,408	15,926
Postage	-	-	-	79	55	366	290	8,591	10,229	10,776	21,005	29,596
Printing	-	-	-	12	23	40	16	1,076	47,547	36,281	83,828	84,904
Professional fees	-	-	-	3,877	-	1,889	1,541	47,201	78,117	4,727	82,844	130,045
Program expenses	3,188	40	149,746	1,269	25,711	145,037	9,953	2,711,309	13,869	1,440	15,309	2,726,618
Staff development	310	76	540	992	3,468	4,710	2,327	104,960	25,747	4,651	30,398	135,358
Subcontracts	-	-	10,455	-	-	-	-	246,595	-	-	-	246,595
Technology	12	154	122	3,924	430	25,826	16,033	395,783	102,538	33,974	136,512	532,295
Training/advocacy stipend	-	-	-	10,945	-	-	-	29,829	2,960	215	3,175	33,004
Travel	27	-	156	4,169	41	1,777	1,173	114,189	5,810	962	6,772	120,961
Volunteer support	-	-	-	34	-	169	138	11,952	2,741	365	3,106	15,058
	89,815	54,373	682,704	119,817	952,311	517,283	306,643	19,705,724	2,251,373	630,138	2,881,511	22,587,235
Depreciation expense	-	35,064	-	3,598	-	5,966	5,848	336,881	67,397	9,863	77,260	414,141
Total expenses	**$ 89,815**	**89,437**	**682,704**	**123,415**	**952,311**	**523,249**	**312,491**	**20,042,605**	**2,318,770**	**640,001**	**2,958,771**	**23,001,376**

See accompanying notes to financial statements.

PREBLE STREET AND SUBSIDIARY
Consolidated Statements of Cash Flows
Years Ended June 30, 2023 and 2022

		2023	2022
Cash flows from operating activities:			
Change in net assets	$	4,624,134	(132,822)
Adjustments to reconcile change in net assets			
to net cash and cash equivalents provided by operating activities:			
Depreciation		641,441	414,141
Change in unamortized discount		(52,389)	(52,389)
Realized and unrealized loss on investments		(167,876)	990,275
Contributions received for long-term purposes		(3,713,391)	(4,624,011)
SBA PPP loan forgiveness		(1,999,999)	-
(Increase) decrease in assets:			
Accounts receivable		(129,074)	(32,923)
Pledges receivable		1,157,539	1,133,952
Grants receivable		(795,809)	(254,572)
Prepaid expenses		32,356	101,403
Inventory		628	330
Unemployment trust		(30,604)	(1,338)
Deferred compensation plan assets		(63,247)	(40,534)
Right of use asset - operating		237,805	561,167
Increase (decrease) in liabilities:			
Accounts payable		(580,770)	832,996
Accrued expenses		126,836	(378,982)
Right of use liability - operating		(237,805)	(561,167)
Deferred revenue		1,614,967	2,064,667
Net cash and cash equivalents provided by activities		664,742	20,193
Cash flows from investing activities:			
Proceeds from sale of investments		1,595,297	606,000
Purchases of investments		(1,539,960)	(329,325)
Purchase of property and equipment		(1,914,554)	(5,183,890)
Net cash and cash equivalents used in investing activities		(1,859,217)	(4,907,215)
Cash flows from financing activities:			
Payments on notes payable		(41,294)	(12,013)
Contributions received for long-term purposes		3,713,391	4,624,011
Net cash and cash equivalents provided by financing activities		3,672,097	4,611,998
Net change in cash and cash equivalents		2,477,622	(275,024)
Cash and cash equivalents, beginning of year		4,427,583	4,702,607
Cash and cash equivalents, end of year	**$**	**6,905,205**	**4,427,583**
Supplemental disclosures:			
Cash and cash equivalents	$	4,326,790	3,892,482
Restricted cash and cash equivalents		2,578,415	535,101
Total cash and cash equivalents	**$**	**6,905,205**	**4,427,583**
Cash paid during the year for interest	$	100,034	20,096
Non-cash financing of equipment purchase		-	2,000,000

See accompanying notes to financial statements.

DESCRIPTION OF PURPOSE

Preble Street and Subsidiary (the Organization) is a nonprofit corporation whose mission is to provide accessible, barrier-free services to empower people experiencing problems with homelessness, housing, hunger, and poverty, and to advocate for solutions to these problems.

The consolidated financial statements include the accounts of 55 Portland Preble Street, LLC (the LLC), which holds land and a building that the Organization uses to perform their services. Preble Street is the sole member and owns a 100% interest in the LLC.

Elena's Way
During fiscal year 2022, the Organization undertook the renovation of the former Resource Center and converted it into Elena's Way, a low-barrier, 24-hour shelter for up to 40 clients, with staff and services on site, to ensure warmth, safety, and intensive services to up to 40 people of all genders experiencing homelessness and complex physical and behavioral health needs who cannot access any other shelter. The shelter opened in the fall of 2022.

Food Programs
The Preble Street Food Security Hub is the central operating hub of the largest direct service emergency food program in northern New England, distributing more than 1,000,000 meals a year to individuals, families, youth, and seniors who are living in poverty, through:

Prepared Meals: Meals are prepared 365 days a year at the Preble Street Food Security Hub, Teen Center, and Florence House, to serve nutritious meals 3 times a day to individuals experiencing homelessness and other community members experiencing food insecurity.

Food Pantry: Provides emergency grocery boxes to 150-190 households each week, and enough food for over 600,000 meals per year.

Logan Place
Provides 30 site-based housing-first units of safe, affordable, permanent housing and support services to help tenants achieve their goals, including living independently, re-integrating into the community, and reconnecting with families.

Florence House
Comprehensive shelter, permanent living, and 24/365 social work services for homeless women, including:

Permanent Apartments: 25 efficiency site-based housing-first apartments with support services to assist tenants in developing skills to maintain stable independent housing, re-integrating into the community, and reconnecting with families.

Safe Haven: 15 semi-private emergency shelter units with support services for the most vulnerable women.

Emergency Shelter: Providing 24/365 safety, basic services, case management support, and housing assistance for 25 homeless women.

DESCRIPTION OF PURPOSE, CONTINUED

Huston Commons
Provides 24-hour permanent housing and support services for former chronically homeless adults with multiple disabilities and challenges who are developing skills to maintain independent housing in a 30-unit site-based housing-first apartment building.

Veterans Housing Services (VHS)
Operating from offices in Portland, Lewiston, and Bangor, VHS provides rapid re-housing and homelessness prevention to ensure residential stability for veterans' households throughout Maine that are homeless or at risk. Using a collaborative and holistic approach, the program supports the housing goals of veterans in urban and rural communities with many entry points and a coordinated continuum of support and housing options.

Anti-Trafficking Services
Comprehensive and collaborative service coordination and support for victims of all human trafficking and exploitation—including sex trafficking and labor trafficking—focused on identifying victims, training providers in best practices, and providing outreach, emergency services, case management, and interdisciplinary service planning and intervention.

Health Services

Clinical Intervention: Case managers and peer navigators work in shelters and on the streets to engage homeless individuals with mental illness or co-occurring substance use disorders, linking them to basic needs, housing, treatment, and community resources, and providing follow up and connection to mainstream resources and assistance as they develop the skills to transition from homelessness to residential stability in public and private housing.

Maine Medical Center-Preble Street Learning Collaborative: Bringing the healthcare expertise of Maine Medical Center together with the social work skills of Preble Street and Subsidiary to provide an integrated, inter professional team that identifies and fills gaps in the health services available to disadvantaged and underserved populations in one of Maine's most diverse census tracts, as well as among the poorest and most vulnerable.

Recuperative Care: In the fall of 2022 and in partnership with Greater Portland Health, the Organization opened the Recuperative Care Program (RCP), which is a 15-bed, post-acute care facility for people experiencing homelessness who cannot recover from an illness or injury on the street or in a shelter but do not require hospital-level care. With 24 hours of on-site medical care provided by Greater Portland Health and casework and support services provided by Preble Street, the RCP provides an opportunity for individuals who lack stable housing to recover in a safe environment while accessing needed medical care and other supportive services.

DESCRIPTION OF PURPOSE, CONTINUED

Advocacy
Advancing social and economic justice through outreach, education, and engagement in public policy discussions to improve the well-being of people experiencing poverty throughout Maine, including:

Homeless Voices for Justice: Advocating on an individual and systems basis with, and for, people who have lived the experience of homelessness, poverty, and oppression statewide. HVJ organizes efforts based on the belief that true change occurs only when people affected by an unjust system are directly involved in addressing the injustices, and in which disenfranchised people become empowered and gain leadership skills to organize and advocate for institutional change.

Maine Hunger Initiative: Strengthening Maine's emergency food system by promoting best practices and ensuring adequate nutrition for people living in poverty across Maine by leading and informing efforts to create state and national policies and programs to end hunger.

Rapid Rehousing
The Rapid Re-Housing (RRH) program connects people to permanent housing through an evidence-based intervention that uses individualized casework services and financial assistance to help individuals and families experiencing homelessness return to housing quickly and remain in housing.
RRH is a short-term, intensive, housing-focused intervention with three components: housing identification, move-in support, and rent assistance. Participants work with their Preble Street caseworker to create an individualized housing plan with the goal of obtaining a connection to permanent housing as quickly as possible.

Street Outreach Collaborative
The Street Outreach Collaborative is designed to provide nutritious meals on a daily basis to those experiencing unsheltered homelessness in a safe, socially distanced fashion; to target this population with casework services aimed at increasing shelter and housing access through referral and connection to available resources; and to establish and promote intentional community collaborations between Preble Street and other agencies to better meet client needs.

CCMS Shelter, Lewiston Shelter, and Quarantine & Isolation Shelter
Community Case Management Services (CCMS) is a temporary program funded through Maine Housing to provide on-site services to individuals accessing emergency shelter services in a South Portland area hotel due to limited shelter capacity as a result of the COVID-19 pandemic. The program is designed to support individuals accessing emergency shelter through the provision of light-touch case management services and on-site social service support for crisis de-escalation and milieu management at the hotel. The mission of Community Case Management Services is to mitigate barriers individuals face in navigating and accessing services as well as providing additional on-site support to reduce calls for service at the hotel. CCMS officially opened on-site to begin providing services at the end of February 2022.

Lewiston Shelter: In May 2021, Preble Street assumed operations of the 44-bed Quarantine and Temporary Wellness Shelters in Lewiston, providing crucial healthcare resources, shelter, and safety for people experiencing homelessness and people who were housed but living in extremely crowded housing, group home residents and their caregivers, and New Mainers. Preble Street ended oversight of that shelter in December 2021.

DESCRIPTION OF PURPOSE, CONTINUED

Quarantine & Isolation Shelter/Temporary Emergency Shelter: The Quarantine and Isolation Shelter, in operation from May 2020 through March 2022 was a program funded by Maine State Housing Authority in response to the COVID-19 pandemic. The Quarantine & Isolation Shelter offered clients a safe place to quarantine or await a test result without transmitting the virus to those in their immediate vicinity. Eligible populations included people experiencing homelessness, people who lived in densely populated housing, first responders, and residents of congregate care facilities. From May 2021 to March 2022, this shelter was co-located with the Temporary Emergency Shelter, which provided safe non-congregate shelter to individuals experiencing homelessness who could not access congregate shelter due to capacity or other issues.

Teen Shelter Services

Offering safety and services 24 hours a day, 365 days a year for 250 homeless and runaway youth annually, social work staff meet the emergency and long-term needs of young people ages 12-24 through a comprehensive program model that includes:

Teen Center: Open 8am-8pm to provide meals, clothing, showers, mail, etc., as well as street outreach, case management, and on-site collaborative services connecting youth to housing, healthcare, mental health care and addiction treatment, educational/vocational services, and legal resources.

Joe Kreisler Teen Shelter: 24 bed overnight emergency shelter (with four additional overflow beds) across the street from the Teen Center, to provide safety and support services 8pm-8am.

Teen Housing and Outreach Services

Housing: Preble Street Teen Housing programs provide youth and young adults experiencing homelessness with supportive services and a safe place to live as they determine what is needed to sustain housing independently. Housing services include the First Place Transitional Living Program, a long-term supportive housing model; and Transitional Housing and Rapid ReHousing, which work with youth and young adults 18-24 to address immediate housing instability by connecting youth to long-term housing and supportive services.

Outreach: Preble Street Teen Outreach programs include Mobile Diversion and Navigation, which provides intensive, short-term services to rapidly resolve episodes of homelessness and the McKinney-Vento Outreach Program that works directly with schools to increase their internal capacity to identify and provide appropriate resources for eligible students and families

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Principles of Consolidation - Accounting principles generally accepted in the United States of America provide guidance for the reporting and disclosure of financially interrelated organizations. The consolidated financial statements include the accounts of 55 Portland Preble Street, LLC (the LLC), which holds land and a building that the Organization uses to perform their services. Preble Street is the sole member and owns a 100% interest in the LLC. Based upon this relationship between Preble Street and the LLC, consolidated financial statements are presented. The two organizations together are collectively referred to as the Organization in these consolidated financial statements. All significant inter-organization transactions were eliminated in consolidation.

Basis of Accounting - The financial statements are prepared on the accrual basis of accounting, which is in accordance with accounting principles generally accepted in the United States of America. Consequently, revenues and gains are recognized when earned, and expenses and losses are recognized when incurred.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Basis of Presentation - The Organization reports information regarding its financial position and activities according to two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by its donors: net assets with donor restrictions and net assets without donor restrictions.

Net assets without donor restrictions are resources available to support operations and are not subject to donor imposed restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the organization, the environment in which it operates, the purposes specified in its corporate documents, and its application for tax-exempt status. The governing board has designated a portion of net assets without donor restrictions to serve as board designated endowment.

Net assets with donor restrictions are subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, such as where the donor stipulates that resources be maintained in perpetuity. The Organization's unspent contributions are reported in net assets with donor restrictions if the donor limits their use. Contributions of property and equipment or cash restricted to acquisition of property and equipment are reported as net assets with donor restrictions if the donor has restricted the use of the property or equipment to a particular program. These restrictions expire when the assets are placed in service.

Revenue Recognition - All public support and revenue is considered to be available for unrestricted use unless specifically restricted by the donor. At its discretion, the Board of Directors may designate funds for specific purposes. Such Board-designated funds are shown as a segregated portion of net assets without donor restrictions on the consolidated statements of financial position.

Cash and cash equivalents - For the purposes of the statements of cash flows, Preble Street and Subsidiary considers all checking, savings, and repurchase accounts to be cash and cash equivalents. Restricted cash and cash equivalents represents cash received with donor-imposed restrictions that limits the use of that cash to the acquisition of property and equipment, or food, as well as restrictions for health insurance related items.

Accounts and Grants Receivable - Preble Street and Subsidiary receives various governmental grants and contracts to provide services statewide with a concentration in southern Maine. All amounts receivable are considered fully collectible; therefore, an allowance for doubtful accounts is not considered necessary.

Inventory - Inventory consists of purchased food, beverages, and supplies and is stated at fair value as of the date of donation, using the first-in-first-out method. For purchased goods, inventory is stated at the lower of cost or market.

Property and Equipment - Property and equipment with a value of $5,000 or more is capitalized at cost if purchased, or fair value at the date of the gift if donated, and is recorded as an addition to unrestricted net assets. Expenditures for minor additions are charged to expense when incurred. Depreciation is being provided using the straight-line method over the estimated useful lives of the related assets (buildings: 35 to 40 years; major improvements: 20 to 35 years; vehicles: 5 years; computers: 3 to 5 years; and other equipment: 5 to 10 years).

Indirect Costs - Preble Street and Subsidiary allocates indirect costs to programs in accordance with a cost allocation plan, which is based on several methods that determine each program’s use of indirect costs.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Grants and Contributions - Contributions, including unconditional promises to give, are recognized as revenues in the period received. Conditional promises to give are not recognized until they become unconditional, that is, at the time when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value on the date the contribution is made. Contributions to be received after one year are discounted at an appropriate discount rate commensurate with the risks involved. Amortization of discount is recorded as additional contribution revenue in accordance with donor-imposed restrictions, if any, on the contributions. An allowance for uncollectible contributions receivable is provided based upon management's judgment of potential defaults. The determination includes such factors as prior collection history, type of contribution and nature of fundraising activity.

Contributions of property and equipment without donor stipulations concerning the use of such long-lived assets are reported as revenues of the net assets without donor restrictions class. Contributions of cash or other assets with donor restrictions, to be used to acquire or construct property and equipment, are reported as revenues of the net assets with donor restrictions class and are temporary in nature; the restrictions are considered to be released at the time such long-lived assets are placed in service.

Income Taxes - Preble Street is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. However, income from certain activities not directly related to Preble Street's tax-exempt purpose may be subject to taxation as unrelated business income. In addition, Preble Street qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization that is not a private foundation under Section 509(a)(1) of the Code.

Accounting principles generally accepted in the United States of America requires management to evaluate tax positions taken by Preble Street and recognize a tax liability if Preble Street has taken an uncertain tax position that more likely than not would not be sustained upon examination by the Internal Revenue Service or state taxing authorities. Preble Street is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

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

Use of Estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

New Accounting Pronouncements - During the year ended June 30, 2023, Preble Street and Subsidiary adopted the provisions of Accounting Standards Update (ASU) No. 2016-02 *Leases (Topic 842)*. Under this ASU, at the commencement of a long-term lease (greater than 12 months), the lessees will recognize a liability equivalent to the discounted payments due under the lease agreement, as well as an offsetting right-of-use asset. Application of this standard must be applied using a modified retrospective transition approach for leases existing at the earliest comparative period presented in the consolidated financial statements. Accordingly, the statement of financial position for the year ended June 30, 2022 has been restated to present a right of use asset in the amount of $1,615,687, with a corresponding liability of the same amount.

CONCENTRATION OF CREDIT RISK

Cash balances were held in accounts at various financial institutions during the years ended June 30, 2023 and 2022. As of June 30, 2023 and 2022, Preble Street and Subsidiary's accounts at each institution were insured by the Federal Deposit Insurance Corporation (FDIC) at levels set by applicable statute and regulation. In 2018, Preble Street and Subsidiary entered into an investment sweep account, whereby certain amounts are swept into an overnight repurchase investment account, and invested in low risk Federated Money Market Funds that are not FDIC insured. Balances of such Federated Money Market Funds amounted to $0 and $531,632 at June 30, 2023 and 2022, respectively, and are included as uninsured cash at June 30, 2023 and 2022, which amounted to $470,844 and $3,504,080, respectively.

CONDITIONAL PROMISES TO GIVE

During the years ended June 30, 2023 and 2022, the Organization was awarded several grants, subject to certain conditions, to provide funding in a non-exchange fashion in support of the Organization. Such conditionally promised funding amounted to $25,151,730 and $32,113,229 for the years ended June 30, 2023 and 2022, respectively. In accordance with FASB ASC 958-605-25 *Revenue Recognition-Contributions*, contributions subject to conditions are not recognized as revenue until the related conditions have been met. For the above noted grants, conditions are considered to have been fully satisfied when qualifying expenditures have been incurred. As of June 30, 2023 and 2022, total conditional contributions yet to be recognized as revenue amounted to $8,564,532 and $12,401,641, respectively.

GRANTS RECEIVABLE

Following is a summary of grants receivable at June 30:

	2023	2022
City of Portland	$ 37,803	28,334
Maine State Housing Authority	524,088	315,915
United Way of Southern Maine	200,273	-
U.S. Department of Justice	44,816	50,698
Southern Maine Area Agency on Aging	4,503	6,024
U.S. Department Housing and Urban Development	519,334	730,867
U.S. Department of Health and Human Services	83,986	23,252
State of Maine Department of Health and Human Services	1,095,000	426,402
U.S. Department of Veterans Affairs	530,473	395,704
Greater Portland Health	243,745	110,672
Emergency Food and Shelter Program	67,165	472,624
Other	33,178	28,063
Total grants receivable	**$ 3,384,364**	**2,588,555**

PLEDGES RECEIVABLE

Total pledges receivable for all campaigns, net of unamortized discount, are summarized as follows at June 30:

	2023	2022
Pledges receivable expected to be collected in:		
Less than one year	$ 620,483	1,045,853
One year to five years	326,968	1,035,485
Over five years	-	-
	947,451	2,081,338
Less unamortized discount	(9,809)	(38,546)
	937,642	2,042,792
Less current portion	(620,483)	(1,045,853)
Non-current portion	**$ 317,159**	**996,939**

Pledges receivable at June 30, 2023 and 2022 are considered to be fully collectible. Therefore, an allowance for uncollectible accounts is not deemed necessary. For each of the years ended June 30, 2023 and 2022, the discount on future pledges was calculated using a rate of 3%.

INVESTMENTS

Investments are carried at fair value and consisted of the following at June 30:

	2023	2022
Mutual funds	$ 2,536,887	3,326,306
Exchange-traded funds	1,671,772	1,252,597
Certificates of deposit	409,369	-
Money market funds and cash equivalents	248,580	177,286
Totals	**$ 4,866,608**	**4,756,189**

GENESIS FUND INVESTMENT

During 2022, Preble Street and Subsidiary transferred assets to the Genesis Fund (the Foundation). The Foundation is a nonprofit that offers financing to nonprofit organizations throughout Northern New England to develop affordable housing and community facility projects. This is done through various organizations providing funds to the Foundation to be held as an investment. The funds contributed earn interest at a fixed rate; however, they must be kept as an investment for a set period of time.

In February, 2022, Preble Street and Subsidiary transferred $106,000 to be held by the Foundation through February, 2024. This investment will earn a 2% simple interest rate.

The aggregate amount recognized in the statements of consolidated financial position as “investments - Genesis fund” at June 30, 2023 and 2022 amounted to $108,120 and $106,000, respectively.

ENDOWMENT

At June 30, 2023 and 2022, Preble Street and Subsidiary had Board-designated endowment funds totaling $1,488,548 and $1,356,278, respectively, and donor-restricted endowment funds totaling $2,105,912 and $1,919,230, respectively. The purpose of these funds is to generate income to be used to provide annual support to the ongoing operations of Preble Street and Subsidiary. Preble Street and Subsidiary has adopted the provisions of FASB ASC 958-205-50-1A, *Reporting Endowment Funds.* Under these provisions, Preble Street and Subsidiary is required to classify and report net assets associated with endowment funds, including those designated by the Board of Directors to function as endowments, based on the existence or absence of donor-imposed restrictions. Preble Street and Subsidiary is also required to provide the following disclosures relating to its endowment activities.

Interpretation of Relevant Law - Investments for all net asset classes are stated at fair value. In accordance with the Maine Uniform Prudent Management of Institutional Funds Act (UPMIFA), the Organization has interpreted state law to require investment return on endowment funds with donor-imposed restrictions that are perpetual in nature to be restricted until appropriated by the Board of Directors. Accordingly, except for explicit donor stipulations specifying reinvestment of some or all net investment return, net investment return on endowment funds with donor-imposed restrictions that are perpetual in nature is available for appropriation and is reported as increases (decreases) in net assets with donor restrictions, in accordance with the donor's stipulations, if any, concerning the purposes for which ordinary income may be used.

Absent explicit donor stipulations to the contrary, the Organization has interpreted UPMIFA as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds. As a result of this interpretation, the Organization retains in perpetuity and classifies as net assets with donor restrictions (1) the original value of gifts donated to the perpetual endowment, (2) the original value of subsequent gifts to the perpetual endowment, and (3) accumulations to the perpetual endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not retained in perpetuity are subject to appropriation for expenditure by the Organization in a manner consistent with the standard of prudence by UPMIFA. In accordance with UPMIFA, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the fund, (2) purposes of the Organization and the donor-restricted endowment fund, (3) general economic conditions, (4) possible effects of inflation and deflation, (5) expected total return from income and the appreciation of investments, (6) other resources of the Organization, (7) the Organization's investment policies.

Endowment Spending Policy - The responsibility of setting the spending policy for the Board-designated and donor-restricted endowments shall rest with the Executive Committee of the Board of Directors, subject to the approval of the entire Board of Directors. The amount available to help meet the annual operating needs of Preble Street and Subsidiary shall be based upon the following principles:

- No portion of the Board-designated endowment fund will be spent until the value of the pool equals or exceeds $1,050,000 at the end of the fiscal year.
- Donor-restricted endowment fund agreement mandates that no spending is allowed that would make the value of the investments less than the original corpus amount of $1,400,000.
- Thereafter, the endowment funds can be spent up to an annual cap calculated at five percent of the average total fund value, as of the end of each of the immediately preceding four fiscal years, net of fees and all other expenses. For purposes of calculating this four-year average, fiscal years before which the net value of the funds was not at $1,050,000 as of the end of the fiscal year, shall be ignored.

ENDOWMENT, CONTINUED

- This is a maximum amount and Preble Street and Subsidiary can elect to spend less should it choose to do so. In fiscal years 2023 and 2022, Preble Street and Subsidiary utilized $0 and $0 from its donor-restricted endowment, respectively.

There were distributions of $0 and $606,000 made from the Board-designated funds for the years ended June 30, 2023 or 2022, respectively.

From time to time, certain donor-restricted endowment funds may have fair values that are less than the amount required to be maintained by donors or by law (underwater endowments). The Organization has interpreted UPMIFA to permit spending from underwater endowments in accordance with prudent measures required under law. During the years ended June 30, 2023 and 2022, the Organization did not have any underwater endowment funds.

Endowment Investment Policy - The primary objective of Preble Street and Subsidiary's endowment fund is to provide, over time, an increasing flow of real income (as defined by the spending policy) to help support the annual operating budget of Preble Street and Subsidiary. The investment policy is directed toward maximizing such a flow of income, measured in terms of total return balanced against prudent risks, over the long term.

The overall investment philosophy will be moderately conservative, allowing for equity investments but with a relatively low level of risk tolerance. Both equity and fixed income investments will be prudently diversified with a blend of equities, bonds, and cash being recommended by the investment committee. All long-range investments of the endowment fund will consist of either cash or publicly traded securities.

Preble Street and Subsidiary's endowment balances were comprised of the following at June 30, 2023:

	Without donor restrictions	With donor restrictions	Totals
Board-designated	$ 1,488,548	-	1,488,548
Donor-restricted endowments:			
Original donor-restricted gift and amounts required to be maintained in perpetuity	-	1,400,000	1,400,000
Accumulated investment gains	-	705,912	705,912
Totals	**$ 1,488,548**	**2,105,912**	**3,594,460**

Changes in Preble Street and Subsidiary's endowment balances for the year ended June 30, 2023 were as follows:

	Without donor restrictions	With donor restrictions	Totals
Endowment net assets beginning of year	$ 1,356,278	1,919,230	3,275,508
Investment return (loss), net	132,270	186,682	318,952
Transfers in/(out)	-	-	-
Endowment net assets end of year	**$ 1,488,548**	**2,105,912**	**3,594,460**

ENDOWMENT, CONTINUED

Preble Street and Subsidiary's endowment balances were comprised of the following at June 30, 2022:

	Without donor restrictions	With donor restrictions	Totals
Board-designated	$ 1,356,278	-	1,356,278
Donor-restricted endowments:			
Original donor-restricted gift and amounts required to be maintained in perpetuity	-	1,400,000	1,400,000
Accumulated investment gains	-	519,230	519,230
Totals	**$ 1,356,278**	**1,919,230**	**3,275,508**

Changes in Preble Street and Subsidiary's endowment balances for the year ended June 30, 2022 were as follows:

	Without donor restrictions	With donor restrictions	Totals
Endowment net assets beginning of year	$ 2,218,611	2,247,532	4,466,143
Investment return (loss), net	(256,333)	(328,302)	(584,635)
Transfers in/(out)	(606,000)	-	(606,000)
Endowment net assets end of year	**$ 1,356,278**	**1,919,230**	**3,275,508**

ASSETS MEASURED AT FAIR VALUE ON A RECURRING BASIS

In accordance with FASB ASC 820-10 *Fair Value Measurements and Disclosure,* Preble Street and Subsidiary is required to disclose, for its assets and liabilities measured at fair value on a recurring basis, the sources and types of information, known as inputs, used to determine those fair value measurements. The guidance provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets and liabilities (Level 1) and the lowest priority to unobservable inputs (level 3).

The three levels of the fair value hierarchy are as follows:

Level 1: Level 1 inputs are quoted prices in active markets for identical assets and liabilities that an entity has the ability to access at a measurement date.
Level 2: Level 2 inputs are inputs other than quoted prices that are observable for the specific asset or liability, either directly or indirectly.
Level 3: Level 3 inputs are unobservable inputs for the asset or liability in which little or no market activity is available for the asset or liability at the measurement date.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs. There have been no changes in the methodologies used at June 30, 2023 and 2022.

ASSETS MEASURED AT FAIR VALUE ON A RECURRING BASIS, CONTINUED

The preceding methods described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although Preble Street and Subsidiary management believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The table below segregates all financial assets and liabilities as of June 30, 2023 and 2022 that are measured at fair value on a recurring basis (at least annually) into the most appropriate level within the fair value hierarchy based on the inputs used to determine the fair value at the measurement date:

Fair value measurements at June 30, 2023 using:

	Total	Level 1
Cash and cash equivalents	$ 248,580	248,580
Deferred compensation assets		
Mutual funds	372,246	372,246
Mutual funds	2,536,887	2,536,887
Certificates of deposit	409,369	409,369
Exchange-traded funds	1,671,772	1,671,772
Totals	**$ 5,238,854**	**5,238,854**

Fair value measurements at June 30, 2022 using:

	Total	Level 1
Cash and cash equivalents	$ 177,286	177,286
Deferred compensation assets		
Mutual funds	308,999	308,999
Mutual funds	3,326,306	3,326,306
Exchange-traded funds	1,252,597	1,252,597
Totals	**$ 5,065,188**	**5,065,188**

There were no transfers into or out of any level of assets or liabilities during the years ended June 30, 2023 and 2022.

LINE OF CREDIT

Preble Street and Subsidiary has available a line of credit agreement with a financial institution for a maximum borrowing limit of $350,000. Interest is payable monthly on all outstanding advances at a rate equal to prime plus 0.5% (equal to 8.75% and 5.25% at June 30, 2023 and 2022, respectively). At June 30, 2023 and 2022, there were no amounts outstanding on this line of credit.

RIGHT OF USE - OPERATING

Preble Street and Subsidiary holds a number of non-cancelable operating leases. The leases are for the use of office space and equipment, program space including the safe haven and shelter portions of the building that houses Florence House and apartments for the First Place Program, and the use of certain vehicles. The agreements call for monthly rental payments ranging from $168 to $8,404, and can be adjusted annually to reflect changes in the related facility's operating expenses. Terms for these leases range from 1 – 30 years. Future minimum operating lease payments amounted to the following at June 30:

For year ending	Total
2024	$ 150,522
2025	139,649
2026	130,809
2027	107,236
2028	100,848
Thereafter	933,186
Total	1,562,250
Less discount to present value	(184,368)
Less current	(150,522)
Right of use, net of current portion	**$ 1,227,360**

In addition, the Organization holds a number of non-cancelable operating leases that are for a period of 12 months or less which are considered short-term rentals. As such, these leases are not recorded on the statements of financial position of the Organization. Such leases call for monthly rental payments ranging from $1,100 to $2,896. Future minimum operating lease payments for fiscal year 2024 under these leases amounts to $118,662.

During the years ended June 30, 2023 and 2022, total rent expense incurred by Preble Street and Subsidiary related to these agreements amounted to $470,574 and $561,167, respectively.

NOTES PAYABLE

On March 9, 2022, the Organization purchased property located at 75 Darling Avenue with a total value of $4,100,000. This property will be the new site of Preble Street's Food Security Hub. In conjunction with this property purchase, the Organization entered into a ten-year, $2,000,000 mortgage. The loan bears interest at a rate of 5.01% and requires monthly payments of principal and interest of $11,777.

The following summarizes the Organization's debt maturities for the years ending June 30:

2024	$ 44,911
2025	47,214
2026	49,634
2027	52,179
2028	54,854
Thereafter	1,697,901
Total	**$ 1,946,693**

PAYCHECK PROTECTION PROGRAM

On February 16, 2021, as a result of the negative financial impact of COVID-19, Preble Street and Subsidiary applied for and was granted a loan from KeyBank, in conjunction with the Small Business Administration (SBA) in the aggregate amount of $1,999,999, pursuant to the Paycheck Protection Program (the "PPP") under division A, Title I of the Coronavirus Aid, Relief and Economy Security Act (CARES Act), which was enacted in March, 2020. This loan, which was in the form of a note dated February 16, 2021 was scheduled to mature on February 16, 2026 and bore interest at 1.00% per annum, payable in 50 monthly payments of principal and interest commencing January 16, 2022. Funds from the loan could only be used for payroll costs, costs used to continue group health care benefits, mortgage payments, rent, utilities, and interest on other debt obligations incurred before February 15, 2020. The Organization used the entire loan amounts for qualifying expenses. Under the terms of the PPP, certain amounts of the loans could be forgiven if they are used for qualifying expenses as described in the CARES Act. On July 8, 2022, the Organization was informed that the full amount of the loan, and related accrued interest, had been forgiven by the SBA. This released obligation is presented as "SBA PPP loan forgiveness" on the accompanying statement of activities for the year ended June 30, 2023.

PENSION PLAN

Preble Street and Subsidiary participates in a tax deferred investment plan under section 403(b) of the Internal Revenue Code. Eligible employees are able to defer salary and participate in the employer match portion of the plan. Total retirement expense under this plan for the years ended June 30, 2023 and 2022 amounted to $76,814 and $57,947, respectively.

During fiscal year 2015, Preble Street and Subsidiary began participating in a retirement plan under Internal Revenue Service Code Section 457(b) for the benefit of each officer of the Organization. The plan stipulates that annual contributions will be made on behalf of each participant in an amount determined at the sole discretion of the Executive Committee of the Board of Directors. Total contributions under this plan amounted to $71,000 and $67,500 for the years ended June 30, 2023 and 2022, respectively. Total plan assets and the corresponding retirement plan liability of $372,246 and $308,999 as of June 30, 2023 and 2022, respectively, are presented as an asset and an accrued expense in the accompanying consolidated statements of financial position.

COLLECTIVE BARGAINING AGREEMENT

On July 1, 2020, the Organization entered into a Collective Bargaining Agreement (CBA) between Preble Street and Maine Services Employees Association – SEIU, Local 1989, for the period of two years. The CBA covers all full-time, part-time, and regular per diem employees in the following classifications: As needed staff, caseworker, communications assistant, custodial technician, development resource assistant, maintenance technician, housing support staff, kitchen operations assistant, peer support specialist, program administrator, program assistant, receptionist, technology administrator, and team leader. Among other things, on July 1, 2020 the CBA calls for all covered employees to receive a wage increase of 3.5% over the prior year or be brought to the minimum starting rate for their classification, whichever is greater. Effective July 1, 2021, the agreement was amended to provide for all covered employees to receive a wage increase of 2.5% over the prior year, including longevity adjustments which increases their base wages after three (3) or more years of service. The current agreement was in effect through April 15, 2022.

A new agreement was entered into for the period of April 15, 2022 through June 30, 2024. This CBA calls for all covered employees to receive a wage increase of 5% over the prior year or be brought to the minimum starting rate for their classification, whichever is greater, during the first year. During the second year, the CBA calls for all covered employees to receive a wage increase of 3.5% over the prior year.

CONTINGENCIES

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

CONTRIBUTED NONFINANCIAL ASSETS

During the years ended June 30, 2023 and 2022, certain goods and professional services were donated to Preble Street and Subsidiary. The estimated fair values of these goods and professional services totaling $1,957,296 and $1,845,174 for 2023 and 2022, respectively, have been reflected in the accompanying consolidated financial statements as public support with a like amount included in expenses as donated services and goods, food commodities, and food and program expenses. All contributed services were utilized to further the mission of the Organization. In valuing and reporting these services, the Organization estimated fair value in the consolidated financial statements based on current rates for similar services or goods.

The following is a breakout of the contributed net assets at December 31:

	2023	2022
Services:		
Intern hours	$ 74,306	57,302
Goods:		
Food	1,582,598	1,428,271
Clothing and other miscellaneous items	300,392	359,601
Total contributed nonfinancial assets	**$ 1,957,296**	**1,845,174**

The value of nonprofessional, donated services is not reflected in the accompanying consolidated financial statements as these services do not meet the criteria outlined in FASB ASC 958-605 *Revenue Recognition-Contributions.* However, Preble Street and Subsidiary utilizes in excess of 5,500 nonprofessional volunteers that have donated significant amounts of their time in support of Preble Street and Subsidiary's programs. The estimated fair value of the nonprofessional donated services was $10,270 for each of the years ended June 30, 2023 and 2022, respectively.

OTHER ECONOMIC CONCENTRATIONS AND RISKS

At June 30, 2023 and 2022, approximately 54% and 60%, respectively, of Preble Street and Subsidiary's annual funding, other than in-kind goods and services, is provided through various local, state and federal governmental grants and contracts. Any significant reduction in this funding could affect Preble Street and Subsidiary's ability to fulfill its mission.

As detailed previously, Preble Street and Subsidiary invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and such changes could materially affect the amounts reported in the consolidated statements of financial position.

RESTRICTIONS AND LIMITATIONS OF NET ASSET BALANCES

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

To be held in perpetuity:

	2023	2022
Endowment funds held in perpetuity with income restricted for programs	$ 1,400,000	1,400,000
Totals	**$ 1,400,000**	**1,400,000**

Subject to Preble Street and Subsidiary's spending policy and appropriation:

	2023	2022
Endowment funds with income restricted to programs	$ 705,912	519,230
Totals	**$ 705,912**	**519,230**

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

	2023	2022
Elena's Way	$ 1,880,578	-
38 Preble Street Building and Operating Fund	380,618	346,925
Capital campaign - FSH	250,000	294,591
Capital campaign	1,998,794	5,565,334
Capital campaign - PP&E	623,238	6,187,702
Totals	**$ 5,133,228**	**12,394,552**
Total net assets with donor restrictions	**$ 7,239,140**	**14,313,782**

Included within the 38 Preble Street Building and Operating fund are funds intended to supplement the budget of the Teen Services programs, as needed, in future years.

Board-designated net assets consisted of the following at June 30:

	2023	2022
Board-designated quasi endowment	$ 1,488,548	1,356,278
Totals	**$ 1,488,548**	**1,356,278**

RESTRICTIONS AND LIMITATIONS OF NET ASSET BALANCES, CONTINUED

The sources of net assets released from donor restrictions by incurring expenses satisfying the restricted purposes or by occurrence of the passage of time or other events specified by the donors were as follows:

Purpose restrictions accomplished:

	2023	2022
Street outreach collaborative	$ 106,645	39,050
MSHA - Elena's Way	48,219	-
Capital campaign - FSH	474,361	-
Capital campaign	3,579,749	1,442,063
Capital campaign – PP&E	5,564,465	-
Veterans services	11,920	-
Elena's Way	62,263	-
Anti-trafficking	201,871	1,804
Community advocacy	26,132	51,070
Florence House	36,420	112,307
Food programs	803,049	1,183,503
Health services	31,100	140,245
Teen Center	60,874	94,055
Homeless voices for justice	-	5,062
Maine hunger initiative	-	180,043
Joe Kreisler shelter	-	90,065
Other	1,340	44,846
Totals	**$ 11,008,408**	**3,384,113**

RENTAL INCOME

Preble Street and Subsidiary owns and operates two buildings in Portland, Maine that house Preble Street and Subsidiary's programs as well as various other social welfare programs provided by other nonprofit and governmental agencies. These agencies are tenants-at-will and pay monthly stipends to help support the costs of occupying the facilities. During the years ended June 30, 2023 and 2022, total stipends amounted to $12,540 and $12,240, respectively.

LIQUIDITY AND AVAILABILITY OF RESOURCES

Preble Street and Subsidiary has the following financial assets available within one year of the balance sheet date to meet cash needs for general expenditure:

	2023	2022
Cash and cash equivalents	$ 4,326,790	3,892,482
Accounts receivable	194,159	65,085
Grants receivable	3,384,364	2,588,555
Total	**$ 7,905,313**	**6,546,122**

LIQUIDITY AND AVAILABILITY OF RESOURCES, CONTINUED

None of the financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the balance sheet date. Grants receivable are subject to implied time restrictions but are expected to be collected within one year.

Preble Street and Subsidiary's endowment funds consist of donor-restricted endowments and Board-designated quasi-endowment. As described in the "Endowment" footnote, Preble Street and Subsidiary's Board of Directors has adopted an endowment spending policy under which the endowment funds can be spent up to an annual cap calculated at five percent of the average total fund value, as of the end of each of the immediately preceding four fiscal years, net of fees and all other expenses.

Preble Street and Subsidiary has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. As more fully described in the "Line of Credit" note, Preble Street and Subsidiary has a committed line of credit which it could draw upon in the event of an unanticipated liquidity need. Additionally, although Preble Street and Subsidiary does not intend to spend from its quasi-endowment fund other than amounts appropriated for general expenditure as part of its annual distribution, amounts from its quasi-endowment funds could be made available if necessary.

METHOD USED FOR ALLOCATION OF EXPENSES

The consolidated financial statements report certain categories of expenses that are attributable to one or more program or supporting functions of the Organization. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. Those expenses include salaries, payroll taxes and employee benefits. Each of these expenses are allocated monthly based on FTEs at month-end, and a percentage of time spent across functional categories. Professional fees, office supplies, telephone, postage, staff development, occupancy, printing, travel, and other, are allocated based on direct expenses plus a monthly allocation of overhead costs.

LIMITED LIABILITY COMPANY

On November 11, 2019, Preble Street formed and became the sole member of a limited liability company named "55 Portland Preble Street, LLC" (the Company). Preble Street owns a 100% interest in the Company, and also serves as the manager of the Company. The Company was formed for the purpose of owning and managing real estate, and any other business, as permitted by Maine law, and as approved by the sole member (Preble Street).

REVENUE RECOGNITION

During the years ended June 30, 2023 and 2022, the Organization had contract revenue consisting of the following:

	2023	2022
Fee for service	$ 1,060,475	480,860
Rental income	12,540	12,240
Total contract revenue	**$ 1,073,015**	**493,100**

REVENUE RECOGNITION, CONTINUED

At June 30, 2023 the Organization had contract assets consisting of accounts receivables in the amount of $29,330, pertaining to fee for service revenue. At June 30, 2022, the Organization had contract assets consisting of accounts receivables in the amount of $250, pertaining to rental income. For each of the years ended June 30, 2023 and 2022, goods and services provided to customers included access to services, and access to rental units. To best match the timing of the transfer of goods or services, the Organization recognizes revenue from contracts with customers when performance obligations are satisfied, which is at the time services are provided for fee for service income and monthly for rental income. All prices are fixed and there are no financing terms. There are no significant warranties of return, refund, or discount obligations related to any contracts with customers. For each of the years ended June 30, 2023 and 2022, the greatest economic factor effecting contract revenue has been the state of the economy and inflation.

Contract transaction prices, such as fees for services and rental rates, include management's judgment of variable consideration, which includes incentives and rebates. Based on available information, management must include an estimate of any variable consideration, if applicable, when determining the contract transaction price. There were no such variable considerations in determining contract transaction prices.

RESTRICTED GRANT FUNDS USED TO PURCHASE LONG-LIVED ASSETS

During fiscal year 2022, the Organization undertook the renovation of the former Resource Center and converted it into Elena's Way, a low-barrier, 24-hour shelter for up to 40 clients, with staff and services on site, to ensure warmth, safety, and intensive services to up to 40 people of all genders experiencing homelessness and complex physical and behavioral health needs who cannot access any other shelter. The shelter opened in the fall of 2022.

In conjunction with this renovation, the Organization used certain federal grant funds to purchase real property which has been subsequently converted into a transitional housing facility. The amount of such grant funding was $1,928,797. As the underlying grant agreement requires the facility to be used for a certain stated purpose for a minimum of 30 years, the net assets arising from this grant have been classified as net assets with donor restrictions that are temporary in nature, and will be reclassified as net assets without donor restrictions over the required term of the specified use noted above, in accordance with accounting principles generally accepted in the United States of America. For the year ended June 30, 2023, the amount of such reclassification was $48,219, leaving a balance of $1,880,578 included in net assets with donor restrictions that are temporary in nature at June 30, 2023. As construction of the building was not completed as of June 30, 2022 and the related use of facility requirements did not begin until the shelter opened, the $1,928,797 of funds received is included in deferred revenues on the accompanying consolidated statement of financial position as of June 30, 2022.

RECLASSIFCATION OF NET ASSETS

During the year ended June 30, 2023, it was noted by management of the Organization that certain funds received for the capital campaign to be used for operating purposes were not released from restriction after the funds were used during fiscal 2022 and 2021. As a result, a reclassification from net assets with donor restrictions to net assets without donor restrictions, in the amount of $1,442,063, is presented on the statement of activities for the year ended June 30, 2023.

PRIOR PERIOD ADJUSTMENT

During fiscal 2023, it was discovered by management that in the prior year funds received from a grantor were overstated in the amount of $79,277 and is not expected to be received. As such, a prior period adjustment has been presented in the fiscal 2023 financials to properly adjust the net assets with donor restrictions and related grant funds balance for fiscal 2022.

SUBSEQUENT EVENTS

In accordance with FASB ASC 855-10 *Subsequent Events*, management has evaluated subsequent events for possible recognition or disclosure through March 13, 2024, which is the date these consolidated financial statements were available to be issued.

Community Development Block Grant
City of Portland
Social Service Application 2025-2026

PROJECT TIMELINE

Preble Street Joe Kreisler Teen Shelter

Project Timeline:

Grant funds will be used to support the Joe Kreisler Teen Shelter for one year. The Joe Kreisler Teen Shelter offers ongoing programming and is fully operational. There will be no delay in implementation.

The Joe Kreisler Teen Shelter is open 8:00pm to 8:00am every day and the Preble Street Teen Center operates from 8:00am to 8:00pm. Together these programs offer services and support 24 hours a day, 365 days a year to youth experiencing homelessness between the ages of 12-20.

Internal Revenue Service

Date: September 2, 2005

PREBLE STREET
PO BOX 1459
PORTLAND ME 04104-1459

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

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

Dear Sir or Madam:

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

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

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

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

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

Sincerely,

Janna K. Skufca

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

Preble Street DayOne

Collaboration Agreement

Between Preble Street and Day One

The Preble Street Joe Kreisler Teen Shelter (JKTS) is applying to the City of Portland for Community Development Block Grant (CDBG) Program funds via the Social Service grant application. Preble Street JKTS meets basic needs and offers emergency shelter services to youth and does this work in collaboration with organizations such as Day One.

Scope of Services- During the CDBG grant period, July 1, 2025- June 30, 2026:

Preble Street agrees to

- Provide safe shelter and fulfill basic needs (food, clothing, etc.)
- Offer comprehensive case management support to youth
- Crisis response, referrals, and linkage to services

Day One agrees to provide

- Outreach to youth experiencing homelessness
- Substance use disorder treatment
- Mental health treatment
- Individual and group counseling
- Case management to help homeless youth access housing, healthcare, crisis, and other services

Shared Goals and Objectives

Day One agrees to provide critical services to homeless youth staying at the Joe Kreisler Teen Shelter in support of our common goal to stabilize and house runaway and homeless youth and to meet their needs, specifically in relation to their mental health and substance use disorders.

The basic needs and emergency shelter services offered at the Joe Kreisler Teen Shelter are enhanced by the collaboration with Day One to provide substance use disorder and mental health treatment, as well as counseling, case management, and outreach to homeless youth in Portland. Preble Street Joe Kreisler Teen Shelter meets the immediate shelter and basic needs of homeless youth in Portland and Day One strengthens the continuum of care offered to youth through mental health treatment, case management, and outreach services to help youth move beyond homelessness.

Space, Employees, and Other Resources

Day One operates Monday through Friday, 8:00am - 5:30pm out of the Preble Street Teen Center building at 343 Cumberland Avenue, Portland, across the street from the Joe Kreisler Teen Shelter. Preble Street and Day One have independent staffing structures and do not share employees.

Allocation of Funds: None. Day One and Preble Street have independent funding structures for the collaborative program model. Day One is independently supported through state funding and private fundraising.

Preble Street	**Day One**
Mark R. Swann Mark R. Swann (Nov 12, 2024 13:36 EST)	Becky Humphrey
Mark R. Swann, Executive Director	Becky Humphrey, CEO
Date: 11/12/2024	Date: 11/6/2024

Overview

Completed by sheck@milestone-recovery.org on 10/31/2024 10:12 AM

Case Id: 30552
Name: Milestone Recovery - 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 sheck@milestone-recovery.org on 10/31/2024 11:32 AM

Case Id: 30552
Name: Milestone Recovery - 2025
Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION
A.1. Agency Name
Milestone Recovery

A.2. Mailing Address
65 India Street Portland, ME 04101

A.3. Federal ID Number
016024344

A.4. Unique Entity Identifier- SAM.GOV
F7JJHGRDQKV7

APPLICATION POINT OF CONTACT
A.5. Name
Tom Doherty

A.6. Phone
(207) 775-4790

A.7. Email
tdoherty@milestone-recovery.org

EXECUTIVE DIRECTOR
A.8. Name
Tom Doherty

A.9. Phone
(207) 775-4790

A.10. Email
tdoherty@milestone-recovery.org

PROJECT DIRECTOR
A.11. Name
Joe McNally

A.12. Phone
(207) 775-4790

A.13. Email
jmcnally@milestone-recovery.org

FINANCIAL DIRECTOR
A.14. Name
Jeff Grossman

A.15. Phone
(207) 775-4790

A.16. Email
jgrossman@milestone-recovery.org

B. Project Information

Completed by tdoherty@milestone-recovery.org on 11/15/2024 2:17 PM

Case Id: 30552
Name: Milestone Recovery - 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)
HOME Team (Homeless Outreach and Mobile Engagement)

B.2. Primary Address Services Are Delivered
65 India Street 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**
- [x] **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 HOME Team's clients are individuals in Portland experiencing homelessness, with special emphasis on those

struggling concurrently with substance use disorders and/or mental illness. As a result of symptoms of chronic physical and behavioral health conditions (such as anxiety, paranoia, impaired memory, limited mobility, communication difficulty, and challenges with personal care tasks), many of these individuals struggle to access mental and physical health care, food assistance, emergency shelters, and housing assistance, even where those services exist in the community, necessitating low-barrier supports to access those services. In the last several years, the program's clientele has largely included unsheltered individuals, those who experience the most challenging and most persistent barriers to accessing municipal and charitable shelter services.

B.8. How many will be served by the proposed program? (unduplicated -per year)
400

B.9. How many are low to moderate income residents of Portland?
400

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.
Milestone's service units are encounters in these community with individuals experiencing homelessness. At their simplest, these encounters can consist of simple wellness checks. At their most complex, they can involve hours-long counselling and case-management sessions, helping clients to work through issues as complex as untreated mental health or substance use disorders, domestic violence, navigating barriers to long-term housing, and providing transportation to health care, shelter, or housing programs.

B.12. How many units of service will be provided by the program?
13,500

Budget and Organizational Questions

B.13. What percentage of the total budget is CDBG?
29.33%

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?
$145,153.00

B.16. What is the amount of private funds you have estimated and committed to this program budget?
$157,000.00

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?
No

Program Objectives and Outcomes

B.19. Program Objectives
The objectives of the HOME Team are to meet the immediate needs of Portland residents experiencing homelessness and to help clients navigate barriers to accessing emergency shelter and permanent housing. A secondary objective is the minimization of law enforcement and emergency medical service calls to municipal services involving people experiencing homelessness.

B.20. Program Outcomes
Key outcomes of the HOME Team's work are increased utilization of shelter programs, routine physical and behavioral health services, and permanent housing supports, combined with the resultant reduced utilization of taxpayer-funded emergency medical services and law enforcement resources. These outcomes are all in service of the greater outcomes of an overall reduction in homelessness, particularly unsheltered homelessness.

B.21. Employees
Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	4.5
How many employees will be employed in this program if it receives CDBG funding?	4.5
How many employees will be employed in this program if it does not receive CDBG funding?	2

Documentation

B.22. How will the beneficiaries' information be collected and documented?
Milestone tracks client information in the field in real-time using tablets that connect to a secure cloud-based database. Data collected include clients' demographic information, time and place of encounter, source of referral (self, direct outreach, partner nonprofit, police/fire dispatch, community member, etc), any referrals made to services, and any transportation given to those services.

B.23. How will the units of service be tracked and documented?
The same tablets and secure cloud-based database used to collect client information is used to record individual encounters and the outcome of those encounters.

B.24. How will the outcomes be measured, collected, and documented?
In addition to client encounters, we also use the secure cloud-based database to ask clients questions about their self-reported frequency of substance use and hospital emergency department utilization. Using the Homeless Management Information System (HMIS) database administered by Maine Housing Authority, the Milestone's related Emergency Shelter program tracks bed-nights of shelter provided for clients. Our Housing Navigator program uses MaineHousing's NavSeA (Navigator Service Assessment) database to track eligibility for and engagement with long-term housing placement assistance for those experiencing chronic homelessness.

C. Narrative

Completed by tdoherty@milestone-recovery.org on 11/18/2024 2:29 PM

Case Id: 30552
Name: Milestone Recovery - 2025
Address: *No Address Assigned

C. Narrative

Please provide the following information.

C.1. Program Description
Describe the Program being proposed.
Founded in 2010, Milestone Recovery's Homeless Outreach and Mobile Engagement (HOME) Team is a first-in-the-state outreach program serving individuals experiencing homelessness in Portland. Six days a week from 9am to 6pm, the HOME Team travels around Portland in vans seeking out individuals in need of shelter, food, health care, or other services. Specially-trained outreach personnel work with clients to help identify their needs, and offer referrals and transportation to services that can meet those needs. A particular strength of the program is its flexibility to adapt to changing and ever-more-complicated community need. In the program's earliest days, most of its clients struggled with chronic alcohol use disorders. The program's initial focus was on travelling the streets for people experiencing homelessness whose alcohol use presented a barrier to accessing shelter, food, or medical care, and providing transportation to those services. In so doing the HOME Team minimizes unsheltered homelessness and connects people with long-term housing supports. As the opioid crisis deepened in the mid-2010s, the barriers encountered with clients shifted to higher rates of opioid use and risk of overdose. In response the HOME Team forged and strengthened partnerships with the City of Portland's Fire and Police Departments. No longer simply relying on its own outreach to identify clients, the HOME Team became a key resource called upon by emergency responders to co-respond to calls related to substance use and homelessness. Indeed, in many cases, the City's Emergency Dispatch would dispatch the HOME Team instead of police or fire to non-emergency calls. By so doing the HOME Team both reduces potentially-confrontational encounters between clients and emergency services and saves response costs to the City. Before and during the COVID-19 Pandemic, physical and behavioral health became increasingly difficult for clients experiencing homelessness. In particular, the demand for substance use treatment far outstrips capacity in the treatment system. For the estimated 450,000 Maine residents who are uninsured or use MaineCare, Milestone's Detox in Portland has expanding to 30 beds in 2024. For clients experiencing homelessness, who possess limited resources to track appointments, arrange transportation, and carry out follow-up communication with health providers. Thus the HOME Team shifted to more of an informal case-management role with many clients, helping them to coordinate among providers, make warm connections and referrals to services, and attend regular treatment appointments. We also began in 2017 providing mobile medical care directly through a partnership with Greater Portland Health, which provided Nurse Practitioners to travel with the HOME Team performing basic medical care, triage, and referral. In 2022, based on the success of this partnership, Milestone realized an efficiency by bringing this medical capacity in-house through the efforts of two physicians who volunteer their time free-of-charge. With the help of these volunteers Milestone is able to bridge the gap around health services. Our doctors provide first aid and wound care as needed as well as make referrals to primary care. More recently in partnership with the City and the HOPE program HOME team has added a housing navigator to work directly with people that are unsheltered. This housing navigator adds another service to HOME team and allows us to place people into housing that living outside. By employing each of the strategies it has evolved over its existence (outreach, law enforcement diversion, health care, and shelter/housing placement), the HOME Team successfully reduces homelessness in Portland.

C.2. Community Need Description

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

In September of 2023 there was a recorded 473 individuals that were unhoused, in September of 2024 that number increased to 688. . The struggles faced by these individuals are staggering, many struggle with serious physical and behavioral health conditions. A 2021 study by the National Institutes for Health found that 48.1% of individuals experiencing homelessness experience depression, 45.8% experience anxiety, 44.2% experience hypertension, 18.4% are diagnosed with cardiovascular disease, and 18.1% with hepatitis. Indeed, a study by the National Health Care for the Homeless Council found that those experiencing homelessness are three to six times more likely to become ill than housed individuals. A study by the National Coalition to End Homelessness found that the average life expectancy among people experiencing homelessness is 42 to 52 years, compared to 78 years among the general population. Clearly, homelessness has a great cost to Portland, not only in terms of health and services responses, but also in the greater cost of human life. By working to meet the needs of this population and help them transition to shelter and long-term housing, the program saves both lives and taxpayer money. Copies of any of the above-referenced reports and datasets will be happily provided for review on request.

C.3. Measurable Community Impact

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

The most important outcome of the HOME Team's work is overall reduction in homelessness in Portland, especially unsheltered homelessness. The HOME Team regularly estimates rates of unsheltered homelessness by counting the number of tents present in encampments around the city. A key data point for measuring our success in efforts to reduce unsheltered homelessness comes through evaluating occupancy rates in both Milestone's own Emergency Shelter (which has been running close to 100% for the last three years) and at City Shelters (which likewise are running at nearly 100% capacity). Moving people from unsheltered homelessness to sheltered homelessness is only the first step, though. Once chronically homeless individuals are participating in the shelter system, we work to connect them with long-term housing supports, including Milestone’s own Housing Navigator Program, which helps clients access priority housing subsidy vouchers from both Maine Housing and Portland Housing Authority, then works as a liaison between the client and potential landlords, helping them to find and obtain appropriate housing. The Housing Navigator then continues to work with the client for up to a year post-placement to provide supports and ensure long-term housing success. We closely monitor both placement rates and retention rates. In the eight years of the program’s existence, it has placed roughly 200 people in permanent housing. Only one has returned to homelessness. An additional outcome of the HOME Team is to improve the long-term health outcomes of people experiencing homelessness, regardless of whether they participate in the shelter system. To track progress toward this outcome, Milestone has continued asking clients specific questions regarding health indicators. With the understanding that we often encounter individuals when their cognition and communication are impaired by substance use, we have begun asking clients to self-report three data points: whether they have utilized a hospital emergency department in the last month, whether they have attended substance use treatment services in the last month, and whether their substance use has increased or decreased in the last month. In the last six months, 80.48% of program clients sampled report that they have not utilized emergency departments. 21.95% report that they have attended substance use treatment services. 21.89% report that their substance use has either moderately decreased or greatly decreased.

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**

Goal #4. - Milestone's HOME Team program is squarely focused on addressing the needs of the growing homeless population. The program's goals are twofold. First, we seek to reduce barriers to both short-term shelter and long-term housing placement for Portlanders experiencing homelessness. We do this by working throughout the City with a focus on encampments, helping people to navigate shelter options and admissions policies, providing information about shelter and housing resources, and providing connections and transportation to both emergency shelters and housing placement/support services. Secondly, for those who are unable to immediately access shelter or long-term housing, either due to capacity in shelter programs, temporary restriction at programs, or symptoms of behavioral of physical health conditions, we seek to provide immediate life safety needs until they are able to access supports. These immediate needs include food, clothing, and health care.

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.**

Food assistance: With Preble Street's Food Security Hub and Milestone’s own efforts, we distribute about 100 meals daily to the unhoused, about 30,000 meals annually, not including water, granola bars, and other supplemental food also distributed daily. Shelter services: the HOME Team partners with the City of Portland's Social Services Division to increasing utilization of the City's Homeless Service Center. Since the new HSC opened early in 2023, The HOME Team uses it’s more than a decade of relationships within the unhoused community to work as a trusted ambassador to combat misinformation about the HSC, to increase shelter utilization. As clients are ready to seek shelter at the HSC, Milestone provides transportation to shelter and assistance navigating the intake and admissions process. The HOME Team also has priority access to Milestone’s own 36-bed Emergency Shelter on India Street, the only emergency shelter in Southern Maine specialized in substance use disorders. Mental health service: Milestone also partners with

Commonspace and Spurwink. There is a high rate of co-occurrence between substance use disorders and mental illness (SAMHSA estimates that 1 in 4 people with a Severe Mental Illness also have a substance use disorder), the HOME Team and Common Space's Peer Outreach Worker Program commonly cross-refer clients for assistance based on their needs.. We are also key partners with Spurwink in the Living Room Crisis Center (LRCC), a crisis care center that provides de-escalation and intervention for people experiencing mental health crises. The HOME Team provides safe transportation to and from the LRCC for people as they transition between levels of care, forming a critical link in the continuum of care. Substance Use Disorder Services (SUD): the HOME Team provides barrier-reducing services to SUD treatment. This includes not only assistance with accessing and navigating Milestone's own detox, the only program in Southern Maine dedicated exclusively to serving uninsured and underinsured Mainers, but also daily transportation to and from outpatient SUD treatment at other providers for individuals who would otherwise be unable to access the medical treatment they need to maintain recovery. Since the HSC opened, we have been transporting about 8 clients per day 6 days a week to/from the methadone clinic in South Portland. Housing and housing services for long-term shelter consumers: The HOME Team partners with Milestone's Housing Navigator and HOPE Navigator, both work on placing unhoused people into permanent housing. The HOME Team is part of a formal partnership with Spurwink and Community Housing of Maine in Ashlea's Place, a low-barrier housing-first program for individuals experiencing chronic homelessness, mental illness, substance use disorder, and criminal justice involvement. The HOME provides transportation and connection to medical care, shelter, and social service appts.

C.6. Guiding Principles

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

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

   1. Consistent. The HOME Team aligns with the City's 2022-2026 Consolidated Plan. The Plan points out that "according to Maine's Plan to End and Prevent Homelessness (2017), Mental Illness and SUD were the 2nd and 3rd contributing factors in almost every unhoused population, including families; poverty was overwhelmingly the first." (p. 36-37). The Plan further notes, "CDBG funding to non-profit organizations reaching out to the city's most vulnerable populations, including the mentally ill and individuals with chronic substance abuse issues, will assist the city in providing programs and resources to serve the needs of the most vulnerable citizens in the community." (p. 61). The HOME Team is listed by name four times in the plan (p. 84, 125, 174, 183) as a resource in preventing and ending homelessness. Indeed, under the Plan's section "Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons," (p. 84), HOME Team is the first service listed. Aaron Geyer, Director of Social Services for the City of Portland, attests (Letter of support attached) to the critical nature of the HOME Team's partnership with the City, by which the HOME Team increases the effectiveness of the Homeless Service Center and moves people to housing. 2. Diversity and Inclusiveness. The unhoused are a diverse community. The HOME Team responds to all clients in need, without regard to any of these factors. The HOME Team staff have their own lived experience with recovery from substance use disorders and/or homelessness. This experience is crucial to developing the empathy that

is crucial to building relationships with traumatized individuals. Using Motivational Interviewing, this evidence-based modality, involves asking questions that probe a client's motivation and resistance to change, while resisting the urge to offer unsolicited advice or prescriptive solutions. The client has genuine agency in making their own decisions about services they need. The HOME Team records demographic data to ensure that services are reflective of the population of Portland. 3. Priority to Lower Incomes. The HOME Team provides services exclusively to individuals experiencing homelessness. By the HUD rules that determine CDBG eligibility, individuals experiencing homelessness are designated as a low-to-moderate-income clientele; thus 100% of HOME Team's clients are deemed low-income. In Portland, this presumption is very accurate; clients served by the HOME Team are some of the most financially underprivileged individuals in Maine. 4. Leveraged Funding. This year's CDBG application for $107,000 comprises 26% of the total program budget. These funds leverage an additional $ 299,627.49 in funding from other sources. This includes $62.000 from the United Way of Southern Maine, $50,000 from Spurwink Services, and $10,000 from Portland Downtown.

C.7. Partnerships, Collaboration, and Outreach

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

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

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

We work alongside the City of Portland's Social Services Division. As a member of the City's Long-Term Stayers Initiative, Milestone's HOME Team and Housing Navigator programs attend weekly meetings with City staff and other non-profits, during which partners discuss individual Portlanders who are known to be heavy consumers of shelter services, as well as individuals known to be experiencing long-term unsheltered homelessness. Initiative members then discuss client-specific strategies for getting that individual into shelter or into long-term housing, including leveraging existing relationships, and planning and coordinating post-placement supports to maximize housing success and prevent a return to homelessness. By collaborating and coordinating services on a client-by-client basis, we ensure both the effectiveness and the efficiency of provided services. An attached letter of support from Portland Director of Social Services Aaron Geyer attests to the crucial role this partnership plays in reducing homelessness in Portland. Another key partnership is with Spurwink Services, a major nonprofit provider of mental health services in Greater Portland. The HOME Team and Spurwink are partners in two separate programs. The Living Room Crisis Center (LRCC) is a crisis care center that provides de-escalation and intervention for people experiencing mental health crises who are between law enforcement intervention, and emergency department care. The HOME Team, Spurwink, and Community Housing of Maine are also partners in Ashlea's Place, a low-barrier housing-first program for people who formerly experienced chronic homelessness and also have experienced mental illness, substance use disorder, and/or criminal justice involvement. A Memorandum of Agreement from Spurwink Executive Director Eric Meyer is attached to this application. A third core partnership is between the HOME Team and Preble Street. Through a partnership with Preble Street's Food Security Hub, Preble Street prepares a large number of meals every day for individuals experiencing homelessness, but for those living unsheltered, getting those meals to individuals who need them is a major challenge. Every day the HOME Team picks up meals from Preble Street and brings them to encampments in Portland for distribution. Supplementing them with offerings from Milestone's own kitchen, the HOME Team distributes over 30,000 meals annually to people experiencing homelessness. An attached Memorandum of Agreement attests to the importance of this partnership. Beginning in 2021, we enlisted two retired physicians to travel with the HOME Team and provide bridging care to those outside.

C.8. Readiness to Proceed

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

The HOME Team's services are already existing, and if funded, will continue without interruption in full service on the first day of the grant period. After a period of challenge filling outreach positions during the Pandemic, we have now once again reached full staffing and are operating six days a week. Through former contract with the City of South Portland last program year, the HOME Team has obtained a second van, enabling us to run two outreach teams concurrently, allowing us to reach more clients and minimize any equipment-related service curtailments.

C.9. Experience Providing Service

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

Please summarize current licensing and accreditations obtained.

Milestone was founded in 1967 as a detox program for individuals with alcohol use disorder, and quickly began treating use of other substances as well. In 1998, Milestone assumed operation of a substance use shelter in Portland, still the only such shelter south of Bangor. A natural outgrowth of this service, the HOME Team launched in 2010 to help its clients access both its own shelter program and other needed services. Over the last 14 years, Milestone has provided services to individuals experiencing homelessness, and has become a model for other programs across the country. Milestone is licensed by the Maine Department of Human Services to provide emergency substance use shelter (36 beds), medical detoxification (16 beds, expanding to 30 in 2024), extended care residential treatment (expanded in 2023 from 16 beds to 21), and transitional and supportive housing (21 beds). Milestone is licensed to provide group and individual substance use treatment services, as well as outpatient mental health services. Milestone employs Licensed Clinical Social Workers, Licensed Alcohol and Drug Counselors, Certified Alcohol and Drug Counselors, Alcohol and Drug Counselor Aides, and Personal Care Services workers, and is able to provide these personnel to the HOME Team as needed.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

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

Milestone has made significant strides in expanding and diversifying revenue sources for the HOME Team over the last several years. Aside from CDBG, Milestone received no federal, state, or local funding for the HOME Team. At one time, CDBG funds made up nearly two-thirds of the program's budget. With the introduction of United Way funding, support from other municipalities, and increasing private foundation investment into the program, CDBG funds now account for just over one-third. A crucial program for increasing the effectiveness of the City's social service and ensuring the success of the City's own Homeless Service Center, the HOME Team was estimated in 2013 to save the City of Portland $250,000 each year in emergency response and social service costs. This estimate now predates a number of the Team's most high-impact efforts, and the actual saving to the City is almost certainly far greater now. Nevertheless, CDBG remains the largest single source of funds for this impactful work. If the program's CDBG request were unfunded, the HOME Team would attempt to keep services going in a significantly diminished form utilizing United Way and donated funds. This would likely mean reducing from 4 staff to 2 and significantly curtailing operating hours. Given that the United Way has cited the City's partnership and support as a key reason for its investment in the program, it seems unlikely that the HOME Team would be able to continue in this reduced form much longer than one year in the absence of any City funding.

C.11. Leveraged Funding Narrative

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

A key strategic goal for Milestone as an organization is the diversification of its funding sources. In the last year we have made great strides toward this goal. Our anticipated funding sources for the coming year are as follows: City of Portland CDBG: $120,000 (current funder; projected 25-26 funding level) United Way of Southern Maine: $80,000 (current funder; projected 25-26 funding level) Spurwink Services: $50,000 (new funder in 23-24; projected 25-26 funding level) Grants and Donations: $14,880 (multiple funders; projected 25-26 funding level) Portland Downtown: $10,000 (current funder; projected 25-26 funding level) Additionally we are in discussions with the City of Westbrook in order to expand services and funding in that city. Total Funding: $274,880

C.12. Budget Narrative

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

If this program was funded by CDBG in the previous year, you must explain why the increase is necessary and what expansion of service is being provided.

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

Although labor costs and other program costs are rising dramatically, Milestone's $120,000 request this year represents flat-funding with last year's CDBG request. As with most outreach-based programs, the bulk of the expense ($267,171.77) is committed to staff wages, salaries, benefits, and training. These represent the program's 4 full-time and1-time outreach workers, as well as the program manager. The total budget is 406,627.48. CDBG's allocation will be used exclusively to fund payroll costs for direct outreach personnel.

D. Program Budget Detail

Completed by tdoherty@milestone-recovery.org on 11/18/2024 1:27 PM

Case Id: 30552
Name: Milestone Recovery - 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.
$107,000.00

D.2. Total Program Budget
$406,627.49

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Wages	$267,171.77	$107,000.00	$160,171.77	HOPE/Spurwink/United Way	Pending
Employment Taxes	$25,915.66	$0.00	$25,915.66	HOPE/United Way	Pending
Employee Benefits	$41,941.25	$0.00	$41,941.25	City of Westbrook/Donors	Pending
Professional Services	$19,261.00	$0.00	$19,261.00	Town of Scarborough	Pending
Supplies and Materials	$2,437.34	$0.00	$2,437.34	Ptld Downtown	Pending
Office Space	$6,940.05	$0.00	$6,940.05	Ptld Downtown	Pending
Insurance	$6,085.53	$0.00	$6,085.53	Ptld Downtown/Donors	Pending
Training & Development	$500.00	$0.00	$500.00	Donors	Pending
Administration	$36,374.89	$0.00	$36,374.89	Donors	Pending
	$406,627.49	$107,000.00	$299,627.49		

E. Required Documents

Completed by tdoherty@milestone-recovery.org on 11/18/2024 1:17 PM

Case Id: 30552
Name: Milestone Recovery - 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 tdoherty@milestone-recovery.org on 11/18/2024 2:29 PM

Case Id: 30552
Name: Milestone Recovery - 2025
Address: *No Address Assigned

Submit

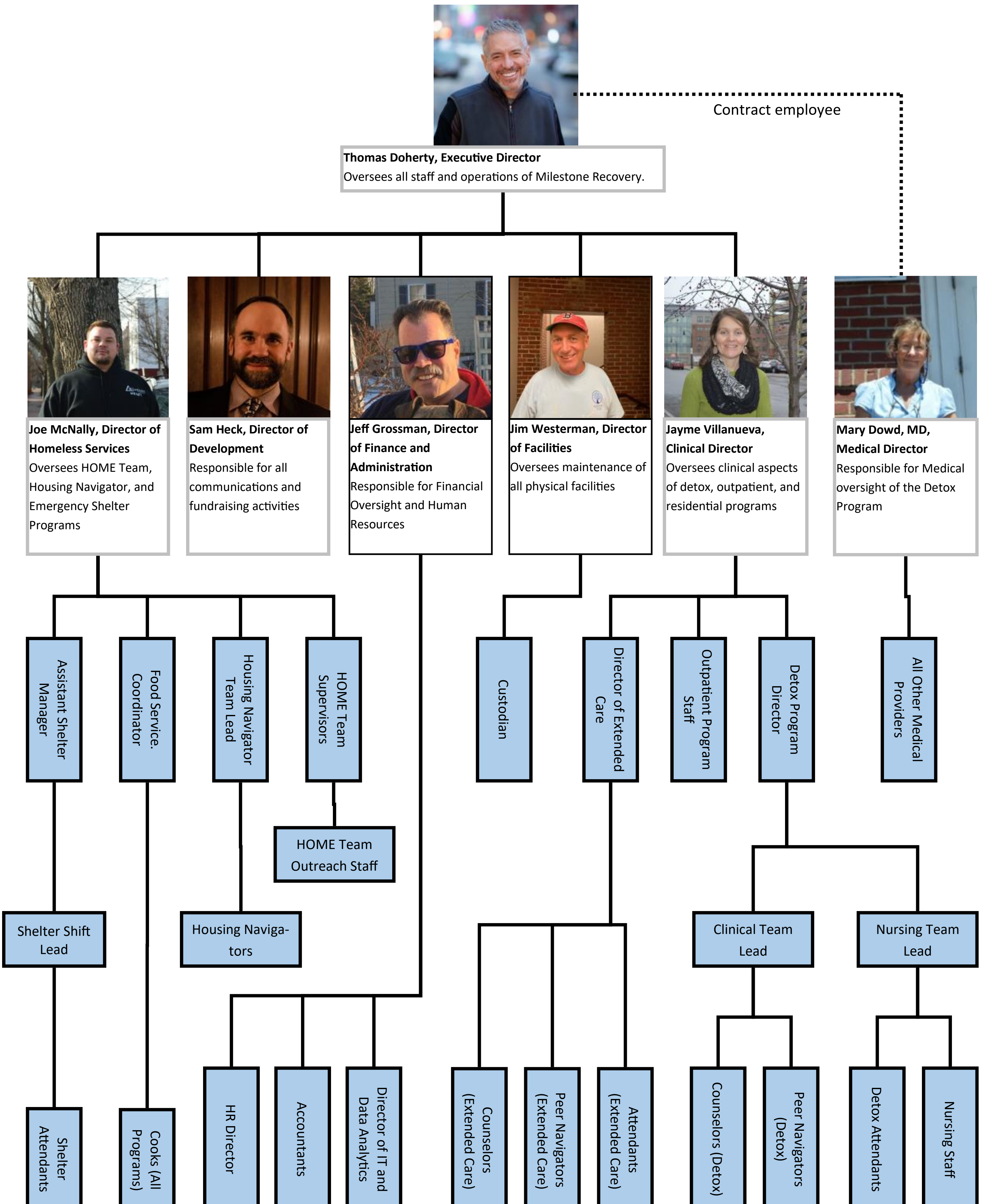
Once an application is submitted, it can only be "Re-opened" by an Administrator.

☑ **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
Thomas Doherty
Electronically signed by tdoherty@milestone-recovery.org on 11/18/2024 2:29 PM

Title
Executive Director

MILESTONE RECOVERY ORGANIZATIONAL CHART—APRIL 2024



MILESTONE RECOVERY BOARD OF DIRECTORS

NAME	ADDRESS	CITY	EMPLOYMENT/AFFILIATION	MEMBER SINCE
Marc Foster *President*	29 Taylor Street #2	Portland, ME 04102	Property Manager, self-employed	December 2017
Jonathan Sahrbeck *Vice President*	15 Silva Drive	Cape Elizabeth, ME 04107	Attorney, self-employed	January 2023
Asher Kramer *Treasurer*	10 Reef Road	Cape Elizabeth, ME 04107	Medical Practice Consultant, self-employed	May 2023
Kim Foglio *Secretary*	PO Box 1945	Gray, ME 04039	Vice-President of Human Resources, Wright-Ryan Construction	April 2022
John Branson	482 Congress Street, Suite 304	Portland, ME 04101	President, Branson Law Offices	April 2015
Rosie DiBella	6 Carrier Wood Rd. #32	Scarborough, ME 04074	Project Manager, Preble Street	July 2021
Stuart Eisenberg	72 Pleasant Drive	Nobleboro, ME 04555	Physician, Retired	February 2023
John Kilbride	1543 Westbrook Street	Portland, ME 04102	Chief of Police, Falmouth Police Department	March 2019
Sadie Knott	19 Williamsburgh Ln.	Scarborough, ME 04074	Nurse Practitioner, Northern Light Mercy Health Care	March 2021
Tom Ptacek	36 State Street, Apt 7	Portland, ME 04101	Advocacy Outreach Community Organizer, Preble Street	August 2015
Bridget Rauscher	394 Broadway	South Portland, ME 04106	Clinical Services Manager, City of Portland	March 2019
Tom Ranello	15 Williamsburg Lane	Scarborough, ME 04074	Realtor, RE/MAX Shoreline	January 1997
Kate Simson	14 Pine Ledge Drive	Scarborough, ME 04074	Chief of Staff, Flywire	June 2023
Melissa Skahan	100 Ledgewood Dr.	Falmouth, ME 04105	Vice President of Mission Integration, Northern Light Mercy Health Care	July 2021

Updated November 2024

Whistleblower Protection

A whistleblower as defined by the Whistleblower Protection Act of 1989 Pub. L 101-12 as amended and M.R.S.A Title 26 Chapter 7 subsection 5-B Protection of Employees who Report or Refuse to Commit Illegal Acts is an employee who reports an activity that he or she considers to be illegal, dishonest, highly detrimental or fraudulent. All employees are protected from harassment, retaliation, demotion and wrongful termination for reporting these activities. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. (The policy of Sexual Harassment also contains relevant information pertaining to protection of whistleblowers).

Whistleblower Protection and Sexual Harassment

Sexual harassment in the workplace is unlawful. It is also unlawful to retaliate against an employee for making a complaint of sexual harassment or for cooperating in an investigation of such a complaint. Milestone Recovery unconditionally prohibits sexual harassment of any employee by a manager, supervisor, co-worker, contractor, vendor or customer/client, and prohibits retaliation against any employee for making such a complaint or cooperating in the investigation of such a complaint. All supervisory and managerial personnel are responsible for enforcing this policy. Failure to do so will be considered a failure to fulfill all the responsibilities and duties of the position.

IRS Department of the Treasury
Internal Revenue Service

CINCINNATI OH 45999-0038

In reply refer to: 0256439164
July 03, 2018 LTR 4168C 0
01-6024344 000000 00
00018557
BODC: TE

MILESTONE RECOVERY
65 INDIA ST
PORTLAND ME 04101

37088

Employer ID number: 01-6024344
Form 990 required: Y

Dear Taxpayer:

We're responding to your request dated June 26, 2018, about your tax-exempt status.

We issued you a determination letter in 196709, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(03).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific

0256439164
July 03, 2018 LTR 4168C 0
01-6024344 000000 00
00018558

MILESTONE RECOVERY
65 INDIA ST
PORTLAND ME 04101

time).

Thank you for your cooperation.

Sincerely yours,

Kim A. Billups, Operations Manager
Accounts Management Operations 1

HOME TEAM PROJECT TIMELINE
2024-2025 PROJECT YEAR

March 2025: United Way applications due for HOME Team support for 2025-26 project year

May 2025: United Way funding allocations announced for 2025-26 program year

July 2025: HOME Team outreach within the community begins new program year. All outreach activities are already underway and continue unabated.

September 30, 2025: Quarterly data reporting period for CDBG ends. HOME Team staff will evaluate client outcomes and trends in encounters and adjust as necessary. Outreach activities continue.

December 31, 2025: Quarterly data reporting period for CDBG ends. HOME Team staff will evaluate client outcomes and trends in encounters and adjust as necessary. Outreach activities continue.

March 31, 2026: Quarterly data reporting period for CDBG ends. HOME Team staff will evaluate client outcomes and trends in encounters and adjust as necessary. Outreach activities continue.

June 30, 2026: CDBG program year ends.

MILESTONE RECOVERY AND SUBSIDIARIES
Consolidated Financial Statements
June 30, 2023 and 2022

TABLE OF CONTENTS

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Milestone Recovery and Subsidiaries

Report on the Audit of the Consolidated Financial Statements

Opinion

We have audited the accompanying consolidated financial statements of Milestone Recovery (a nonprofit organization) and Subsidiaries, which comprise the consolidated statements of financial position as of June 30, 2023 and 2022, and the related consolidated statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of Milestone Recovery and Subsidiaries (the Organization) as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern within one year after the date that the consolidated financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

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

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

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 26, 2024 on our consideration of Milestone Recovery and Subsidiaries internal control over financial reporting and on our tests of their compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Milestone Recovery and Subsidiaries internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Milestone Recovery and Subsidiaries internal control over financial reporting and compliance.

Runyon Kersteen Ouellette

March 26, 2024
South Portland, Maine

MILESTONE RECOVERY AND SUBSIDIARIES
Consolidated Statements of Financial Position
June 30, 2023 and 2022

		2023	2022
ASSETS			
Current assets:			
Cash	$	1,118,778	1,011,646
MaineCare receivable		369,450	181,517
Accounts receivable		3,669	123,205
Grants receivable		352,409	535,669
Prepaid expenses		8,390	620
Total current assets		1,852,696	1,852,657
Property and equipment:			
Buildings and improvements		3,522,767	3,301,128
Land		191,600	191,600
Furniture and equipment		459,408	451,991
Construction in progress		9,022	-
		4,182,797	3,944,719
Less accumulated depreciation		(1,922,154)	(1,782,508)
Net property and equipment		2,260,643	2,162,211
Other assets:			
Right of use asset - operating		11,220	18,168
Total other assets		11,220	18,168
Total assets	**$**	**4,124,559**	**4,033,036**
LIABILITIES AND NET ASSETS			
Current liabilities:			
Accounts payable	$	86,962	87,794
Accrued payroll and benefits		131,877	145,335
Other accrued expenses		4,280	64,280
Deferred revenue		414,169	422,164
Right of use liability, current portion - operating		6,948	6,948
Current portion of long-term debt		50,173	48,100
Total current liabilities		694,409	774,621
Long-term liabilities:			
Long-term debt, net of current portion and unamortized loan issuance costs		961,087	1,005,329
Right of use liability, net of current portion - operating		4,272	11,220
Forgivable debt		464,264	279,825
Total long-term liabilities		1,429,623	1,296,374
Total liabilities		2,124,032	2,070,995
Net assets:			
Without donor restrictions:			
Undesignated		1,203,731	1,085,711
Net Investment in property and equipment		785,119	828,957
Total without donor restrictions		1,988,850	1,914,668
With donor restrictions		11,677	47,373
Total net assets		2,000,527	1,962,041
Total liabilities and net assets	**$**	**4,124,559**	**4,033,036**

See accompanying notes to financial statements.

MILESTONE RECOVERY AND SUBSIDIARIES
Consolidated Statements of Activities
Years Ended June 30, 2023 and 2022

		2023			2022	
	Without donor restrictions	With donor restrictions	Total	Without donor restrictions	With donor restrictions	Total
Revenue and support:						
MaineCare	$ 1,964,669	-	1,964,669	1,196,583	-	1,196,583
Client rental fees	63,816	-	63,816	53,181	-	53,181
Private insurance	1,920	-	1,920	-	-	-
OSA Grant	1,627,745	-	1,627,745	1,607,854	-	1,607,854
PPP loan forgiveness	-	-	-	454,206	-	454,206
City of Portland	391,016	-	391,016	341,144	-	341,144
Maine State Housing Authority	309,858	-	309,858	455,060	-	455,060
Food stamps	26,616	-	26,616	17,522	-	17,522
Contributions and grants	334,167	331,091	665,258	372,636	222,781	595,417
Special events, net of expenses of $0 and $50, in 2023 and 2022, respectively	8,248	-	8,248	26,443	-	26,443
Gain (Loss) on sale of asset	-	-	-	14,100	-	14,100
Other income	18,617	-	18,617	146,865	-	146,865
Net assets released from restrictions	366,787	(366,787)	-	276,829	(276,829)	-
Total revenue and support	5,113,459	(35,696)	5,077,763	4,962,423	(54,048)	4,908,375
Expenses:						
Program	4,455,876	-	4,455,876	3,681,262	-	3,681,262
Management and general	499,406	-	499,406	727,722	-	727,722
Fundraising	83,995	-	83,995	81,509	-	81,509
Total expenses	5,039,277	-	5,039,277	4,490,493	-	4,490,493
Change in net assets	74,182	(35,696)	38,486	471,930	(54,048)	417,882
Net assets, beginning of year	1,914,668	47,373	1,962,041	1,442,738	101,421	1,544,159
Net assets, end of year	**$ 1,988,850**	**11,677**	**2,000,527**	**1,914,668**	**47,373**	**1,962,041**

See accompanying notes to financial statements.

MILESTONE RECOVERY AND SUBSIDIARIES
Consolidated Statement of Functional Expenses
Year Ended June 30, 2023

		Program expenses	Management and general	Fundraising	Total
Personnel expenses:					
Salaries and wages	$	2,626,929	212,518	65,570	2,905,017
Fringe Benefits		232,087	18,615	5,744	256,446
Payroll taxes		215,058	17,250	5,322	237,630
Total personnel expenses		3,074,074	248,383	76,636	3,399,093
Other expenses:					
Consulted and contracted services		377,017	131,451	-	508,468
Supplies		122,027	1,575	-	123,602
Service provider tax		111,869	-	-	111,869
Utilities		110,030	9,009	-	119,039
Food		169,313	-	66	169,379
Insurance		67,344	26,391	-	93,735
Maintenance		92,928	14,031	-	106,959
Travel		32,148	13,174	-	45,322
Miscellaneous		105,565	32,593	6,521	144,679
Training		10,650	6,588	-	17,238
Membership and dues		807	6,812	275	7,894
Telephone		25,595	4,927	497	31,019
Equipment rental and repair		7,893	3,273	-	11,166
Interest expense		55,714	-	-	55,714
Insurance loss (recovery)		(45,545)	-	-	(45,545)
Total expenses prior to depreciation		4,317,429	498,207	83,995	4,899,631
Depreciation expense		138,447	1,199	-	139,646
Total expenses	**$**	**4,455,876**	**499,406**	**83,995**	**5,039,277**

See accompanying notes to financial statements.

MILESTONE RECOVERY AND SUBSIDIARIES
Consolidated Statement of Functional Expenses
Year Ended June 30, 2022

		Program expenses	Management and general	Fundraising	Total
Personnel expenses:					
Salaries and wages	$	2,153,742	422,001	65,570	2,641,313
Fringe Benefits		201,375	39,457	6,131	246,963
Payroll taxes		177,935	34,864	5,417	218,216
Total personnel expenses		2,533,052	496,322	77,118	3,106,492
Other expenses:					
Consulted and contracted services		387,191	17,235	-	404,426
Supplies		51,030	1,129	-	52,159
Service provider tax		61,085	-	-	61,085
Utilities		95,068	6,929	-	101,997
Food		93,216	-	-	93,216
Insurance		57,792	1,723	-	59,515
Maintenance		76,380	5,543	-	81,923
Travel		28,277	12,958	-	41,235
Miscellaneous		68,690	27,803	3,530	100,023
Training		8,203	1,940	87	10,230
Membership and dues		1,146	7,603	670	9,419
Telephone		29,210	4,671	104	33,985
Equipment rental and repair		5,443	3,599	-	9,042
Interest expense		50,136	-	-	50,136
Insurance loss		-	133,643	-	133,643
Bad debt expense		-	6,624	-	6,624
Total expenses prior to depreciation		3,545,919	727,722	81,509	4,355,150
Depreciation expense		135,343	-	-	135,343
Total expenses	**$**	**3,681,262**	**727,722**	**81,509**	**4,490,493**

See accompanying notes to financial statements.

MILESTONE RECOVERY AND SUBSIDIARIES
Consolidated Statements of Cash Flows
Years Ended June 30, 2023 and 2022

		2023	2022
Cash flows from operating activities:			
Change in net assets	$	38,486	417,882
Adjustments to reconcile change in net assets			
to net cash provided by operating activities:			
Depreciation		139,646	135,343
Bad debt expense		-	6,624
Loss on disposal of assets		-	(14,100)
PPP loan forgiveness		-	(454,206)
Gifts received for long-term purposes		331,091	222,781
(Increase) decrease in:			
MaineCare receivable		(187,933)	(149,157)
Accounts receivable		119,536	(120,077)
Third party receivable		-	(6,624)
Grants receivable		183,260	(225,973)
Prepaid expenses		(7,770)	-
Right of use assets		6,948	6,948
Increase (decrease) in:			
Accounts payable		(832)	61,229
Accrued payroll and benefits		(13,458)	(7,066)
Other accrued expenses		(60,000)	36,690
Right of use liabilities		(6,948)	(6,948)
Deferred revenue		(7,995)	408,811
Net cash provided by operating activities		534,031	312,157
Cash flows from investing activities:			
Purchase of property and equipment		(238,078)	(163,476)
Net cash used in investing activities		(238,078)	(163,476)
Cash flows from financing activities:			
Principal payments on long-term debt		(42,169)	(44,564)
Proceeds received from the issuance debt		184,439	-
Gifts received for long-term purposes		(331,091)	(222,781)
Net cash used in financing activities		(188,821)	(267,345)
Net change in cash		107,132	(118,664)
Cash, beginning of year		1,011,646	1,130,310
Cash, end of year	**$**	**1,118,778**	**1,011,646**
Supplemental disclosure:			
Cash paid for interest	**$**	55,714	50,136

See accompanying notes to financial statements.

NATURE OF THE ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

Organization - Milestone Recovery and Subsidiaries (the Organization) (a not-for-profit organization), provides substance use disorder treatment on a resident basis at its facility in Old Orchard Beach, and through a detox and shelter program in Portland. The Organization is supported primarily through the Office of Substance Abuse and Medicaid.

The consolidated financial statements include the accounts of MAHC, Inc., which holds land and buildings that Milestone Recovery rents to perform their services. Milestone Recovery and MAHC, Inc. have a common Board of Directors and management. All significant inter-organization transactions were eliminated in consolidation.

In May 2018, the Organization formed a separate legal entity, pursuant to *31 MRSA 1611*, that is designated as a low-profit limited liability company. The legal name of the entity is MR Realty Holdings L3C, and Milestone Recovery is the sole member. MR Realty Holdings L3C was formed for the purpose of holding real estate on behalf of Milestone Recovery, while also limiting liability for Milestone Recovery.

Basis of Accounting - The consolidated financial statements are prepared on the accrual basis of accounting, which is in accordance with accounting principles generally accepted in the United States of America. Consequently, revenues and gains are recognized when earned, and expenses and losses are recognized when incurred.

Basis of Presentation - The Organization reports information regarding its financial position and activities according to two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by its donors: net assets with donor restrictions and net assets without donor restrictions.

Net assets without donor restrictions are resources available to support operations and are not subject to donor imposed restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the Organization, the environment in which it operates, the purposes specified in its corporate documents, and its application for tax-exempt status.

Net assets with donor restrictions are subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, such as where the donor stipulates that resources be maintained in perpetuity. The Organization's unspent contributions are reported in net assets with donor contributions if the donor limits their use. Contributions of property and equipment or cash restricted to acquisition of property and equipment are reported as net assets with donor restrictions if the donor has restricted the use of the property or equipment to a particular program. These restrictions expire when the assets are placed in service.

Cash and Cash Equivalents - For purposes of the consolidated statements of cash flows, the Organization considers all highly liquid investments with initial maturity of three months or less when purchased to be cash equivalents.

Receivables - The Organization primarily operates in the Portland, Maine area and receives various governmental grants and contracts to provide services in the area. All accounts receivable and MaineCare receivable balances are considered fully collectible, therefore an allowance for doubtful accounts is not considered necessary.

NATURE OF THE ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Property and Equipment - All acquisitions of property and equipment in excess of $750 and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation.

Depreciation is provided using the straight-line method over the estimated useful lives of the assets as follows:

Building	39 years
Leasehold improvements	5-20 years
Computers	5 years
Vehicles and equipment	5 years
Office furniture	5 years

Revenue and Expense Recognition - Revenues are reported as increases in net assets without donor restrictions unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restrictions. Gains and losses on investments and other assets or liabilities are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulation or by law. Expirations of donor-imposed restrictions that are temporary in nature on net assets by fulfillment of the donor-stipulated purpose or by passage of the stipulated time period are reported as reclassifications between the applicable classes of net assets. Revenue from grants are recognized either periodically or as services are rendered, depending on the specifications of the individual grant.

Contributions - Contributions, including unconditional promises to give, are recognized as revenues in the period received. Conditional promises to give are not recognized until they become unconditional, that is, at the time when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value on the date the contribution is made. Contributions to be received after one year are discounted at an appropriate discount rate commensurate with the risks involved. Amortization of discount is recorded as additional contribution revenue in accordance with donor-imposed restrictions, if any, on the contributions. An allowance for uncollectible contributions receivable is provided based upon management's judgment of potential defaults. The determination includes such factors as prior collection history, type of contribution and nature of fundraising activity.

Contributions of property and equipment without donor stipulations concerning the use of such long-lived assets are reported as revenues of the net assets without donor restrictions class. Contributions of cash or other assets with donor restrictions, to be used to acquire or construct property and equipment, are reported as revenues of the net assets with donor restrictions class and are temporary in nature; the restrictions are considered to be released at the time such long-lived assets are placed in service.

Income Taxes - The Organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. However, income from certain activities not directly related to the Organization's tax-exempt purpose may be subject to taxation as unrelated business income. The Organization did not conduct any unrelated business activities during either of the years ended June 30, 2023 and 2022. Accounting principles generally accepted in the United States of America require management to evaluate tax positions taken by the Organization and recognize a liability if the Organization has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service and state taxing authorities. The Organization is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

NATURE OF THE ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Allocation of Expenses - The costs of providing program services and supporting services have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among the programs and supporting activities benefited.

Reclassifications - During 2023, certain prior year balances were reclassified to conform to the current year presentation. Such reclassifications had no effect on the results of operations as previously reported.

Use of Estimates - The preparation of consolidated financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Deferred Revenue - Deferred revenue results from proceeds from conditional grants to be used for future activities and performances. Deferred revenue is included in the net assets without donor restrictions class in the accompanying combined consolidated statements of financial position.

New Accounting Pronouncements - During the year ended June 30, 2023, the Organization adopted the provisions of Accounting Standards Update (ASU) No. 2016-02 *Leases (Topic 842)*. Under this ASU, at the commencement of a long-term lease (greater than 12 months), the lessees will recognize a liability equivalent to the discounted payments due under the lease agreement, as well as an offsetting right-of-use asset. Application of this standard must be applied using a modified retrospective transition approach for leases existing at the earliest comparative period presented in the consolidated financial statements.

CONCENTRATION OF CREDIT RISK

The Organization maintains accounts at various financial institutions. Accounts at each bank are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000. The Organization had uninsured cash amounting to $296,829 and $814,024 at June 30, 2023 and 2022, respectively.

CONCENTRATION OF REVENUE

For the years ended June 30, 2023 and 2022, approximately 32% and 33% of the Organization’s annual funding is provided through State of Maine Office of Substance Abuse and Department of Health and Human Services pass-through grant awards. Any significant reduction in this funding could affect the Organization’s ability to fulfill its mission.

For the years ended June 30, 2023 and 2022, the Organization derived approximately 40% and 25% of its revenues from the State of Maine MaineCare program. MaineCare revenue and client fees are recorded at established billing rates.

CONTRIBUTED NONFINANCIAL ASSETS

The Organization receives donated services from a variety of unpaid volunteers assisting the Organization in providing support to the clients it serves. The value of these nonprofessional, donated services is not reflected in the accompanying consolidated financial statements as these services do not meet the criteria outlined in FASC 958-605 Revenue Recognition-Contributions, and cannot be estimated.

GRANTS RECEIVABLE

Following is a summary of grants receivable at June 30:

	2023	2022
Maine State Housing Authority	$ 92,772	238,259
City of Portland	4,167	22,053
State of Maine DHHS	255,470	275,357
Total grants receivable	**$ 352,409**	**535,669**

LONG-TERM DEBT

Following is a summary of long-term debt at June 30:

	2023	2022
Loan payable to bank, amortized over 10 years based on a 20-year amortization schedule, with monthly principal and interest payments of $7,857, maturing February 27, 2028, with balloon payment due for all principal and accrued interest not yet paid. Interest was fixed at 4.39% until March 2023, at which time it was adjusted to the Federal Home Loan Bank of Boston Rate plus 2.25% (6.66% at June 30, 2023). Loan is secured by real property and assignments of rents.	$ 1,018,657	1,062,411
	1,018,657	1,062,411
Less: unamortized debt issuance costs	(7,397)	(8,982)
Less: current portion	(50,173)	(48,100)
Total long-term debt, net of current portion, and debt issuance costs	**$ 961,087**	**1,005,329**

As part of issuing the loan payable to bank, debt issuance costs were incurred and amounted to $15,850. In accordance with *FASB ASC 830-30 Interest,* such costs are presented as a direct reduction to the carrying value of the notes payable, net of accumulated amortization of $8,453 and $6,868 at June 30, 2023 and 2022, respectively.

LONG-TERM DEBT, CONTINUED

The following summarizes the Organization’s debt maturity for the years ending June 30:

2024	$ 50,173
2025	52,574
2026	54,962
2027	57,459
2028	59,976
Thereafter	743,513
Total	**$ 1,018,657**

PAYCHECK PROTECTION PROGRAM (PPP)

On February 19, 2021, as a result of the negative financial impact of the global pandemic due to the coronavirus (COVID-19), the Organization obtained a loan pursuant to the Paycheck Protection Program (the PPP) in the amount of $454,206. The PPP was established under division A, Title I of the Coronavirus Aid, Relief and Economy Security Act (CARES Act), which was enacted in March, 2020. The loan, which was in the form of a note dated February 19, 2021, was scheduled to mature on February 19, 2026 and bore interest at a rate of 1.00% per annum, payable in 50 monthly payments of $9,359 commencing January 19, 2022.

The loan could be prepaid by the Organization at any time prior to maturity with no prepayment penalties. Funds from this loan could only be used for payroll costs, costs used to continue group health care benefits, mortgage payments, rent, utilities, and interest on other debt obligations incurred before February 15, 2020. Under the terms of the PPP, the amount of the loan may be forgiven if it is used for qualifying expenses as described in the CARES Act. The Organization used the entire proceeds of the PPP loan for qualifying expenses.

On February 22, 2022, the Organization received notification from the lending institution that its PPP loan had been forgiven in full by the SBA. Thus, the Organization had no further obligation to repay the loan. The forgiveness of this loan has been presented as PPP loan forgiveness on the accompanying consolidated statement of activities for the year ended June 30, 2022.

FORGIVABLE DEBT

On August 6, 2002, the Organization executed a forgivable promissory note with the Maine State Housing Authority (MSHA) in the amount of $279,825 for the building located at 28 Portland Avenue, Old Orchard Beach, Maine. The note shall be forgiven automatically and without further action by MSHA 30 years from the date of the note, provided the Organization remains in compliance with the terms provided in the note.

On August 18, 2022, the Organization executed another forgivable promissory note with the MSHA in the amount of $184,439 for the building located at 65 India Street, Portland, Maine. The note shall be forgiven automatically and without further action by MSHA 5 years from the date of the note, provided the Organization remains in compliance with the terms provided in the note.

LINE OF CREDIT

During 2018, the Organization entered into a working capital line of credit with a financial institution for a maximum borrowing limit of $150,000. Interest is payable monthly on all outstanding advances at a rate equal to Wall Street Journal Prime rate (8.25% and 4.75% at June 30, 2023 and 2022, respectively) with the entire principal balance due at maturity. The line of credit is subject to an annual 30-day clearance requirement, and is secured by real estate of the Organization. There was no outstanding balance due on the line of credit at both June 30, 2023 and 2022. The line of credit has been renewed through January 31, 2025.

RIGHT OF USE – OPERATING LEASES

The Organization holds two non-cancelable operating leases for copiers. The agreements call for monthly rental payments of $195 and $384, both with terms of 60 months. During the years ended June 30, 2023 and 2022, total lease and maintenance expense incurred relating to these agreements amounted to $11,166 and $9,042, respectively.

The future minimum lease payments are as follows for the years ending June 30:

2024	$ 6,948
2025	3,492
2026	780
Total	**$ 11,220**

CONTINGENCIES

On December 30, 1999, the City of Portland sold land located at 65 India Street, Portland, Maine to the Organization for $1.00. The purchase agreement states that in the event that the Organization sells, assigns, or otherwise transfers the property, except for if the buyer continues to operate the property as a detoxification and emergency shelter for alcoholics and drug abusers, or if the Organization seeks to reinvest the sales proceeds from the sale of the property into a facility providing such services in the City of Portland, the Organization is responsible for paying the City of Portland the sum of the book value of the property as of the date of transfer of the property by the City of Portland to the Organization, which is established as $176,130, plus an increase of 3% for each year the property has been owned by the Organization. The estimated value of this contingent liability is $347,608 and $337,483 at June 30, 2023 and 2022, respectively.

On June 2, 2002, the Organization executed a grant agreement with the United States Department of Housing and Urban Development (HUD) in the amount of $250,000 to support the Carriage House located at 24 Portland Avenue, Old Orchard Beach, Maine. The grant agreement states that if the Organization wishes to sell or otherwise dispose of the assisted real property, they must request and receive written approval from HUD.

CONTINGENCIES, CONTINUED

Additionally, the agreement states that if the project ceases to be used as supportive housing within ten years after the project is placed in service, the Organization shall be obligated to repay HUD 100% of the assistance received under the agreement. If the project is used as supportive housing for more than ten years, HUD shall reduce the percentage of the amount required to be repaid by 10% for each year in excess of the ten years that the project is used as supportive housing. The estimated value of this contingent liability is $0 at both June 30, 2023 and 2022. Neither of these contingent liabilities has been recognized within the consolidated financial statements as the terms set in the agreement have not yet been satisfied.

RESTRICTIONS AND LIMITATIONS OF NET ASSET BALANCES

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

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

	2023	2022
Navigator	$ -	10,000
H.O.M.E. Team	-	37,373
Food shelter	6,427	-
Crisis training	5,250	-
Totals	**$ 11,677**	**47,373**

RETIREMENT PLAN

The Organization has established a Savings Incentive Match Plan for employees. Employees can contribute to the plan via weekly payroll deductions. Milestone contributes 3% of the employee's salary to eligible employee's plans. Retirement plan expense for the years ended June 30, 2023 and 2022 amounted to $18,133 and $21,690, respectively.

LIQUIDITY AND AVAILABILITY OF RESOURCES

The Organization has the following financial assets available within one year of the balance sheet date to meet cash needs for general expenditure:

	2023	2022
Cash	$ 1,118,778	1,011,646
MaineCare receivable	369,450	181,517
Grants receivable	352,409	535,669
Accounts receivable, net	3,669	123,205
Total	**$ 1,844,306**	**1,852,037**

None of the other financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the balance sheet date. Receivables are subject to implied time restrictions, but are expected to be collected with one year.

LIQUIDITY AND AVAILABILITY OF RESOURCES, CONTINUED

The Organization has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. As more fully described in the "Line of Credit" note, the Organization has one committed line of credit in the amount of $150,000 which it could draw upon in the event of an unanticipated liquidity need.

METHOD USED FOR ALLOCATION OF EXPENSES

The consolidated financial statements report certain categories of expenses that are attributable to one or more program or supporting functions of the Organization. Therefore, these expenses are allocated based on hours worked.

REVENUE RECOGNITION

During the years ended June 30, 2023 and 2022, the Organization had contract revenue consisting of the following:

	2023	2022
Rental income	$ 63,816	53,181
Special events, net of related expenses	8,248	26,443
MaineCare	1,964,669	1,196,583
Total contract revenue	**$ 2,036,733**	**1,276,207**

At June 30, 2023 and 2022, the Organization had contract assets in the amount of $369,450 and $181,517, respectively, pertaining to MaineCare fees receivable. For each of the years ended June 30, 2023 and 2022, goods and services provided to customers included access to shelters and programs, access to special events, and access to rental units.

To best match the timing of the transfer of goods or services, the Organization recognizes revenue from contracts with customers when performance obligations are satisfied, which is monthly for rentals, and on the date of occurrence for programs, MaineCare services, and special events. All prices are fixed and there are no financing terms. There are no significant warranties of return, refund, or discount obligations related to any contracts with customers. For each of the years ended June 30, 2023 and 2022, the greatest economic factor effecting contract revenue has been inflation.

Contract transaction prices, such as admissions and membership fees, include management's judgment of variable consideration, which includes incentives, and rebates. Based on available information, management must include an estimate of any variable consideration, if applicable, when determining the contract transaction price. There were no such variable considerations in determining contract transaction prices.

CONDITIONAL PROMISES TO GIVE

During the years ended June 30, 2023 and 2022, the Organization was awarded several grants, subject to certain conditions, to provide funding in a non-exchange fashion in support of the Organization. Such conditionally promised funding amounted to $8,425,527 and $5,357,831 for the years ended June 30, 2023 and 2022, respectively. In accordance with FASB ASC 958-605-25 *Revenue Recognition-Contributions*, contributions subject to conditions are not recognized as revenue until the related conditions have been met. For the above noted grants, conditions are considered to have been fully satisfied when qualifying expenditures have been incurred. As of June 30, 2023 and 2022, total conditional contributions yet to be recognized as revenue amounted to $6,166,466 and $1,805,216, respectively.

COMMITMENTS

During the year ended June 30, 2022, the Organization was named as a party in two legal complaints. As a result of these legal matters a settlement of $35,000 has been accrued for and included in other accrued expenses on the accompanying consolidated statements of financial position for the year ended June 30, 2022. During the year ended June 30, 2023, $88,428 was paid as a settlement of these matters and is included in consulted and contracted services expense on the accompany statement of functional expenses.

DHHS REVIEW

The Maine Department of Health and Human Services (DHHS) distributed additional MaineCare payments to fund bonuses for direct support workers throughout Maine. The Organization made this bonus payment to staff in 2022, and it was required to be reported on by February of 2023. However, the Organization did not file the report timely.

On October 16, 2023, the Organization received a letter from the Division of Audit requesting a refund of the $105,755. The Agency strongly disagrees with this finding and intends to vigorously appeal the ruling. At the time of issuance of our report for the year ended June 30, 2023, the likely outcome and estimate of possible recoupment, if any, was not determinable, and no contingent liability was provided for in those statements.

SUBSEQUENT EVENTS

In accordance with FASC 855-10 *Subsequent Events,* management has evaluated subsequent events for possible recognition or disclosure through March 26, 2024, which is the date these consolidated financial statements were available to be issued.

On September 15, 2023, the Organization purchased a second property in Portland Maine for a cost of $2,495,000. This building will be used in addition to the current building to continue the mission of the Organization. In conjunction with the purchase of this property, the Organization entered into a commercial line of credit note with an original principal balance of $1,050,000, and fixed interest at an annual rate of 7.50%.

In addition, as of January 2024, the Organization switched from a Simple IRA plan to a 401K plan.

		2025 Budget Totals
Income		
Total 50100 OSA	$	1,773,921.00
50100.5 OSA-Adcare Restricted Fu	$	-
50101 Private Insurance Income	$	-
Total 50102 City of Portland	$	442,123.00
50103 City of South Portland	$	10,000.00
50111 Spurwink	$	50,000.00
50112 City of Westbrook	$	10,000.00
50113 City of Scarborough	$	15,000.00
Total 50200 Maine State Housing A	$	569,311.75
Low Barrier Funding	$	200,000.00
Total 50300 Client Fees	$	10,000.00
50304 Rent-Carriage House	$	64,400.00
50305 Rent-MDH	$	19,800.00
50600 Food Stamps Revenue	$	24,000.00
50700 Unrestricted Donations	$	25,000.00
50701 Foundations	$	107,000.00
50702 Businesses	$	50,000.00
50703 Individuals	$	53,000.00
50705 Annual Appeal	$	130,000.00
50739 United Way-Covid	$	-
50840 Cohen Foundation	$	-
Total 50700 Unrestricted Donations	$	340,000.00
Total 50720 Grant Income - CDBG	$	-
50751 SAMSHA	$	-
50752 Cumberland County ARPA	$	-
Total 50800 Restricted Donations	$	96,750.00
50841 Davis Foundation Income	$	-
50900 Interest Income	$	40,000.00
51000 Misc Income	$	-
Total 51500 MaineCare	$	4,978,172.30
51900 Fundraising Event - 60 Miles	$	-
Total Income	$	8,918,478.05
Gross Profit	$	8,718,478.05
	$	-
Expenses	$	-
1 CC Reconciliation	$	-
15005 Small Tool Purchases		
Total 60100 Salaries & Wages	$	5,805,344.20
60200 Taxes	$	-
60201 Federal Taxes	$	440,713.18
60202 SUI Taxes	$	107,119.12
60203 Real Estate Taxes		
60205 State Taxes		
Total 60200 Taxes	$	547,832.31
60204 Maine Service Provider Tax	$	-
60210 Employee Benefits	$	-
60211 Health Insurance	$	320,445.39
60212 Life & Disability	$	43,018.68
60213 Retirement Plan	$	221,173.77
60214 Workers Comp Insurance	$	76,515.31
60215 Employee Retention	$	140,000.00
Total 60210 Employee Benefits	$	801,153.15
Total 60300 Consultants	$	264,693.72
Total 60500 Equipment Expense	$	52,200.00
60600 Building Repairs	$	10,000.00
60700 Occupancy	$	38,862.87
Total 60900 Business Expenses		
Total 61000 Utilities	$	197,295.45
Total 61100 Depreciation	$	32,898.78
Total 61200 Building Expenses	$	112,428.35
Total 61400 Food Expense	$	271,043.47
Total 61450 Recruitment	$	21,405.72
Total 61500 Supplies Expense	$	142,211.34
61550 Medical Testing	$	8,000.00
Total 61600 Travel Expense	$	42,311.41
61700 Training	$	12,000.00
61710 Client Enrichment	$	17,500.00
61730 60 Milest for Milestone-Expe	$	-
61750 Client Projects Expense	$	-
Total 61800 Insurance	$	81,527.63
Total 61900 Miscellaneous Expense	$	178,891.11
61901 Client Fund Expense	$	9,882.72
Total 62800 Facilities and Equipme	$	525.00
64020 Bad Debt Expense Write Off	$	-
Total 65000 Operations	$	3,374.32
Total 65100 Other Types of Expens	$	33,015.12
Total 68300 Travel and Meetings	$	2,000.00
Uncategorized Expense	$	-
Total Expenses	$	8,686,396.67
Net Operating Income	$	32,081.38
Total Other Income	$	-
Total Other Expenses	$	-
Net Other Income	$	-
Net Income	$	32,081.38

MILESTONE
RECOVERY

Memorandum of Agreement between

Spurwink Services (hereafter referred to as **Spurwink**)
and
Milestone Recovery (hereafter referred to as **Milestone**)

Whereas:

1. Spurwink is a 501(c)(3) nonprofit with the mission to provide behavioral health and education services for children, adults and families.

2. Milestone is a 501(c)(3) nonprofit with the mission to provide compassionate care and services to empower individuals experiencing substance use disorders, mental illnesses, and homelessness to attain an enhanced quality of life regardless of ability to pay;

3. Spurwink's programs and services include but are not limited to the Living Room Crisis Center, Assertive Community Treatment, Outpatient counseling, Psychiatric Evaluation and Medication Management and an Opioid Health Home

4. Milestone's programs include but are not limited to medically monitored withdrawal, street-based outreach and referral, emergency shelter, and extended residential treatment;

5. Milestone's HOME Team offers mobile outreach to support the health and recovery of vulnerable people experiencing homelessness and substance abuse. struggling with behavioral health disorders, specializing in mental health and Milestone specializing in substance use;

6. Both organizations recognize the rising rates of homelessness within our communities and the corresponding increased demand on services;

7. Both organizations

   and

8. Both organizations recognize the significant intersection of their core constituencies and served populations, most particularly the high rates of co-occurrence between mental illness and substance use, and wish to increase the effectiveness and efficiency of their core programs.

In the interest of providing the best possible care to our communities, we the undersigned, on behalf of Milestone and Spurwink, agree to collaborate and coordinate the delivery of services across our programs, and most especially between the HOME Team and the Living Room Crisis Center. Specifically, we agree that:

Milestone will:

1. Maintain a presence in Portland and Scarborough five days a week responding to individuals experiencing homelessness in need of resources or services, as identified by the HOME Team's own outreach as well as the City of Portland and Scarborough's Police and Fire Departments, local businesses, and community partners.

2. Provide Transport to the Living Room Program, Certified Community Behavioral Health Clinic or Ashlea's Place for consenting individuals needing mental health services or housing at any level below those requiring involuntary commitment.

3. As needed and available, assist with transportation between Spurwink's services and other community resources.

4. Transport intoxicated individuals who need Milestone Emergency Shelter services for substance abusing impaired individuals.

5. Provide direct phone communication with priority response to Spurwink clients as requested by Spurwink staff.

Spurwink will:

1. Provide priority care for Home Team and overall Milestone clients in need of emergency psychiatric care.

2. Refer clients as appropriate to Milestone's services including Medically Managed Withdrawal, Emergency Shelter, or Extended Residential Treatment.

Both organizations will:

1. Prioritize calls from one another's programs, providing backup capacity to improve response times.

2. Co-refer to one another's programs and outreach teams as needed given Spurwink's specialization in mental health and Milestone's specialization in harm reduction substance use treatment.

3. Share depersonalized data on call volumes, times, geographies, and services provided in order to optimize service delivery.

General requirements:

1. Each party acknowledges that it has an independent duty to maintain the confidentiality of client information in accordance with applicable laws and rules, including the Rights of Recipients of Mental Health Services. Each party will make a good faith effort to secure any needed consents or authorizations in order to disclose information to the other party regarding services provided to clients. In carrying out their respective obligations under this MOA, both Health Home Practice and Behavioral Health Home Organization and their respective employees, agents, subcontractors or representatives may have access to individually identifiable health information on patients originating with the other, including patient names and other medical information, maintained in electronic, oral or written form ("Protected Health Information") for the purposes of treatment, payment and health care operations, as such terms are defined in the Federal Health Insurance Portability and Accountability Act ("HIPAA") and its implementing regulations set forth at 45 CFR Part 160 and Part 164.

2. The Parties agree to comply with any Federal or State law governing the privacy and confidentiality of Protected Health Information and each Party shall: (i) not use or disclose Protected Health Information other than as permitted or required by this MOA for the proper performance of its duties and responsibilities hereunder; (ii) use appropriate safeguards to prevent use or disclosure of Protected Health Information other than as provided for under this MOA; and (iii) notify the other immediately in the event the Party becomes aware of any use or disclosure of Protected Health Information which violates the terms and conditions of this MOA or applicable Federal and State laws.

3. The term of this agreement will begin on July 1, 2023 and will automatically renew on an annual basis unless terminated by either Party. Either party may terminate this agreement without cause with sixty (60) days' written notice to the other party.

Signed: Eric Meyer Date: 11/16/23

Eric Meyer, President and CEO
Spurwink Services

Signed: Thomas P. Doherty Date: 11/16/23

Thomas P. Doherty, Executive Director
Milestone Recovery

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

Members of the CBDG allocation committee,

As the City of Portland's Director of Social Services, I want to offer my strong support for funding for Milestone Recovery's HOME Team. For the past decade the HOME team has been an integral partner with the city in meeting the needs of Portland's residents who are unhoused, especially those who are struggling with substance use disorders. In the past year the Milestone HOME Team has transported about 8 Homeless Service Center guests six days a week to and from daily substance use treatment appointments. City staff and the Home Team work closely together, each bringing their own special set of skills. The Home Team reports that they have had 1877 service encounters supporting Homeless Service Center guests since the site opened.

As fellow members of the City's Long Term Stayers initiative the HOME Team is a key player in all of our efforts to transition individuals into long term stable housing. Most recently the HOPE program has been added to the HOME team and the existing relationships have been maximized making the Milestone Recovery HOPE worker very effective in connecting with unhoused individuals and rapidly building trust to facilitate the housing process.

The HOME team specifically and the entire Milestone team are valued partners for city staff and allow us to multiply our efforts in meeting the needs of Portland residents. We look forward to making Portland an even better place to live by working closely together with the Milestone Home team and our other nonprofit partners.

Sincerely,

Aaron Geyer
City of Portland
Social Services Director

Overview

Completed by laurie@wheelhouseconsulting.org on 11/1/2024 6:09 AM

Case Id: 30553
Name: Maine Needs - 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 laurie@wheelhouseconsulting.org on 11/13/2024 2:20 PM

Case Id: 30553
Name: Maine Needs - 2025
Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name
Maine Needs

A.2. Mailing Address
PO BOX 4174 Portland , ME 04101

A.3. Federal ID Number
84-4746926

A.4. Unique Entity Identifier- SAM.GOV
RRUEY28MSXL1

APPLICATION POINT OF CONTACT

A.5. Name
Laurie Jevons

A.6. Phone
(518) 248-6960

A.7. Email
laurie@wheelhouseconsulting.org

EXECUTIVE DIRECTOR

A.8. Name
Angela Stone

A.9. Phone
(207) 838-2391

A.10. Email
angela@maineneeds.org

PROJECT DIRECTOR

A.11. Name
Tara Balch

A.12. Phone
(215) 527-9588

A.13. Email
tara@maineneeds.org

FINANCIAL DIRECTOR

A.14. Name
Sarah Paul

A.15. Phone
(207) 358-9344

A.16. Email
sarah@maineneeds.org

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)
Maine Needs

B.2. Primary Address Services Are Delivered
332 Forest Ave Portland , ME 04102

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.

Maine Needs works with the most vulnerable populations across Portland, including unhoused populations, asylee/

refugee/ immigrant communities, and families receiving state assistance, prioritizing those with low to moderate income. We have deep connections with Portland Public schools and work closely with the teams that look out for unhoused and multilingual students within the school system.

B.8. How many will be served by the proposed program? (unduplicated -per year)
3,000

B.9. How many are low to moderate income residents of Portland?
2,354

B.10. What percentage of total clients are low to moderate income residents of Portland?
84.00%

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 staff time. There are five current staff (three full time, two part time, and an open position for an administrative intern). Based on an average of 78 hours a week across the six roles, and an average of fifty worked weeks per year, the total time dedicated to this project is 3,900.

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?
10.00%

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?
$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

Maine Needs works to supply Mainers across all 16 counties with basic essentials (including bedding, warm winter clothing, tents, and sleeping bags). Our biggest service area is metro Portland, based on our location in Portland and the density of providers in the Portland area. We work closely with caseworkers, guidance counselors, nurses, and street outreach teams to fill requests and deliver donated goods across the state.

B.20. Program Outcomes

Partner with more than 150 organizations across the state to ensure essential material goods are distributed to Mainers in all 16 counties, with a priority focus on the Portland metro area Build on existing programs to distribute more than 15,000 coats and jackets and 10,000 tents and sleeping bags across the state in FY 2025 Recruit and retain more than 1,500 volunteers in 2025 to ensure essential services (sorting donations/ packing requests) are able to continue without interruption

B.21. Employees

Program specific, not for the entire organization.

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

Documentation

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

Maine Needs does not collect personal information of beneficiaries. We work with caseworkers and other providers to ensure demographic information is captured and anonymized.

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

Staff hours are reported and tracked weekly.

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

Maine Needs tracks multiple data points about our outreach and services. Each volunteer shift, we tally what items have been "packed in requests", allowing us to track in real time what we need to replenish in our inventory as well as record what material goods are being sent to the community. We also track the organizations we partner with each year to ensure our services reach community members across the entire state. In 2023, we worked with providers in at least 124 organizations and more than 400 providers across the state, with more than 180 providers serving the Portland area. We regularly communicate with caseworkers, partner organizations, and our volunteer community, both directly and through social media, to ensure that the services we are providing are meeting the community's highest needs. This includes having a seasonal inventory, providing backpacks and back to school supplies in the fall, cold weather boots, coats, hats and gloves in the winter months, tents and tarps in spring and summer. Since inception in 2020, Maine Needs has filled more than 35,000 items across Maine, filling more than 28,000 Ikea bags with essential material goods.

C. Narrative

Completed by laurie@wheelhouseconsulting.org on 11/18/2024 7:21 AM

Case Id: 30553
Name: Maine Needs - 2025
Address: *No Address Assigned

C. Narrative

Please provide the following information.

C.1. Program Description

Describe the Program being proposed.

Maine Needs is community fueled donation center and 501c3 that helps low to moderate income individuals and families across Maine meet their basic, material needs. Nonprofits, schools and hospitals make requests to us through providers like caseworkers, teachers, and street outreach teams and our volunteers fill those requests. Maine Needs works with the most vulnerable populations across our state, including children and adults that are going without bedding, basic hygienic needs, cleaning supplies etc. Our reach includes: families struggling to afford these basics in conjunction with rising costs of living, asylum seekers, domestic violence survivors, those formerly incarcerated, as well as unhoused populations. We are almost entirely volunteer run and rely on community donations and funding to fulfill our mission. Our model is simple: we ask for specific items that are regularly needed, and buy the things that aren't donated to fulfill requests. Then, providers deliver the items directly to those in need. Caseworkers routinely request items for their clients, focusing on highest priority needs (like warm clothing), then making separate requests for hygiene products, household items, etc. Though we accept donations in our donation center three days a week and through community driven collection drives, we cannot always keep our highest requested items in stock. This includes cleaning and hygiene products (which cannot be purchased with state benefits like SNAP) and many Mainer's monthly finances (even with TANF assistance) are stretched after expenses like rent and heat are paid. Year after year, we see our reach continue to grow- we filled 3,822 more requests in 2023 than 2022. Whenever possible, we source wholesale discounts and work to acquire product sponsorships or support local stores, to maximize our purchasing power. Our financial donations and existing monetary support are leveraged to purchase essential material goods like warm winter coats and waterproof boots. As a primarily volunteer led organization, we hired our first employee in 2022 and only recently grew to a team of five staff. Our team of 30+volunteer shift leaders manage the day to day operational aspects of our program, including training new volunteers, filling requests, and sorting donated items. We currently have an unpaid intern position which we hope to be able to fund in the near future, recognizing the inherit inequity of unpaid labor in this economy.

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.

Recent data from the United Way Alice Report found that 249,725 of Maine households struggle to afford the basics, including adequate warm clothing, necessary hygiene and cleaning supplies. That is 42% of households in Maine. We exist as a community effort to meet needs across Maine, creating lasting change and making us all feel more connected and supported. We are a grassroots nonprofit, inspiring organic participation from neighbors, local businesses, churches and schools wanting to help. Maine Needs accepts donations and thoughtfully sorts those donations into categories, like men's/ women's/ children clothing, housewares, cleaning products, hygiene, tents/ sleeping bags/ tarps, diapers, wipes and baby gear. Caseworkers and providers from across the state can request items (ranging from a single warm coat or tent for a client, to everything someone would need for a new apartment-including pots and pans, dishes, cleaning supplies, towels, sheets). What sets Maine Needs apart is the direct and swift impact of our work. A service provider identifies a need--whether that's a child showing up to school shivering because they don't have a winter coat or a family starting over from scratch in a new apartment after escaping domestic violence --then they email us a request to meet that need. Volunteers put together the items and email the service provider back. The provider then picks up the items and delivers it to their client--all within a couple days and with no paperwork, no cumbersome applications or waiting. As many of the clients served by our program are low to moderate income, the material goods we supply help stretch budgets even further to cover other essential things like heating bills, food, and transportation. Since October 2020, we have fulfilled 35,527 individual and group requests from social workers, guidance counselors, school nurses, street outreach teams, domestic violence shelters, and more. In 2023, that included disseminating 6,973 tents, sleeping bags and backpacks, 13,651 cleaning/hygiene kits, and 10,518 winter coats and jackets.

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

Maine Needs works with the most vulnerable populations across Portland, including children and adults that are going without bedding, basic hygienic needs, cleaning supplies etc. Our reach includes low to moderate income families struggling to afford these basics in conjunction with rising costs of living, asylum seekers, domestic violence survivors, those formerly incarcerated, as well as unhoused populations. Data from the US State Department indicates an average of 658 immigrants and refugees arrived in Maine between 2022-2024, and Maine Needs supports caseworkers and organizations in providing warm clothing, footwear, hygiene products and housewares. Additional communities with the highest priority needs include: Unhoused populations Recovery communities/ sober living Military veterans Asylee/ refugee/ immigrant communities Students in public schools Through our diverse partnerships with organizations across the state, (we partnered with more than 412 providers at 124 organizations in 2023, with more than 180 providers serving Portland) we have a broad reach across communities in Maine and a deep reach in City of Portland. In 2023, we filled 13,194 requests from across all 16 counties. Year after year, we see increasing numbers of requests and items being sent out into the community, and we work to ensure all schools, case managers, recovery centers, homeless shelters, and beyond know about Maine Needs and know how to request items from us. Our broad social service reach allows us to be responsive in real time, communicating essential requests from caseworkers. Community members donate new and gently used winter clothing, footwear, and financial contributions, embracing the ethos that those who can give more should. Our community donation center is almost entirely volunteer operated, with 30+ Shift Leaders and volunteers signing up to more than a dozen shifts per week. We source donations and at cost goods from local vendors (including Reny's, Mardens, Toms of Maine, LL Bean), further supporting the Maine community. This is a sample of one of the hundreds of emails we receive every week from the City of Portland: "We recently received a number of coats from you, and they were highly appreciated and they are already gone. We were flooded with very cold people and would love request another set of coats WOMEN, MEDIUM - 25 WOMEN, LARGE/XLARGE - 10 MEN, MEDIUM - 20 MEN, LARGE, XLARGE - 20 GLOVES, MENS LARGE -20 GLOVES, WOMENS, MEDIUM -20 COLD PACKS (ZIPLOCKS WITH HAND WARMERS) -50 BOOTS - size 8 and size 9, womens Much thanks for all the great work you do"

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**

4. Address the needs of the growing homeless population- prevent and reduce homelessness We provide necessary resources supporting those transitioning out of homelessness. This includes essential material household items like linens, cooking utensils, and cleaning supplies. Some of our most requested household items include sheets and towels, as well as basic hygiene and cleaning supplies like cleaning spray, toiler paper, etc. By easing the burden of these upfront costs, we support the transition to more stable housing placements. By providing new or gently used household items, we create a sense of broader community care and contribute to a more positive housing transition. We know that housing is healthcare and while many of our partner caseworkers work directly to help navigate the housing application process, we aim to support by providing the essential items necessary once a client moves into a more permanent situation. We also support clients living in less stable situations by providing tents, sleeping bags and tarps, helping navigate Maine's harsh climates.

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.**

4. Address the needs of the growing homeless population- prevent and reduce homelessness Maine Needs provides housing services by working closely with partner organizations across the City of Portland. We receive requests weekly from caseworkers moving clients into new housing situations, and provide community members with bedding (sheets, blankets, pillows), kitchen items (including pots, pans, dishes), and cleaning supplies. By providing these items, Mainers entering a new housing situation have more flexibility with their limited funds to pay for other essentials (heat, Wifi, gas, groceries). We also provide items like bus passes, clothing (including winter coats and boots), and backpacks, continuing to reduce barriers to Mainers entering the workforce, complying with health appointments, and pursuing continuing education. Maine Needs partners closely with organizations across Maine to fill gaps in essential services by providing requested material goods at no cost. We are able to keep our staffing costs low by recruiting and retaining a mostly volunteer team, including volunteer Shift Leaders, a majority volunteer Fundraising Committee, and regular volunteers in our donation space.

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.**

Priority to Lower Incomes- Maine Needs provides services to Portland's most vulnerable communities, including unhoused individuals, victims of domestic violence, people in recovery, and refugees/ asylum seekers. We leverage donors (both financial and material) to source and supply material goods to those with the highest need. Our model is extremely low barrier- providers from across the city can email us with a request of material goods (ranging from a single warm coat for a client, to all the essential items a family might need moving into a new housing situation), and our volunteers "shop" our donated items to complete the request. Providers can pick up the completed request at our donation center within a few days and deliver the items to the client, without the burden of transportation falling on the client themselves. Diversity and Inclusiveness- Maine Needs has embraced diversity and inclusion throughout our program. Maine Needs is primarily volunteer run, embracing volunteers from across the state. We have translated our training materials into multiple languages to remove barriers to volunteering with us (including translating training documents into French, Lingala and Portuguese). Since our inception, Maine Needs has been guided by the philosophy of "solidarity, not charity". We believe that those who have more to give should give more, and that everyone has a way to contribute- by donating time, material goods, money, or their lived experience expertise.. Our volunteers are extremely diverse, ranging from children volunteering with their parents/guardians, retirees, teenagers, college students, adults with special needs, corporate groups, various religious groups, girl scout troops, employee service days, and even social clubs. We have volunteer materials translated into multiple languages, ensuring our donation center is a welcoming space for everyone. We welcome all ages, abilities, gender identities, and religious expression, as we truly believe in the community spirit of Maine Needs. We are truly a community effort, which continues to be supported by individuals and businesses across the state four years after we began. We remain primarily volunteer led, with a core of volunteer shift leaders, daily volunteers, and a mostly volunteer Fundraising Committee. Consistent with City Goals and Initiatives- We are aligned with the City of Portland CDBG priorities of working with low to moderate income individuals and families. This includes addressing the needs of the growing homeless population.

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.

Maine Needs has cultivated deep partnerships and collaboration with providers across Portland. We partner with more than 40 organizations in Portland (including the City of Portland, schools, health centers, and social service providers) to ensure needs are being met across the city. Our With more than 40,000 followers on social media, we are able to communicate our needs daily to followers, who can donate highly requested material goods to our donation center. We regularly communicate with caseworkers, partner organizations, and our volunteer community, both directly and through social media, to ensure that the services we are providing are meeting the community's highest needs. This includes having a seasonal inventory, providing backpacks and back to school supplies in the fall, cold weather boots, coats, hats and gloves in the winter months, tents and tarps in spring and summer. Throughout our growth from 2020 until now, we have constantly innovated and iterated our services. This included adding in delivery options for caseworkers who live outside southern Maine, and expanding our volunteer hours to have more shifts to meet caseworker needs. Providers are able to make requests via email, pick up completed items and deliver to their clients (without the burden of transportation and time being put on clients).enter. We also uplift and highlight organizations across Maine who do not have the social media reach we do, sharing causes and events that support nonprofits across Maine. We have built deep partnerships with caseworkers and providers from Presente Maine, Maine Access Immigrant Network and Mano e Mano to understand and provide culturally sensitive basic material needs, including Black hair care products, long dresses, skirts, scarfs, children's books in Spanish, French, Portuguese, Pashto, Dari and Arabic. Our Board is composed of caseworkers and community members from across Southern Maine who represent and advocate for iteration and innovation of our services to best meet community need.

C.8. Readiness to Proceed

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

Describe the program's timeline with specific dates and times, including start dates, end dates and milestones as applicable.| Maine Needs began as a Facebook group in 2019 to act as a bulletin board and a bridge for those wanting to donate clothing to Mainers who would benefit from donated goods. In 2020, Maine Needs became a 501c3 and opened a 2,000 square foot donation center in Portland. In 2021, Maine Needs doubled the space of their donation center by adding an additional 2,000 square feet, better equipping the team to accept and sort donations, as well as fill provider requests. In 2022, Maine Needs hired their first employee, expanding to two employees in 2023, and five employees (three full time, two part time) in 2024. We are adding an administrative intern to support the administrative functions of our donation space and growing communication needs. In February 2025, we are moving to a new building with 16,000 square feet of space. This new building will allow us to scale our services with the current need, as we currently lack the physical space to keep pace with the donations, requests, and volunteers that have been increasing since 2020. In 2023, we had over 1,500 volunteers in our community donation center, sorting donations, packing requests, and liaising with caseworkers. Maine Needs is governed by a Board of Directors representing the broader Maine Community. Volunteer Shift Leaders hold Shift Leader Meetings at least quarterly to collaborate and engage in process improvements. Action items have included scheduling efficiency, consistent inventory tracking, working with New Mainer volunteers (including translating training documents into French, Lingala and Portuguese).

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.

Angela Stone (Executive Director)- Bachelor of Fine Arts, Spurwink Humanitarian Award of the Year for 2024 As our Founder and Executive Director, Angela Stone holds a strong belief that if we all did our part to make sure people aren't going without basic human needs, that they wouldn't have to. For the last six years, she has spent her time growing Maine Needs through social media to tell the story of what people in Maine need and opening a community donation center that has made it evident that each of us really can help, no matter our differing ages, races, faiths, experiences or economics. Officially hired in July of 2024, she is committed to expanding Maine Needs and reaching more people while honoring our collaborative volunteer roots as staff members and board members. Jo Albanese (Volunteer Program Manager)- Masters of Social Work, State of Maine Licensed Clinical Social Worker (LCSW) As our Volunteer Program Manager, Johanna Albanese's role is to welcome in 1000-1500 volunteers a year. She wants everyone to walk in and know they belong here. Jo manages our core group of 40+ shift leaders and trains new volunteers daily. She makes sure the requests are being fulfilled in a timely manner and caseworkers, teachers, nurses and street outreach teams feel supported. Sarah Paul (Finance & Compliance Manager) - Masters Degree, MANP Emerging Leaders Training As our Finance & Compliance Manager, Sarah Paul allows us to continue to uphold our mission by making sure that Maine Needs finances are her top priority. She manages our daily book keeping and accounts payable, updates our donor database and works with an outside accountant to reconcile numbers and produce our filings. Sarah also works to ensure that we are following nonprofit regulations each quarter. Heather Tracy (Logistics & Inventory Manager)- Bachelor of Arts (Geography/Anthropology), Masters of Science (Education), certified as a Highly Qualified teacher in Maine As our Inventory & Logistics Manager, Heather Tracy's does everything possible to try and keep us sufficiently stocked. She seeks out product donations from various brands as well as local businesses. She manages our monthly materials budget to buy what is rarely donated and what we struggle to stock, such as tents, sleeping bags, men's boots, coats and cleaning products. Heather also works closely with volunteers to track exactly what goes out each day. Tara Balch (Communication Director), Bachelor of Science (Summa Cum Laude, Social & Behavioral Sciences) As our Communications Director, Tara Balch's role is to connect with our community and build a larger safety net for people throughout Maine. She leverages the viral effect of social media by creating new visual content everyday. Tara works hard to tell the complete story of what basic needs people are going without, why so many are in this position and how we as neighbors can change that by digging in and helping. She was our first hire 2 years ago.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

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

Maine Needs has seen organic growth of our services every year from 2020. We received 3,000 more requests in 2023 than we did in 2022, and expect that our reach will continue to grow and support community partners across Portland. The Opportunity Alliance voted Maine Needs as the best Community Partner in 2022, and we have become an essential service provider in the Portland metro area. CDBG funding is essential to the continuation of our services because they enable critical components of our mission to be fulfilled, including supporting our dedicated team of employees. This funding will support operational costs and sustain jobs directly tied to our efforts. As our team has grown, we have been able to expand access to our services, invest in necessary resources (we are moving to a new building in 2025 that will drastically increase our space), and enhance our community outreach and support. With CDBG support, Maine Needs can maximize our reach and impact, particularly for underserved populations across Portland who need our services the most. If this funding is not awarded, Maine Needs would face significant challenges in maintaining the growth of our current operations. We continue to seek alternative funding sources such as private donations and other partnerships.

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.

Maine Needs is funded by small grants and individual donors. Our average online donation is $94.94, and we have received more than 8,000 online donations since 2020. We have broad financial support, including foundation and business support, partnerships with local businesses who provide both in kind and fiscal support, as well as a groundswell of community contributions. Past financial supporters include the Ascienzo Family Foundation, Bangor Savings Bank, Bank of America, John T Gorman Foundation, the Maine Mariners, the Simmons Foundation, Subaru Share the Love, Target, Town & Country Federal Credit Union, Unum, Wal-Mart, and more. We also receive in kind support from amazing companies like Bombas (socks), Earth Breeze (laundry detergent), Grove Collaborative and Home Depot (cleaning products). We source material items at cost or reduced rates, as well as soliciting donations to supplement what we receive in our donation center.

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.

Maine Needs has a horizontal staff structure, with all staff paid the same rate. CDBG funding would support an allocation of Portland focused work per staff person, as well as a paid administrative position. Maine Needs operates our services statewide, but has a focus on the metro-Portland area, and this funding would allow us to provide specific focus to Portland based efforts. The staffing budget reflects the appropriate percentage of appropriate time spent on City of Portland services and service providers. Maine Needs remains almost entirely volunteer run, with our first employee hired in 2022 and an Executive Director hired in July 2024. In the early stages of our growth, all donations went towards material items but we have reached a turning point where all staff members play an essential role in making sure all in kind and financial resources are allocated in the most efficient and effective ways to support our community. Maine Needs does not currently offer robust fringe benefits, as we do not have a 401k contribution or company sponsored health insurance. Maine Needs has been seeking an administrative intern to support operational logistics in our community donation center. The role is currently an unpaid position, but we seek to have this position be paid because of the inherent equity of paying the staff person in that role.

D. Program Budget Detail

Completed by laurie@wheelhouseconsulting.org on 11/14/2024 9:54 PM

Case Id: 30553
Name: Maine Needs - 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.
$119,641.50

D.2. Total Program Budget
$317,792.80

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Staff Salaries	$317,792.80	$119,641.50	$165,152.10	Private Funding	Committed
	$317,792.80	$119,641.50	$165,152.10		

E. Required Documents

Completed by laurie@wheelhouseconsulting.org on 11/18/2024 12:52 PM

Case Id: 30553
Name: Maine Needs - 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 laurie@wheelhouseconsulting.org on 11/18/2024 12:52 PM

Case Id: 30553
Name: Maine Needs - 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
Laurie Jevons
Electronically signed by laurie@wheelhouseconsulting.org on 11/18/2024 12:52 PM

Title
Grant writer

MAINE NEEDS
a community effort

2024 MAINE NEEDS BOARD OF DIRECTORS

Betsy Tod, ***BOARD PRESIDENT*** *(first year of board service)*

5 Lunt Road. Falmouth, ME 04105

Suzanne Barr, ***BOARD TREASURER*** *(first year of board service)*

12 Minuteman Dr, Scarborough ME 04074

Lindsey Janco, ***BOARD SECRETARY*** *(first year of board service)*

70 Gertrude Ave Portland, ME 04103

Angela Stone*,* ***EXECUTIVE DIRECTOR*** *(four years board service)*

16 Ole Musket Rd Cumberland Foreside, ME 04110

Tristen Oldmixon *(first year of board service)*

539 Saint John St, Portland ME 04102

Samuel Rocogoza *(first year of board service)*

370 South Street, Biddeford ME 04005

Victoria Reynolds *(first year of board service)*

43 Village Woods Circle Gorham, ME 04038

Melissa Price *(first year of board service)*

100 Clearwater Dr Unit 148 in Falmouth, ME

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

MAINE NEEDS INC
C/O ANGELA STONE
PO BOX 4174
PORTLAND, ME 04101

Date:
09/10/2020
Employer ID number:
84-4746926
Person to contact:
Name: Customer Service
Telephone: 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 11, 2020
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053598004160

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen a. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P

Form **990** | **Return of Organization Exempt From Income Tax** | OMB No. 1545-0047

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.

Department of the Treasury Internal Revenue Service

2022 Open to Public Inspection

A For the 2022 calendar year, or tax year beginning and ending

B Check if applicable: Address change; Name change; Initial return; Final return/terminated; Amended return; Application pending

C Name of organization: Maine Needs Inc

Doing business as

Number and street (or P.O. box if mail is not delivered to street address): P O Box 4174 | Room/suite

City or town, state or province, country, and ZIP or foreign postal code: Portland, ME 04101

D Employer identification number: 84-4746926

E Telephone number: 207-749-7940

G Gross receipts $ 1103639.

F Name and address of principal officer: Kaleigh Anderson same as C above

H(a) Is this a group return for subordinates? Yes [X] No

H(b) Are all subordinates included? Yes No

If "No," attach a list. See instructions

H(c) Group exemption number

I Tax-exempt status: [X] 501(c)(3) 501(c) ( ) (insert no.) 4947(a)(1) or 527

J Website: maineneeds.org

K Form of organization: [X] Corporation Trust Association Other

L Year of formation: 2020 **M** State of legal domicile: ME

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities: We strive to help individuals and families in Maine meet their basic, material needs by providing

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	8
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	8
5	Total number of individuals employed in calendar year 2022 (Part V, line 2a)	5	1
6	Total number of volunteers (estimate if necessary)	6	0
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.

			Prior Year	Current Year
Revenue	8	Contributions and grants (Part VIII, line 1h)	808261.	1103639.
	9	Program service revenue (Part VIII, line 2g)	0.	0.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	0.	0.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	0.	0.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	808261.	1103639.
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)	0.	32240.
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	b	Total fundraising expenses (Part IX, column (D), line 25) 933.		
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	569230.	907766.
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	569230.	940006.
	19	Revenue less expenses. Subtract line 18 from line 12	239031.	163633.
			Beginning of Current Year	**End of Year**
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	388508.	562977.
	21	Total liabilities (Part X, line 26)	19608.	30444.
	22	Net assets or fund balances. Subtract line 21 from line 20	368900.	532533.

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

Kaleigh Anderson, Treasurer

Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check if self-employed	PTIN
Peter Montano	Peter Montano	6/4/23		P01200943

Firm's name PGM LLC | Firm's EIN 82-4812448

Firm's address 319 Main Street Biddeford, ME 04005 | Phone no. (207) 415-5714

May the IRS discuss this return with the preparer shown above? See instructions [X] Yes No

232001 12-13-22 LHA **For Paperwork Reduction Act Notice, see the separate instructions.** Form **990** (2022)

See Schedule O for Organization Mission Statement Continuation

Part III Statement of Program Service Accomplishments

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

1 Briefly describe the organization's mission:

We strive to help individuals and families in Maine meet their basic, material needs by providing donated clothing, hygiene products, household items, and other necessities. We focus our work on those starting life over from scratch: domestic abuse survivors, asylum

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 [X] 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 [X] 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 $ 898927. including grants of $) (Revenue $)

Maine Needs organically grew out of people in the community coming together on social media to organize and deliver household donations to help those facing financial hardship. Examples of people helped by Maine Needs are homeless individuals setting up a new place to live, domestic abuse survivors, low-income families, and others that are essentially starting their lives over from scratch. Maine Needs is overseen by a volunteer board of directors. Maine Needs activities are carried out by dozens of volunteers, with hundreds in the community donating to Maine Needs to help others. Many donations are coordinated online through social media. Maine Needs has set up donation shopping facilities for those in need by utilizing spare space from a local nonprofit and by coordinating to deliver needed items to existing

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 898927.

Part IV | Checklist of Required Schedules

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

Part IV Checklist of Required Schedules *(continued)*

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

Part V Statements Regarding Other IRS Filings and Tax Compliance

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

					Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	1			
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: 1			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?		2b	X	
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?		3a		X
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*		3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		4a		X
b	If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		5a		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		5b		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		5c		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		6a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		6b		
7	**Organizations that may receive deductible contributions under section 170(c).**				
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?		7a		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		7b		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		7c		X
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		7e		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		7f		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		7g		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		7h		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		8		
9	**Sponsoring organizations maintaining donor advised funds.**				
a	Did the sponsoring organization make any taxable distributions under section 4966?		9a		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		9b		
10	**Section 501(c)(7) organizations.** Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b			
11	**Section 501(c)(12) organizations.** Enter:				
a	Gross income from members or shareholders	11a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?		12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**				
a	Is the organization licensed to issue qualified health plans in more than one state? **Note:** See the instructions for additional information the organization must report on Schedule O.		13a		
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b			
c	Enter the amount of reserves on hand	13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?		14a		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*		14b		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.		15		X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.		16		X
17	**Section 501(c)(21) organizations.** Did the trust, or any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.		17		

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

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

Section A. Governing Body and Management

		Line	Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year ... 1a: 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 ... 1b: 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.)*

		Line	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 If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.	15b		X
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 [X] Upon request [ ] Other *(explain on Schedule O)*

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

20 State the name, address, and telephone number of the person who possesses the organization's books and records

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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): Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
(1) Sanaa Abduljabbar Board Member	1.00	X						0.	0.	0.
(2) Dani Laliberte Board Member	1.00	X						0.	0.	0.
(3) Kathryn Sargent Board Member	1.00	X						0.	0.	0.
(4) Angela Stone President	5.00	X		X				0.	0.	0.
(5) Bonnie Harlow Secretary	5.00	X		X				0.	0.	0.
(6) Kaleigh Anderson Treasurer	40.00	X		X				0.	0.	0.
(7) Carrie Hemmelgarn Vice President	5.00	X		X				0.	0.	0.
(8) Hannah Gathman Development Chair	5.00	X		X				0.	0.	0.

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

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

			Yes	No
3	Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*	3		X
4	For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*	4		X
5	Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*	5		X

Section B. Independent Contractors

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

(A) Name and business address	(B) Description of services	(C) Compensation
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 Revenue**

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

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e					
	f All other contributions, gifts, grants, and similar amounts not included above	1f	1103639.				
	g Noncash contributions included in lines 1a-1f	1g	$ 406750.				
	h **Total.** Add lines 1a-1f			1103639.			
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)						
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
			(i) Real / (ii) Personal				
	6 a Gross rents	6a					
	b Less: rental expenses	6b					
	c Rental income or (loss)	6c					
	d Net rental income or (loss)						
			(i) Securities / (ii) Other				
	7 a Gross amount from sales of assets other than inventory	7a					
	b Less: cost or other basis and sales expenses	7b					
	c Gain or (loss)	7c					
	d Net gain or (loss)						
	8 a Gross income from fundraising events (not including $ ______ 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			1103639.	0.	0.	0.

Part IX Statement of Functional Expenses

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

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

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
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	29723.	23778.	5945.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes	2517.	2014.	503.	
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting	700.		700.	
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.)	1115.	892.	223.	
12 Advertising and promotion	769.	615.	154.	
13 Office expenses	9597.		9597.	
14 Information technology	24647.	19718.	4929.	
15 Royalties				
16 Occupancy	73110.	58488.	14622.	
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	3966.	3173.	793.	
23 Insurance	2194.		2194.	
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 In-kind expenses	406750.	406750.		
b Supplies/materials	323630.	323630.		
c Program expenses	40247.	40247.		
d Equipment	9679.	9679.		
e All other expenses	11362.	9943.	486.	933.
25 **Total functional expenses.** Add lines 1 through 24e	940006.	898927.	40146.	933.
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		277464.	1	457496.
	2	Savings and temporary cash investments			2	
	3	Pledges and grants receivable, net			3	
	4	Accounts receivable, net			4	
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons			5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)			6	
	7	Notes and loans receivable, net			7	
	8	Inventories for sale or use		95500.	8	83853.
	9	Prepaid expenses and deferred charges			9	
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 27321.			
	b	Less: accumulated depreciation	10b 5693.	15544.	10c	21628.
	11	Investments - publicly traded securities			11	
	12	Investments - other securities. See Part IV, line 11			12	
	13	Investments - program-related. See Part IV, line 11			13	
	14	Intangible assets			14	
	15	Other assets. See Part IV, line 11			15	
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)		388508.	16	562977.
Liabilities	17	Accounts payable and accrued expenses		19608.	17	30444.
	18	Grants payable			18	
	19	Deferred revenue			19	
	20	Tax-exempt bond liabilities			20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D			21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons			22	
	23	Secured mortgages and notes payable to unrelated third parties			23	
	24	Unsecured notes and loans payable to unrelated third parties			24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D			25	
	26	**Total liabilities.** Add lines 17 through 25		19608.	26	30444.
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		368900.	27	532533.
	28	Net assets with donor restrictions			28	
		Organizations that do not follow FASB ASC 958, check here ☐ **and complete lines 29 through 33.**				
	29	Capital stock or trust principal, or current funds			29	
	30	Paid-in or capital surplus, or land, building, or equipment fund			30	
	31	Retained earnings, endowment, accumulated income, or other funds			31	
	32	Total net assets or fund balances		368900.	32	532533.
	33	Total liabilities and net assets/fund balances		388508.	33	562977.

Part XI Reconciliation of Net Assets

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

1	Total revenue (must equal Part VIII, column (A), line 12)	1	1103639.
2	Total expenses (must equal Part IX, column (A), line 25)	2	940006.
3	Revenue less expenses. Subtract line 2 from line 1	3	163633.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	368900.
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	532533.

Part XII Financial Statements and Reporting

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

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a		X
	If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
b	Were the organization's financial statements audited by an independent accountant?	2b		X
	If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2c		
	If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?	3a		X
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b		

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
Maine Needs Inc

Employer identification number
84-4746926

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 [X] An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
11 [ ] An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
12 [ ] An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a [ ] **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b [ ] **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c [ ] **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d [ ] **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e [ ] Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations

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

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

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

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

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 **Total support.** Add lines 7 through 10						

12 Gross receipts from related activities, etc. (see instructions) 12

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ..... ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2022 (line 6, column (f), divided by line 11, column (f)) ..... 14 %

15 Public support percentage from 2021 Schedule A, Part II, line 14 ..... 15 %

16a **33 1/3% support test - 2022.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ..... ☐

b **33 1/3% support test - 2021.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ..... ☐

17a **10% -facts-and-circumstances test - 2022.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ..... ☐

b **10% -facts-and-circumstances test - 2021.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ..... ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ..... ☐

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

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

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")			353213.	406981.	1103639.	1863833.
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			353213.	406981.	1103639.	1863833.
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.)						1863833.

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			353213.	406981.	1103639.	1863833.
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.)			353213.	406981.	1103639.	1863833.

14 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☒

Section C. Computation of Public Support Percentage

15 Public support percentage for 2022 (line 8, column (f), divided by line 13, column (f)) | 15 | %

16 Public support percentage from 2021 Schedule A, Part III, line 15 | 16 | %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for **2022** (line 10c, column (f), divided by line 13, column (f)) | 17 | %

18 Investment income percentage from **2021** Schedule A, Part III, line 17 | 18 | %

19a **33 1/3% support tests - 2022.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

b **33 1/3% support tests - 2021.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

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

Part IV **Supporting Organizations**

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

Section A. All Supporting Organizations

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

Part IV Supporting Organizations *(continued)*

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

Section B. Type I Supporting Organizations

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

Section C. Type II Supporting Organizations

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

Section D. All Type III Supporting Organizations

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

Section E. Type III Functionally Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the year* **(see instructions).**

a ☐ The organization satisfied the Activities Test. *Complete* **line 2** *below.*

b ☐ The organization is the parent of each of its supported organizations. *Complete* **line 3** *below.*

c ☐ The organization supported a governmental entity. *Describe in* **Part VI** *how you supported a governmental entity (see instructions).*

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

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

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

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

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

Section C - Distributable Amount			Current Year
1 Adjusted net income for prior year (from Section A, line 8, column A)	1		
2 Enter 0.85 of line 1.	2		
3 Minimum asset amount for prior year (from Section B, line 8, column A)	3		
4 Enter greater of line 2 or line 3.	4		
5 Income tax imposed in prior year	5		
6 **Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6		

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

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

Section D - Distributions		Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	1	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	3	
4 Amounts paid to acquire exempt-use assets	4	
5 Qualified set-aside amounts (prior IRS approval required - *provide details in* **Part VI**)	5	
6 Other distributions (*describe in* **Part VI**). See instructions.	6	
7 **Total annual distributions.** Add lines 1 through 6.	7	
8 Distributions to attentive supported organizations to which the organization is responsive (*provide details in* **Part VI**). See instructions.	8	
9 Distributable amount for 2022 from Section C, line 6	9	
10 Line 8 amount divided by line 9 amount	10	

Section E - Distribution Allocations (see instructions)	**(i) Excess Distributions**	**(ii) Underdistributions Pre-2022**	**(iii) Distributable Amount for 2022**
1 Distributable amount for 2022 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2022 (reasonable cause required - *explain in* **Part VI**). See instructions.			
3 Excess distributions carryover, if any, to 2022			
a From 2017			
b From 2018			
c From 2019			
d From 2020			
e From 2021			
f **Total** of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2022 distributable amount			
i Carryover from 2017 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2022 from Section D, line 7: $			
a Applied to underdistributions of prior years			
b Applied to 2022 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2022, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, *explain in* **Part VI.** See instructions.			
6 Remaining underdistributions for 2022. Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in* **Part VI**. See instructions.			
7 **Excess distributions carryover to 2023.** Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2018			
b Excess from 2019			
c Excess from 2020			
d Excess from 2021			
e Excess from 2022			

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

Schedule 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	Employer identification number
Maine Needs Inc	84-4746926

Organization type (check one):

Filers of:	Section:
Form 990 or 990-EZ	[X] 501(c)(3) (enter number) organization
	[ ] 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
	[ ] 527 political organization
Form 990-PF	[ ] 501(c)(3) exempt private foundation
	[ ] 4947(a)(1) nonexempt charitable trust treated as a private foundation
	[ ] 501(c)(3) taxable private foundation

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

General Rule

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

Special Rules

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

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

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

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

Name of organization: Maine Needs Inc

Employer identification number: 84-4746926

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	Allagash Brewing Company Inc. 50 Industrial Way Portland, ME 04103	$ 6561.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
2	Barreled Souls Brewing Company 743 Portland Road Saco, ME 04072	$ 29480.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
3	Carita Foundation 201 Washington Street Boston, MA 02108	$ 5000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
4	Elmina B. Sewall Foundation P.O. Box 52047 Atlanta, GA 30355	$ 10000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
5	Charlie and Leah Koch 174 Longfellow Street Portland, ME 04103	$ 5000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
6	Ms. Helen Coon 102 Raymond Road Brunswick, ME 04011	$ 5000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
Maine Needs Inc	84-4746926

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	Grapevine, a DAF of Social Good Fund, Inc. 12651 San Pablo Avenue Richmond, CA 94805	$ 6669.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
8	John T Gorman Foundation One Canal Plaza Suite 800 Portland, ME 04101	$ 15000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
9	Lucky Dog Tasting Room LLC, dba Batson River Tasting Room 2 Livewell Drive Suite 201 Kennebunk, ME 04043	$ 6500.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
10	Seal Bay II 245 Main Street Ellsworth, ME 04605	$ 10000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
11	Ann Schroth Dietz Fund 245 Main Street Ellsworth, ME 04605	$ 5000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
12	Morse Hill Trust 376 Broadway Suite 111 Saratoga Springs, NY 12866	$ 5000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)

Name of organization: Maine Needs Inc

Employer identification number: 84-4746926

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	Regina M. O'Hara Charitable Foundation P.O. Box 1835 Windham, ME 04062	$ 7200.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
14	Richard M. Schulze Family Foundation 6600 France Avenue Suite 550 Minneapolis, MN 55435	$ 5000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
15	Rossetter Foundation, Harrison and Held LLP 333 W. Wacker Drive Chicago, IL 60606	$ 6000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
16	Schwab Charitable P.O. x 628298 Orlando, FL 32862	$ 5000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
17	Susanne Wedge 2 Stratton Road Scarborough, ME 04074	$ 30000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
18	The Ascienzo Family Foundation 60 Penstock Lane Lake Katrine, NY 02449	$ 5000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
Maine Needs Inc	84-4746926

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	The Mildred H. McEvoy Foundation 370 Maine Street Suite 1200 Worcester, MA 01608	$ 10000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
20	Thomas F. Staley Foundation 2045 Westgate Drive Suite 404 Bethlehem, PA 18017	$ 5000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
21	Vanguard Charitable 2670 Warwick Avenue Warwick, RI 02889	$ 10000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
22	Xeric Foundation 351 Pleasant Street North Hampton, MA 01060	$ 5000.	Person [X] 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: Maine Needs Inc

Employer identification number: 84-4746926

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

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

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

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

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

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

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

Name of organization	Employer identification number
Maine Needs Inc	84-4746926

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

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

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

SCHEDULE D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047
2022
Open to Public Inspection

Name of the organization
Maine Needs Inc

Employer identification number
84-4746926

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					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

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

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

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

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

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

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

Part VI **Land, Buildings, and Equipment.**

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

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment		27321.	5693.	21628.
e Other				
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, column (B), line 10c.)*				21628.

Part VII Investments - Other Securities.

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

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

Part VIII Investments - Program Related.

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

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

Part IX Other Assets.

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

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 15.)*	

Part X Other Liabilities.

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

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

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

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

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

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

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

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

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

Part XIII Supplemental Information.

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

SCHEDULE M (Form 990)

Department of the Treasury
Internal Revenue Service

Noncash Contributions

Complete if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047
2022
Open to Public Inspection

Name of the organization: Maine Needs Inc

Employer identification number 84-4746926

Part I **Types of Property**

		(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1	Art - Works of art				
2	Art - Historical treasures				
3	Art - Fractional interests				
4	Books and publications				
5	Clothing and household goods	X		402000.	FMV
6	Cars and other vehicles				
7	Boats and planes				
8	Intellectual property				
9	Securities - Publicly traded				
10	Securities - Closely held stock				
11	Securities - Partnership, LLC, or trust interests				
12	Securities - Miscellaneous				
13	Qualified conservation contribution - Historic structures				
14	Qualified conservation contribution - Other				
15	Real estate - Residential				
16	Real estate - Commercial				
17	Real estate - Other				
18	Collectibles				
19	Food inventory				
20	Drugs and medical supplies				
21	Taxidermy				
22	Historical artifacts				
23	Scientific specimens				
24	Archeological artifacts				
25	Other (Professional se)	X	1	4750.	FMV
26	Other ( )				
27	Other ( )				
28	Other ( )				

29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part V, Donee Acknowledgement 29

			Yes	No
30a	During the year, did the organization receive by contribution any property reported in Part I, lines 1 through 28, that it must hold for at least 3 years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period?	30a		X
b	If "Yes," describe the arrangement in Part II.			
31	Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions?	31		X
32a	Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?	32a		X
b	If "Yes," describe in Part II.			
33	If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.			

LHA **For Paperwork Reduction Act Notice, see the Instructions for Form 990.** **Schedule M (Form 990) 2022**

232141 09-09-22

Part II **Supplemental Information.** Provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both. Also complete this part for any additional information.

SCHEDULE O (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

Name of the organization	Employer identification number
Maine Needs Inc	84-4746926

Form 990, Part I, Line 1, Description of Organization Mission:
donated clothing, hygiene products, household items, and other necessities. We focus our work on those starting life over from scratch: domestic abuse survivors, asylum seekers and those facing financial hardships. We partner with schools, caseworkers, nurses and nonprofits to provide these material resources.

Form 990, Part III, Line 1, Description of Organization Mission:
seekers and those facing financial hardships. We partner with schools, caseworkers, nurses and nonprofits to provide these material resources.

Form 990, Part III, Line 4a, Program Service Accomplishments:
community centers (e.g., churches or food pantries), school supply closets for children in need, and similar spaces where those facing financial hardship can get household items, warm coats, etc. By coordinating with existing community resources, Maine Needs helps fill in the gaps to serve the community. For example, if a school needs warm children's coats and mittens in a certain sizes for low-income children coming to school without appropriate clothing for Maine winters, Maine Needs can help coordinate donations to meet that need. Maine Needs is fundraising to have its own dedicated space where individuals and families facing financial hardship could 'shop' (without charge) for material necessities up to 3 times per year by appointment. With a more permanent space, Maine Needs would also be able to store donations year round so that they could be distributed to other organizations at appropriate times of the year--including to schools, churches, food

Name of the organization	Employer identification number
Maine Needs Inc	84-4746926

pantries, etc. Virtually 100% of Maine Need's time is devoted to its primary activity of coordinating donations and delivering material necessities to individuals and families facing financial hardship in Maine.

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

The Board of Directors reviewed the 990 prior to filing.

Form 990, Part VI, Section B, line 12:

Board members will be required to sign the conflict of interest policy every year moving forward.

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

Documents are available upon request.

Maine Needs
Budget vs. Actuals
January - June 2024

	Total			
	Actual	**Budget**	**over Budget**	**% of Budget**
Revenue				
Donations				
4200 Non-Cash Support				
4210 Donations of Material Needs	786,703.77	2,000,000.00	(1,213,296.23)	39.34%
4220 In-Kind Donations	0.00	0.00	0.00	
Total 4200 Non-Cash Support	**$ 786,703.77**	**$ 2,000,000.00**	**$ (1,213,296.23)**	**39.34%**
4300 Other Support				
4310 Fundraising Revenue	1,602.00	40,000.00	(38,398.00)	4.01%
4320 Merchandise Revenue	2,665.00	17,000.00	(14,335.00)	15.68%
4340 AMEX Point Earned	1,956.17	0.00	1,956.17	
Total 4300 Other Support	**$ 6,223.17**	**$ 57,000.00**	**$ (50,776.83)**	**10.92%**
Cash Support				
4000 Unrestricted Donations				
4010 Individual Donations	273,362.49	600,000.00	(326,637.51)	45.56%
4020 Corporate Revenue	115,402.77	0.00	115,402.77	
4030 Foundation Grants	24,735.00	0.00	24,735.00	
4040 Community Organizations	3,000.00	0.00	3,000.00	
Total 4000 Unrestricted Donations	**$ 416,500.26**	**$ 600,000.00**	**$ (183,499.74)**	**69.42%**
Corporate & Foundation Donations/Grants	0.00	300,000.00	(300,000.00)	0.00%
Total Cash Support	**$ 416,500.26**	**$ 900,000.00**	**$ (483,499.74)**	**46.28%**
Total Donations	**$ 1,209,427.20**	**$ 2,957,000.00**	**$ (1,747,572.80)**	**40.90%**
Total Revenue	**$ 1,209,427.20**	**$ 2,957,000.00**	**$ (1,747,572.80)**	**40.90%**

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them. Substantially all disclosures required by Generally Accepted Accounting Principles are not included.

Maine Needs
Budget vs. Actuals
January - June 2024

	Total			
	Actual	Budget	over Budget	% of Budget
Cost of Goods Sold				
5000 Community Support				
5010 Bus Passes	14,000.00	12,000.00	2,000.00	116.67%
5030 Gift Cards	0.00	16,000.00	(16,000.00)	0.00%
5050 Material Needs				
5055 Material Needs (From Donations)	786,703.77	2,000,000.00	(1,213,296.23)	39.34%
5060 Material Needs (Purchased)	170,318.07	460,000.00	(289,681.93)	37.03%
Total 5050 Material Needs	**$ 957,021.84**	**$ 2,460,000.00**	**$ (1,502,978.16)**	**38.90%**
Total 5000 Community Support	**$ 971,021.84**	**$ 2,488,000.00**	**$ (1,516,978.16)**	**39.03%**
5070 Volunteer Expenses	0.00	400.00	(400.00)	0.00%
5075 Volunteer Appreciation	3,826.49	7,000.00	(3,173.51)	54.66%
5077 Meals	1,217.50	1,800.00	(582.50)	67.64%
Total 5070 Volunteer Expenses	**$ 5,043.99**	**$ 9,200.00**	**$ (4,156.01)**	**54.83%**
Merchandise Costs	0.00	5,000.00	(5,000.00)	0.00%
Total Cost of Goods Sold	**$ 976,065.83**	**$ 2,502,200.00**	**$ (1,526,134.17)**	**39.01%**
Gross Profit	**$ 233,361.37**	**$ 454,800.00**	**$ (221,438.63)**	**51.31%**

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Maine Needs
Budget vs. Actuals
January - June 2024

	Total			
	Actual	**Budget**	**over Budget**	**% of Budget**
Expenditures				
6000 Advertising & marketing	1,753.71	6,000.00	(4,246.29)	29.23%
6100 Insurance				
Property & Liability insurance	1,443.20	5,000.00	(3,556.80)	28.86%
Total 6100 Insurance	**$ 1,443.20**	**$ 5,000.00**	**$ (3,556.80)**	**28.86%**
6200 Office expenses				
6210 Bank fees & service charges	477.56	25.00	452.56	1910.24%
6220 Business Licenses and Fees	35.00	55.00	(20.00)	63.64%
6230 Dues & Subscriptions	233.20	350.00	(116.80)	66.63%
6240 Office supplies	2,414.32	5,000.00	(2,585.68)	48.29%
6250 Postage & Shipping	670.43	250.00	420.43	268.17%
6510 Software Fees	1,271.46	2,500.00	(1,228.54)	50.86%
Tech & Cell Phone Expenses	0.00	5,000.00	(5,000.00)	0.00%
Total 6200 Office expenses	**$ 5,101.97**	**$ 13,180.00**	**$ (8,078.03)**	**38.71%**
6300 Furnishings	0.00	2,500.00	(2,500.00)	0.00%
6400 Payroll expenses				
6410 Salaries & wages	75,350.83	252,000.00	(176,649.17)	29.90%
6420 Payroll Taxes	8,577.36	25,200.00	(16,622.64)	34.04%
6440 Payroll Fees	832.00	2,000.00	(1,168.00)	41.60%
6450 Workers Comp Insurance	455.03	2,000.00	(1,544.97)	22.75%
6460 Health Insurance	7,975.53	19,480.00	(11,504.47)	40.94%
Total 6400 Payroll expenses	**$ 93,190.75**	**$ 300,680.00**	**$ (207,489.25)**	**30.99%**
6500 Technology				
6530 Internet Fees	1,022.54	2,400.00	(1,377.46)	42.61%
6540 Website Expenses	0.00	100.00	(100.00)	0.00%
Total 6500 Technology	**$ 1,022.54**	**$ 2,500.00**	**$ (1,477.46)**	**40.90%**
6600 Professional Fees				
6610 Accounting fees	0.00	7,000.00	(7,000.00)	0.00%
6620 Legal fees	0.00	2,000.00	(2,000.00)	0.00%
6630 Other Professional Fees	8,516.75	10,000.00	(1,483.25)	85.17%
Total 6600 Professional Fees	**$ 8,516.75**	**$ 19,000.00**	**$ (10,483.25)**	**44.83%**

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Maine Needs
Budget vs. Actuals
January - June 2024

	Total			
	Actual	Budget	over Budget	% of Budget
6700 Occupancy				
6710 Rent	34,720.56	71,276.00	(36,555.44)	48.71%
6720 Repairs & maintenance	612.47	2,000.00	(1,387.53)	30.62%
6730 Utilities	9,156.33	22,000.00	(12,843.67)	41.62%
6740 Cleaning	3,650.00	5,000.00	(1,350.00)	73.00%
Total 6700 Occupancy	**$ 48,139.36**	**$ 100,276.00**	**$ (52,136.64)**	**48.01%**
6800 Travel	175.00	0.00	175.00	
Mileage	0.00	100.00	(100.00)	0.00%
Total 6800 Travel	**$ 175.00**	**$ 100.00**	**$ 75.00**	**175.00%**
6900 Fundraising				
6910 Fundraising Costs/Service Fees	135.99	2,500.00	(2,364.01)	5.44%
6920 Shipments - Fundraising	0.00	1,500.00	(1,500.00)	0.00%
Total 6900 Fundraising	**$ 135.99**	**$ 4,000.00**	**$ (3,864.01)**	**3.40%**
Total Expenditures	**$ 159,479.27**	**$ 453,236.00**	**$ (293,756.73)**	**35.19%**
Net Operating Revenue	**$ 73,882.10**	**$ 1,564.00**	**$ 72,318.10**	**4723.92%**
Net Revenue	**$ 73,882.10**	**$ 1,564.00**	**$ 72,318.10**	**4723.92%**

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them. Substantially all disclosures required by Generally Accepted Accounting Principles are not included.

Maine Needs FY 2025 Staffing Budget

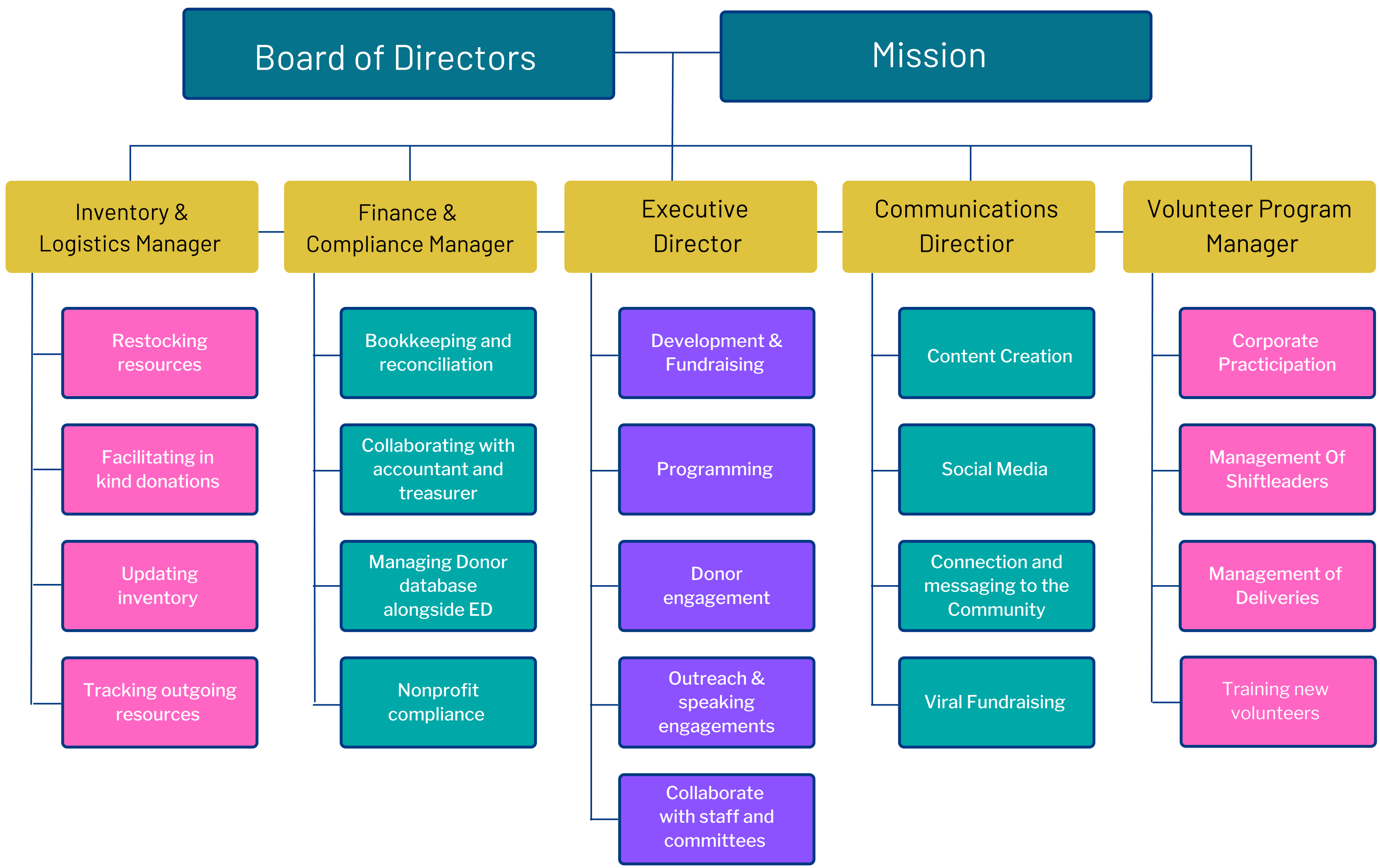
Title	FTE	Unit of Staff Time	Annual Salary	Hourly Rate (1 Unit)
Executive Director	1	Angela Stone	$65,998.40	$31.73
Communications Director	1	Tara Balch	$65,998.40	$31.73
Volunteer Program Manager	1	Jo Albanese	$65,998.40	$31.73
Finance & Compliance Manage	0.75	Sarah Paul	$49,498.80	$31.73
Logistics & Inventory Manager	0.75	Heather Tracy	$49,498.80	$31.73
Administrative Intern	0.5	Open Role	$20,800.00	$20.00
Totals			**$317,792.80**	

Project Timeline	Milestone	Estimated Amount
July 1 2024	CDBG funds are available	
July 31 2024	July Reimbursement Submitted	$10,161.33
August 31 2024	August Reimbursement Submitted	$10,161.33
September 30 2024	September Reimbursement Submitted	$9,833.55
October 31 2024	October Reimbursement Submitted	$10,161.33
November 30 2024	November Reimbursement Submitted	$9,833.55
December 31 2024	December Reimbursement Submitted	$10,161.33
January 31 2025	January Reimbursement Submitted	$10,161.33
February 28 2025	February Reimbursement Submitted	$9,177.98
March 31 2025	March Reimbursement Submitted	$10,161.33
April 30 2025	April Reimbursement Submitted	$9,833.55
May 31 2025	May Reimbursement Submitted	$10,161.33
June 30 2025	Final Reimbursement Submitted	$9,833.55
Total Award		**$119,641.50**

Hours Per Week	Weekly Project Allocation	Project Total
12	$380.76	$19,038.00
15	$475.95	$23,797.50
22	$698.06	$34,903.00
10	$317.30	$15,865.00
12	$380.76	$19,038.00
7	$140.00	$7,000.00
78	**$2,392.83**	**$119,641.50**

MAINE NEEDS

Organizational Structure



Maine Needs

Nonprofit Organization

Financial Policies and Procedures Manual (DRAFT)

November 17, 2024

Table of Contents

This manual is a DRAFT that has not yet been reviewed and approved by the Board of Directors.

Introduction

The purpose of this manual is to set forward policies and procedures for the financial aspects of our 501(c)(3) organization, Maine Needs. The goal is to provide guidelines to promote sound financial management for the organization in accordance with our mission statement. Maine Needs will do its best, in close cooperation with our Board Treasurer and board of directors, as well as its third-party accounting team, to follow Generally Accepted Accounting Principles (GAAP) and all the legal requirements set forth by the state and federal government which govern the nonprofit. Maine Needs will review our financial practices periodically, and no less than on an annual basis. Any recommended revisions will be reviewed and approved by the Board of Directors.

Accounting Guidelines

1) Standard accounting procedures will be followed for all financial functions in accordance with GAAP.
2) A Segregation Matrix will be prepared and maintained by the organization. The Finance Manager, Board Treasurer, Executive Director, and third-party Accountant will have roles ensuring the proper separation of financial responsibilities as recommended by GAAP, to the extent possible based on staffing resources.
3) Accounting will be conducted on the accrual basis.
4) Our Chart of Accounts will be reviewed annually, used regularly, and updated as needed.
5) The Board of Directors will provide oversight of the Finance and Compliance Manager to ensure that all financial policies and practices are being properly followed.
6) All Accounts Payable, Accounts Receivable, and Payroll records will be stored by fiscal year.
7) Outside parties will be presented with and asked to sign a Nondisclosure Agreement, including board members, before receiving access to review Maine Needs' financials.

Annual Audit

Maine Needs will arrange for an annual audit of the organization's financial statements to be conducted by an independent firm. Audited financial statements will be presented to the Board of Directors by the outside auditing firm. Annual audits should be completed annually to ensure accuracy in accounting functions. Maine Needs has not yet completed an annual audit and will be seeking the support of the Board of Directors to initiate this process in the coming fiscal year. Additional policies will be laid out at that time.

Annual Budget

An annual budget will be prepared by the Finance and Compliance Manager with support from the Board Treasurer and Executive Director. The budget will be designed to direct the most efficient and prudent use of Maine Needs' financial and human resources. The following guidelines will support the process:

1) The Finance and Compliance Manager will prepare a draft of the budget and present it to the Executive Committee of the Board of Directors one month prior to the board's Annual Meeting. Once approved by the Executive Board, the board of directors will review and approve the budget at the Annual Meeting.
2) The budget will be based on historical as well as projected expenditures for the organization.
3) In the event that Maine Needs wishes to add or expand its programs, a Budget Amendment may be proposed and approved by the board at any monthly board meeting.

Insurance Coverage

Maine Needs will maintain adequate insurance coverage for property, liability, and employee insurance (worker compensation coverage).

Insurance coverage will be reviewed annually by the Executive Director, Finance and Compliance Manager, and insurance agents to ascertain that the coverage and insurance policy limits are based on current values. An annual status report regarding insurance will be provided to the Board of Directors upon request.

Financial Statements

The basic financial statements of the organization will be prepared by the Financial and Compliance Manager with support from third-party accountants and include:

1) Statement of Financial Position (Balance Sheet)
2) Statement of Activities (Income Statement)
3) Statement of Cash Flows (Development Sheet)
4) Statement of Functional Expenses (Summarized by Program Totals)

Statements will be prepared on a monthly basis and presented at Board of Directors meetings along with a financial narrative. They will be prepared within GAAP guidelines and presented within a reasonable timeframe in advance of meetings (to be set by the board at an upcoming meeting). They will be prepared using the accrual method of accounting. All financial statements will be reviewed by the Executive Director.

Security

Locks will be maintained on all cabinets and safes containing financial information such as checks, gift cards, or other financial documentation. Doors will be closed and locked every evening. The key/combination to these locked spaces will be provided only to necessary staff members who have previously signed our NDA.

Maine Needs will safeguard all electronically stored accounting data. We will use passwords to restrict access to financial account information. Passwords are safeguarded through a paid subscription to Dashlane password manager. Only authorized staff will access financial software online. Secure portals will be used for accounting and auditing purposes.

Record Retention

Maine Needs will retain records as required by law and properly destroy them when appropriate. The destruction of records will be approved by the Executive Director and logged. A records retention directly will be created in the coming year to reflect legal requirements for nonprofit record retention.

Notes Payable

Maine Needs currently has no notes payable or other financing arrangements in place. A policy will be formed and reviewed by the Board of Directors should the need arise.

Cash Processing

<u>Processing of Checks and Cash Received in Person or via Mail</u>: The Executive Director will open mail and document checks received with a photograph or scan. The Finance and Compliance Manager with support from the Executive Director will enter donations/revenue into our fundraising software system. A deposit slip will be submitted after the Executive Director deposits checks at the bank. The Finance Manager enters deposits into our financial software.

<u>Endorsement of Checks</u>: Invoices will be processed by the Finance and Compliance Manager and recorded into financial software. The Executive Director is responsible for signing of all outgoing checks. The Executive Director will endorse all checks being deposited after reviewing received donations with the Finance and Compliance Manager.

<u>Timeliness of Bank Deposits</u>: Bank deposits will be made by the Executive Director on at least a twice monthly basis.

Bank Reconciliation and Credit Card Processing: The Finance and Compliance Manager will prepare and review all bank accounts and credit card processing on a monthly basis. The Executive Director will review and sign off on each statement after it's prepared.

Credit Card Processing: All donations made by credit card are processed through third-party software through our fundraising platform and include reporting through Stripe, Venmo, DAF providers, and occasionally Paypal. These third-party vendors will uphold all regulatory requirements or Maine Needs will seek alternative payment options.

Payroll and Human Resources

Payroll is processed by our third-party processor Bangor Payroll and operates on a bi-weekly basis. . Payroll taxes will be properly completed and quarterly statements reviewed. Bi-weekly payroll statements are reviewed on a monthly basis by the Finance and Compliance Manager and reconciled monthly on the bank statement in consultation with our third-party accountant. Staff are salaried and are responsible for tracking their own time. No formal timesheets are required for submission.

HR: New employees must complete all relevant federal, state, and individual paperwork upon hire. An Employee Handbook shall be provided at the time of hire. Form W9s will be required of all independent contractors and the appropriate 1099s will be issued annually. Personnel files will be maintained. A separate Human Resources policy manual will be completed by Maine Needs in the future to handle details involving independent contractors and employee/employer relationships and conduct. A Code of Conduct will be developed and included in that future project. At current time, staff and volunteers are expected to abide by high personal standards of treating others with dignity and respect, and shall follow the Employee Handbook.

Net Asset Classifications

All income received by Maine Needs is classified as "unrestricted" with the exception of the following:

1) Grants and other awards received from government agencies or other grantors, which are classified as temporarily restricted.
2) Special endowments from donors requesting that these funds be restricted for specific purposes.

This will be classified as temporarily restricted income and tracked within our financial software. Grants will also be tracked. As with all temporarily restricted net assets, when the restriction has been met – the balance will be reduced to zero as assets are released from restriction.

This DRAFT shall be updated as needed into a final organization Policies and Procedures Manual and submitted to the board for approval.

WORDS OF SUPPORT

what providers say about partnering with Maine Needs

“I can't begin to describe how many families I work with are warmer, happier, healthier, less stressed, and beyond grateful. The outpouring of kindness and generosity, especially now, has truly changed my concern in wondering where all the "good folk" went. This group has changed more than the lives we think need it most. I know my children and I are better folks for being involved with a program that provides hope for everyone Could not be more proud of this community support.”

Jill Irish, Children's Care Coordinator with The Opportunity Alliance

“Maine Needs is amazing, above and beyond! They have helped us provide warming kits to the homeless right down to kitchen items and bedding for newly housed clients. I am so grateful for Maine Needs! A great community partner! Thank you!”

Courtney Bass, Milestone Recovery CDAC mobile outreach Home Team

“Working with Maine Needs has been one of the highlights of my job at TOA. The amount of times I've walked out with a full car of winter gear, toys, art kits, and so much more for my families has been overwhelming--it brings me to tears! There is so much love and intentionality in this organization and community. Not only do they provide material items, this group has made it so easy for case managers/caseworkers like myself to get connected with community resources.

Maine Needs--thank you for providing literal and figurative warmth to our Maine communities. I honestly don't know what we'd do without your love and support!”

Jackie Huynh, Homeless Youth Services Case Manager

“Each time a family (with children at my school) moves from the homeless shelter to an apartment, Maine Needs has responded with greatly needed items for families who have nothing. It's such a helpful, practical "starter kit" that also has TLC items for Mom and children. And for me, the fact that it's organized, packed up and ready to be picked up, this is important time-saving support. It permits me to support families with concrete needs and give most of my time for the emotional support children need. This is such a valuable service in our community, it makes it safer and easier for all. Thank you, Maine Needs!”

Catherine Haas, School Social Worker, Portland Public Schools

“Serving new Mainers, most of our clients are unemployed due to laws that prevent asylum seekers from working in their first year. Maine Needs is helping these vulnerable folks, from newborn to adults get access to winter clothes, bedding, cleaning kits, and more. Receive our gratitude.”

Christian Bisimwa, Community Health Worker, Maine Access Immigrant Network

“While WIC is a program dedicated to providing healthy foods for families, it also serves as a source of community and support. When we are able to provide extra to our families, it creates such a strong bond and trust. Angela and her team of volunteers created beautiful "baby gift bags" that we were able to give to clients just before the holiday season. I cannot describe the look on our families faces when we are able to provide these kits- it is genuine love and thankfulness. MaineNeeds volunteers also delivered boxes of snowsuits, boots, and jackets- which will help parents and children stay warm this winter. 2020 has presented its many challenges- and MaineNeeds has been a light at the end of a very long tunnel. WIC is so thankful for all you have done to make parenting during a pandemic just a little bit easier. Thank you!”

Sarah Despres, WIC Portland Dietician

MAINE NEEDS

a community effort

EMPLOYEE HANDBOOK

November 2024

ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY AND COMPLAINT PROCEDURE

Maine Needs strives to maintain a pleasant working environment, free of discrimination and harassment, allowing each person associated with Maine Needs to perform to their maximum potential. We encourage all persons associated with Maine Needs to act responsibly in maintaining this environment and further encourage any employee to bring any questions or problems they may have regarding discrimination or harassment to the Executive Director or Board President.

Actions, words, jokes or comments based on an individual's sex or gender, sexual orientation, gender identity, race (including traits associated with race, such as hair texture, Afro hairstyles, and protective hairstyles), color, age, religion, national origin, ancestry, physical or mental disability, genetic information or predisposition, veteran status, familial status, or any other characteristic protected by law, will not be tolerated. Employees must not engage in such prohibited conduct. Any employee found to have engaged in such prohibited conduct will be subject to appropriate disciplinary action up to and including termination.

Please note that while this policy sets forth Maine Needs' goals of promoting a workplace that is free of unlawful discrimination or harassment, inappropriate and unprofessional conduct will also not be tolerated. This policy is not intended to limit Maine Needs' authority to take remedial action for workplace conduct it deems unacceptable or inappropriate, regardless of whether that conduct satisfies the definition of unlawful discrimination or harassment.

Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events. In addition, harassment that affects the employment relationship is also prohibited, including social media activity, texting, and other forms of communication.

Definition of Sexual Harassment: Sexual harassment is a form of unlawful harassment by members of the same or different sex. In general, it is defined as unwelcome conduct that is of a sexual nature or based on gender. Specifically, it includes: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; 2) submission to or rejection of such conduct is used as the basis for an employment decision; or 3) such conduct has the purpose or effect of unreasonably or substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors. Employees must use their own good judgment to avoid engaging in conduct that may be perceived by others as sexual harassment. Depending on the circumstances, these behaviors may include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors;
- Sexual jokes and innuendo;
- Verbal abuse;
- Commentary about an individual's body or sexual behavior;
- Leering, whistling, or touching;
- Insulting or obscene comments, epithets, or gestures;

- Display in the workplace of sexually suggestive objects or pictures;
- Stereotyping; and
- Other unwelcome physical, verbal, or visual conduct of a sexual nature.

Other Unlawful Harassment: Like sexual harassment, harassment on the basis of any other legally protected characteristic is also strictly prohibited. Unlawful harassment includes harassment on the basis of a person's sex or gender, sexual orientation, gender identity, race (including traits associated with race, such as hair texture, Afro hairstyles, and protective hairstyles), color, age, religion, national origin, ancestry, physical or mental disability, genetic information or predisposition, veteran status, familial status, or any other characteristic protected by law. It also includes the legally protected characteristic of the person's relative or someone with whom they are associated. Harassing conduct can include but is not limited to inappropriate jokes and innuendo, epithets, slurs, stereotyping, display in the workplace of offensive materials, and other unwelcome physical, verbal or visual conduct.

Unlawful Discrimination: Maine Needs does not discriminate on the basis of sex or gender, sexual orientation, gender identity, race (including traits associated with race, such as hair texture, Afro hairstyles, and protective hairstyles), color, age, religion, national origin, ancestry, physical or mental disability, genetic information or predisposition, veteran status, familial status, or any other characteristic protected by law, or due to an employee's assertion of a claim under the Workers' Compensation Act or the Maine Whistleblowers' Protection Act, or because the employee obtained an order of Protection from Abuse. Maine Needs also does not discriminate against employees due to the legally protected characteristic of the employee's relative or someone with whom they are associated. This policy applies to all employment practices and personnel actions including but not limited to advertising, recruiting, testing, screening, hiring, placement, promotion, job assignments, working conditions, demotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Reporting Procedures: Any employee who experiences or becomes aware of any conduct which might amount to discrimination or harassment is strongly encouraged, to the extent they feel comfortable doing so, to talk directly to the person engaging in the conduct, to try to seek resolution of any problem at the earliest possible time.

If it is not comfortable or practical to confront directly the person engaging in the harassing or discriminatory conduct, or if you have done so and the conduct continues, you must notify the Executive Director immediately. If you are not comfortable going to the Executive Director or if they are unavailable, you may report the matter to the Board President. They may be reached as follows: president@maineneeds.org

Please do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, provider, vendor, or other person who does business with Maine Needs is exempt from the prohibitions in this policy. Although every attempt will be made to resolve such matters at the lowest level possible, if an investigation is warranted, it will be conducted promptly and with as much confidentiality as possible, respecting the rights of all parties involved.

Discipline: Any employee who is found to have violated this policy will be subject to appropriate corrective measures, including but not limited to, written warnings, mandatory training or counseling, suspension, demotion, or termination.

Prohibition of Retaliation: No employee will suffer retaliation for raising bona fide issues of harassment or discrimination or for cooperating with any investigation. Retaliation against people who report in good faith concerns regarding harassment or discrimination is against the law and will not be tolerated. Suspected retaliation for raising such concerns should be promptly reported to Maine Needs in the same way as the harassment or discrimination complaint.

Maine Human Rights Commission: While we hope that employees are able to resolve these matters internally, employees should be aware that the Maine Human Rights Commission (MHRC) is the agency responsible for enforcing laws that prohibit sexual harassment. Employees may file complaints with the MHRC within 300 days of the incident. The MHRC can be contacted at: Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 or (207) 624-6290 or info@mhrc.maine.gov.

An employee can also contact the Equal Employment Opportunity Commission (EEOC) to file a complaint of discrimination. The EEOC is located at the JFK Federal Building, 15 New Sudbury St, Room 475, Boston, MA 02203. Telephone: (800) 669-4000. Email: info@eeoc.gov.

If you have any questions, please feel free to discuss them with the Executive Director or Board President.

EQUAL EMPLOYMENT OPPORTUNITY

Maine Needs is committed to equal opportunity. It is our policy to select the best qualified person for each position in the company. No employee of Maine Needs may discriminate against another employee or an applicant for employment because of race (including traits associated with race such as hair texture, Afro hairstyles and protective hairstyles), color, religion, sex, national origin, ancestry, familial status, age, physical or mental disability, pregnancy, sexual orientation, gender identity, genetic information or predisposition, veteran status, or any other characteristic protected by law, or because they asserted a claim under the Workers' Compensation Act, engaged in activity protected by the Maine Whistleblowers' Protection Act, or obtained an order of Protection From Abuse. Maine Needs also prohibits discrimination against employees based on a legally protected characteristic of a relative or someone with whom they are associated. This policy applies to all employment practices and personnel actions including but not limited to advertising, recruiting, testing, screening, hiring, placement, training, promotion, job assignments, working conditions, demotion, termination, layoff, recall, transfer, compensation and benefits.

Any employee wanting to discuss concerns about or report an incident of perceived discrimination or harassment should do so without fear of reprisal. An employee's questions or concerns should be directed to the contacts noted in our Anti-Harassment and Anti-Discrimination Policy and Complaint Procedure.

Maine Needs does not discourage or obstruct employees from filing a complaint with the federal Equal Employment Opportunity Commission or the Maine Human Rights Commission. No adverse actions are taken against employees in retaliation for filing a discrimination case.

Employees who violate Maine Needs' Non-Discrimination/Equal Employment Opportunity policy will be subject to appropriate discipline, up to and including termination.

MAINE NEEDS

a community effort

EMPLOYEE HANDBOOK

November 2024

request for a religious accommodation in writing including specific issues with Maine Needs policies or practices and the employee's suggested accommodation. Maine Needs will provide reasonable accommodations that do not create an undue hardship for the organization's business.

WHISTLEBLOWER PROTECTION

Maine Needs does not retaliate against employees for making a good faith report about any legal violations or workplace health or safety issues. Maine Needs encourages employees to speak up if they are aware of any such issues. To make a report under this policy, please contact the Executive Director or Board President.

In addition, Maine Needs does not retaliate against any employee who refuses to engage in activity that is illegal or that would expose anyone to serious injury or death. Employees who have not made any report under this policy, but who assist in an investigation relating to a report made by someone else, are also protected from retaliation.

Maine Needs does not tolerate retaliation against any employee who has made a report under this policy. Employees who violate this policy will subject to discipline, up to and including termination.

CONFLICT OF INTEREST POLICY OF MAINE NEEDS, INC.

Adopted Effective February 18, 2020

Article I

Purpose

A conflict of interest arises whenever the personal or professional interests of a Director or Officer of the Maine Needs, Inc. (the "corporation') are potentially at odds with the best interests of the corporation. A conflict of interest can also arise when a Director or Officer of the corporation serves as a Director of another organization whose interests are potentially at odds with the corporation. The only circumstance in which it is appropriate for the corporation to enter into a transaction or arrangement that is affected by a conflict of interest is when it benefits the corporation, and when the transaction or arrangement has been approved by the Board in an objective and informed manner. The procedures in this Policy are intended to comply with the procedures required under Section 718 of the Maine Nonprofit Corporation Act, as applicable when an officer or director has a conflict of interest.

The purpose of this conflict of interest policy is to ensure the interests of the corporation are adequately protected when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Director or Officer, or might result in a possible excess benefit transaction under the provisions of the Internal Revenue Code. While most transactions or arrangements that are affected by a conflict of interest are not illegal, the purpose of this policy is to ensure that any such transactions or arrangements are approved in a manner that will avoid even the appearance of impropriety.

Article II

Definitions

1. Interested Person. An "Interested Person" shall mean any Director, Officer, committee member, or staff person of the corporation.

2. Potential Conflict. A person has a "Potential Conflict" if the personal, professional or financial interest of an Interested Person is opposed to that of the corporation, or when such an interest or any conflicting fiduciary duty might influence the Interested Person's actions and judgment on behalf of the corporation. A Potential Conflict also exists when there is an appearance that an Interested Person's actions may be influenced by a competing interest or duty.

3. Actual Conflict. A person has an "Actual Conflict" if an Interested Person's competing interest or fiduciary duty is substantial enough that, from an objective view, the Interested Person cannot reasonably be expected to exercise independent judgment and take action in the best interest of the corporation. To avoid the appearance of impropriety, an Actual Conflict exists even when the Interested Person is known to be fair and reasonable and could potentially be expected to reach a fair decision for the corporation when most other people would have clouded judgment if put in the same position as the Interested Person.

4. Compensation. **"**Compensation" shall include any form of direct and indirect remuneration, as well as gifts or favors that are not insubstantial.

5. Financially Interested Person. A "Financially Interested Person" is 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 previous 12 months, whether as a full-time or part-time employee, independent contractor, consultant or otherwise, excluding any reasonable payments made to directors for serving as directors. An individual is considered to receive compensation for services rendered to the corporation 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. A spouse, brother, sister, parent, or child of any Financially Interested Person is also a Financially Interested Person.

Examples

Actual Conflicts and Potential Conflicts most frequently arise in (but are in no way limited to) the context of:

a. decisions about an Interested Person's compensation (as a contractor or employee);

b. decisions about transactions with organizations in which an Interested Person holds an ownership interest;

c. decisions about transactions with an organization that employs an Interested Person;

d. decisions about grants or relationships with community organizations in which an Interested Person has a significant position of influence, such as when a corporation board member is also a board member of a community partner or potential grantee.

Actual or Potential Conflicts may also arise when the corporation is contemplating a transaction with a close relative or domestic partner of an Interested Person, or any organization in which such a related person has an ownership interest, or which employs such a person. Actual Conflicts generally should not arise when the potential benefit to an Interested Person is tenuous or remote, such as when an Interested Person with investments in a mutual fund that may hold a small amount of stock in a particular company with which the corporation does business.

Overview

Completed by madeleine@hopeacts.org on 11/13/2024 2:48 PM

Case Id: 30554
Name: Hope Acts Asylum Seeker Assistance - 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 madeleine@hopeacts.org on 11/13/2024 2:56 PM

Case Id: 30554
Name: Hope Acts Asylum Seeker Assistance - 2025 -
Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name
Hope Acts

A.2. Mailing Address
P.O. Box 7615 Portland, ME 04112

A.3. Federal ID Number
454804770

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

APPLICATION POINT OF CONTACT

A.5. Name
Martha Stein

A.6. Phone
(207) 217-4456

A.7. Email
martha@hopeacts.org

EXECUTIVE DIRECTOR

A.8. Name
Martha Stein

A.9. Phone
(207) 217-4456

A.10. Email
martha@hopeacts.org

PROJECT DIRECTOR

A.11. Name
Martha Stein

A.12. Phone
(207) 217-4456

A.13. Email
martha@hopeacts.org

FINANCIAL DIRECTOR

A.14. Name
Martha Stein

A.15. Phone
(207) 217-4456

A.16. Email
martha@hopeacts.org

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)
Asylum Seeker Assistance Program

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

B.3. Are there additional service address?
Yes

Enter additional service addresses:

Street Address	City	State	Zip Code
Portland Public Library-5 Monument Sq.	Portland	Maine	04101

B.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]**

<u>Select the primary goal your program or project addresses:</u>
Address the Needs of the Growing Homeless Population: Prevent and reduce homelessness

Beneficiaries

B.7. Describe the beneficiaries or clients served by the program.
Among the immigrant support organizations, Hope Acts is valued for its singular focus on asylum seekers. The majority of our clients are newly arrived asylum seekers to the US/Greater Portland area and are homeless, either residing in a shelter, hotel, or church, or they are couchsurfing. Most of our clients are young adults and parents with young children. Most asylum seekers are not allowed to work when they first arrive in the United States. They need to apply for asylum and then wait for at least 150 days until they can apply for a work permit. Therefore, they depend on systems like General Assistance to meet their basic needs and organizations like Hope Acts that assist in accessing basic needs and navigating the complex asylum and work permit application processes. Throughout most of Hope Acts' history, our clients were almost exclusively from African countries. Since mid-2024 we have seen a slight shift in the demographics of our clients, with an increase in clients from Central and South American countries, with similar needs and challenges.

B.8. How many will be served by the proposed program? (unduplicated -per year)
2,500

B.9. How many are low to moderate income residents of Portland?
2,375

B.10. What percentage of total clients are low to moderate income residents of Portland?
95.00%

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.
Client contacts (phone, video or in person).

B.12. How many units of service will be provided by the program?
4,000

Budget and Organizational Questions

B.13. What percentage of the total budget is CDBG?
17.80%

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?
No

Program Objectives and Outcomes

B.19. Program Objectives
The Asylum Seeker Assistance Program (ASAP) is dedicated to supporting newly arrived asylum seekers in Portland. Our objectives are: 1) to secure housing for homeless asylum seekers and assist them in maintaining stable housing; 2) to offer resources, support, and referrals to help asylum seekers meet basic needs, ensuring they can keep their housing and make progress in their lives; 3) to provide the necessary resources and assistance to help asylum seekers successfully submit their asylum and work permit applications; and 4) to assist asylum seekers with any urgent issue, including but not limited to, paying a bill, reading/understanding immigration paperwork, and resolving problems with a safety net program. We are committed to maintaining a no-barrier service model (including free services to all clients), providing linguistically and culturally competent support five days a week to focus on problem avoidance and resolution for our clients. Our overall objective is to help individuals secure stable housing and achieve financial independence, transitioning them off general assistance and other support systems.

B.20. Program Outcomes
1) Clients maintain stable housing. 99% of our asylum seeker clients maintain their housing long-term. 2) Progress is made or issues are addressed during each meeting, moving toward resolution. 3) Client applicants receive confirmation that the federal government has accepted their asylum and work permit applications. An accepted asylum application typically means the client's work permit "clock" has begun. An accepted work permit application indicates that the government found no errors, and the work permit will be processed and issued. Employment is crucial for financial independence and housing stability, and work permits are essential for asylum seekers to work legally in the U.S. Hope Acts successfully submitted 1,200 work permits in 2023 and is on track to meet the same goal for 2024.

B.21. Employees
Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	10
How many employees will be employed in this program if it receives CDBG funding?	10
How many employees will be employed in this program if it does not receive CDBG funding?	8

Documentation

B.22. How will the beneficiaries' information be collected and documented?
When clients visit one of our clinics, they are asked to provide personal information (such as name, date of birth, address, etc.) for themselves and their family members. This information is securely entered into our Salesforce Client Management System by staff and volunteers. Updates are made in Salesforce as necessary, such as when a client relocates or has a new child. Reports are generated from Salesforce to track the total number of new clients during a given period and to summarize demographic data, including gender, age, income level, race, and ethnicity.

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

Every service provided by Hope Acts to an individual or household is recorded in Salesforce under a Case record. This record includes details such as the type of service, the date it was provided, the location (e.g., Hope House, Portland Public Library, phone), and the specific program associated with the service (e.g., Housing, Work Permit, ASAP, Asylum Clinic). Reports are generated from Salesforce to track the total number of services provided and categorize the types of services offered during a given period.

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

Outcomes are measured in various ways. For housing clients, our staff collaborate with clients and partners at the Quality Housing Coalition/landlords to ensure successful tenancies. Success is measured from the date a client moves in through the end of their one year lease. In the event of a potential eviction, both the client and landlord will notify us, and we will take necessary steps to resolve the problem. Many of our services are transactional, and we document each transaction in the client's case record. If there is a negative outcome, we typically only learn about it if the client returns to report a problem. Otherwise, we assume the issue has been resolved successfully. For example, if we assist a client with applying for a state program like food benefits, the client will receive a notification of approval or denial. If the client is approved, they may not return to inform us, so we assume the outcome was positive. However, if the application is denied or additional information is requested, the client is more likely to return to our office. While we aim to document all client transactions in Salesforce, measuring outcomes requires more manual effort. We are currently enhancing our tracking capabilities within the Salesforce system to improve outcome measurement.

C. Narrative

Please provide the following information.

C.1. Program Description

Describe the Program being proposed.

Housing Education, Placement, and Support: -Provide clients education on the housing process, their responsibilities in securing housing, challenges posed by the current housing crisis, and landlord-tenant responsibilities. -Partner with the Quality Housing Coalition for housing placements. -Partner with York County Community Action Corporation (YCCAC) for housing placements in York County. -Deliver support during the first months of tenancy, including furnishing homes and ensuring clients understand how to use appliances and manage utilities. -Focus on problem avoidance and resolution to prevent eviction, with no time limits on services. -Address vulnerabilities include transitioning to independent living, managing bills, and dealing with medical collections or job loss. -Receive referrals from Maine Medical Center's Social Workers, Portland Public Schools, City of Portland Social Services Department, and community partners. -Develop creative solutions to address housing needs for different asylum seeker demographics. For example, we found housing for clients ages 55-62+ in senior housing complexes, we have grouped single women into apartments where their combined income can support the rent and we have moved families to communities with more affordable rents than Portland. Fulfilling Basic and Urgent Needs: -Partner with Cultivating Community to distribute fresh fruit and vegetables grown locally by immigrant farmers to 40 client households. -Distribute $5,000 in groceries and food gift cards. -Provide walk-in services for asylum seekers needing assistance with immigration issues and basic needs. -Help with immigration-related paperwork and language interpretation, call hotlines, and update addresses in federal systems. -Assist clients with urgent needs such as laundry, bus passes, cell phone expenses, and navigating medical bills or responding to DHHS letters. Weekly Work Permit Application Assistance: -Submitted 1,200 work permits in 2023 and on target to maintain similar numbers in 2024. -Partnered with Maine Department of Labor and Career Centers to offer resume support, job search help, and additional training at the Portland Public Library. Asylum Application Resource Center (AARC) at Portland Public Library: -Partner with a volunteer attorney to submit over 300 asylum applications per year.

C.2. Community Need Description

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

In recent years, Portland has seen a surge in asylum seekers, most of whom lack the resources to support themselves. The influx has overwhelmed the city's shelters and hotels, placing significant strain on local services. Currently, all City of Portland shelters for asylum seekers, as well as two smaller family shelters (Commonspace in Portland and Family Promise in Gorham), are at full capacity. Unsheltered homelessness is a growing issue for asylum seekers in Maine. Hope Acts is addressing this challenge by partnering with municipal and nonprofit organizations to transition asylum seekers into permanent housing. To date, 65% of guests at the Adult Asylum Seekers Shelter (166 Riverside Industrial Parkway) and all families at Commonspace/YMCA on Forest Avenue have received support from Hope Acts. Additionally, our own transitional housing at Hope House, which provides apartments for 13 adult asylum seekers, is always full. Beyond assisting new arrivals, Hope Acts also helps individuals and families who have been in Portland for years and are struggling to stay housed. We focus on clients who are employed but face homelessness due to rising

rent, utility, and food costs, as well as landlord issues. In the first nine months of 2024, Hope Acts served over 350 households living in shelters or churches. Of the 1,564 service instances, 295 were related to housing searches or applications, and 707 were focused on housing retention (e.g., obtaining furnishings, resolving issues, eviction mitigation). Hope Acts successfully helped 55 households secure housing and will continue to support them to ensure stable tenancies. In 2022, Hope Acts launched the Asylum Application Resource Center (AARC) to assist clients who face barriers in accessing immigration services due to a lack of pro bono legal assistance. This attorney-supervised program, run out of the Portland Public Library, received partial funding from Maine Housing in 2023 and 2024. Additionally, in 2023, Hope Acts partnered with the Maine Dept of Labor/Maine Career Centers to move its Work Permit Clinic to the PPL, co-locating with career center staff. These services are essential for helping asylum seekers transition from dependence to independence. Funding for these programs has been provided by COVID-era grants, which are not renewable and end June 30th, 2025. For more information on the asylum seeker crisis and related challenges in Portland, see the following resources: https://www.mainepublic.org/news/2024-06-05/maine-attorney-general-steps-up-fight-against-legal-scams-targeting-immigrants https://www.womensrefugeecommission.org/wp-content/uploads/2023/09/Welcoming-Supporting-People-Seeking-Asylum.pdf
https://spectrumlocalnews.com/me/maine/news/2024/10/30/portland-forum-educates-immigrants-and-asylum-speakers-about-community--housing-issues- https://www.portlandmaine.gov/1/Home?contentId=cb720e59-8c99-4642-bb5a-c3d94f81430a&date=7-24-2024&date=10-3-2024&date=10-7-2024&date=10-8-2024

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 an agency that only works with asylum seekers, Hope Acts built a portfolio of services focused on moving this population from homelessness and dependence on city/state and nonprofit services to independence. Since our establishment in 2013, Hope House has been both a home for asylum seekers and a place where any asylum seeker is welcome to come for help. We are deeply rooted in Portland's Parkside community and our clients know through word-of-mouth that our door is open 5 days a week. The neighborhood includes a significant immigrant population and is home to the YMCA with its family shelter, as well as the City of Portland's Family Shelter and General Assistance office. Our programs positively impact the asylum-seeking population in our neighborhood and Portland, as well as the local social service community supporting newly arrived families and individuals. Program Objectives: 1) Provide clients education on the housing process, their responsibilities in securing housing, challenges posed by the current housing crisis, and landlord-tenant responsibilities; 2) Offer resources, support, and referrals to help asylum seekers meet basic needs, ensuring they can keep their housing and make progress in their lives; 3) Provide the necessary resources and assistance to help asylum seekers successfully submit their asylum and work permit applications; and 4) Assist asylum seekers with any urgent issue, including but not limited to, paying a bill, reading/understanding immigration paperwork, and resolving problems with a safety net program. We are committed to maintaining a no-barrier service model (including free services to all clients), providing linguistically and culturally competent support five days a week to focus on problem avoidance and resolution for our clients. Program Outcomes: 1) Clients maintain stable housing. 2) Progress is made or issues are addressed during each meeting, moving toward resolution. 3) Applicants receive confirmation that the federal government has accepted their asylum and work permit applications. An accepted asylum application typically means the client can apply for a work permit after 150 days. Employment and securing work authorization are crucial for maintaining stable housing. Asylum seekers play a vital role in strengthening the local Portland community and economy by filling essential positions in sectors such as manufacturing, hospitality, and healthcare. Their contributions extend beyond the workforce, as they also pay taxes that support public services. Our strong partnership with the Maine Department of Labor (MDOL), as highlighted in the DOL's support letter, further underscores this impact. We use our Salesforce Client Management System to track client progress and maintain data on each component of the program.

C.4. Goal

Choose and describe how this program meets one of the goals of the CDBG program:(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**

4. Address the needs of the growing homeless population - prevent and reduce homelessness: Our Asylum Seeker Assistance Program supports new asylum seekers, a group that has grown in both numbers and homelessness in recent years. Navigating complex asylum laws and English-only communications poses significant challenges for our clients, many of whom have limited English proficiency. For those we house, Hope Acts provides ongoing support, resulting in 99% of our clients remaining housed over the past year. We continue to partner with the Quality Housing Coalition/Project Home to secure safe, affordable housing, despite limited availability, and we serve as the primary point of access for those housed through the Hope Acts/QHC partnership. With ten years of experience in transitional housing at Hope House, we understand the unique needs of newly housed asylum seekers and work to prevent evictions. Hope Acts is one of the few agencies offering specialized support and walk-in services for adult asylum seekers. Hope Acts staff are skilled in navigating Maine and Federal social services, assisting clients with obtaining benefits and resolving issues when they are denied or abruptly ended. We also have extensive experience guiding clients through the complex asylum and work permit application processes, helping thousands understand their status and next steps. Employment and securing work authorization are crucial for maintaining stable housing, as they provide the financial independence necessary to cover living expenses and prevent housing instability. Our programs are intricately linked to support asylum seekers holistically, addressing not only their immediate needs but also key social determinants of health, such as financial stability, access to resources, and overall well-being.

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.

4. Address the Need of the Growing Homeless Population- Prevent and reduce homelessness. Hope Acts' Asylum Seeker Assistance Program (ASAP) best addresses the HIGH PRIORITY impact area of "housing and housing services for long-term shelter consumers." Most of our housing clients come from homelessness. In partnership with the Quality Housing Coalition, we are able to help asylum-seeking clients move out of the shelter system and homelessness, serving as the primary point of access for those housed through the Hope Acts/QHC partnership. During a 12 month period (July 2023-June 2024), we successfully housed 67 households (154 people: 121 adults & 33 children) and provided housing support and education to 188 households (497 people: 329 adults & 168 children). From July - September 2024 alone, we secured housing for 18 new households (53 people: 38 adults & 15 children. Our goal remains to continue to house vulnerable asylum seekers in Portland in 2025 and beyond. Additionally, and although not specifically mentioned in the CDBG application, the asylum and work permit application programs are aimed at a dependent and largely homeless population. By successfully submitting an asylum application followed by a work permit application, an asylum seeker is able to move from homelessness/financial dependence to independence and out of the shelter system. Employment is key to remaining housed, as it provides a stable income to cover rent and other living expenses, reducing the risk of eviction and ensuring long-term housing 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.**

1.Consistent –Hope Acts' program expansion aligns with Portland's strategic efforts outlined in the City's Consolidated Plan 2022-2026 to reduce the number of families living at or below the poverty line. Our programs are designed to address the growing homelessness crisis in Portland. All ASAP services are free, low-barrier, and open to any asylum seeker in need of housing or basic needs support. 2.Diversity and Inclusiveness – Although the majority of our clients are Black/African asylum seekers, we have observed an increasing number of Central and South Americans seeking assistance. In response, we have hired a Spanish-speaking staff member to better serve this growing population. We serve all asylum seekers, regardless of background. Nine of our fourteen staff members are African immigrants (including our Program Director who is a former Hope Acts' client), and three of our Board members identify as BIPOC or immigrants. Our staff's lived experiences and language skills directly support our clients. We've also subcontracted with several immigrants and prioritize inclusivity through staff training and workshops. 3.Priority to Lower Incomes – Nearly all of our clients are low-income, many relying on social safety net programs before they have a work permit. Many of our clients are disproportionately impacted by the rising costs of rent, food, and utilities, even once employed, due to their low incomes. 4.Leveraged Funding – In addition to CDBG funding, we've secured grants from the Clowes Fund ($60,000 over two years). We are applying for multiple grants, including MaineHousing (NOFA for Long-Term Solutions to Assist People Experiencing Homelessness) and requesting increased individual donations.

C.7. Partnerships, Collaboration, and Outreach

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

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

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

Hope Acts collaborates with a network of nonprofits, many of which are members of the Maine Immigrants' Rights Coalition (MIRC), as well as the City of Portland, local schools, and healthcare providers. While our services are complementary and not duplicative, we leverage each other's expertise and resources to best meet client needs. Hope Acts and MIRC (letter of support provided) work closely to address the urgent needs of asylum seekers. Together, we provide emergency food gift cards, cell phone support, bus tickets, and advocate for solutions to homelessness and immigration reform. Hope Acts often identifies emerging issues impacting asylum seekers due to changes in the federal immigration system. We bring these concerns to MIRC for discussion, collaborating with immigration attorneys and Maine's congressional delegation to find solutions. One of our most significant partnerships is with the Quality Housing Coalition (QHC)/Project HOME (letter of support provided), which aims to create housing opportunities by connecting landlords with nonprofit partners. We share an employee who works with landlords to secure housing and match Hope Acts' clients to suitable homes. Currently, Hope Acts is supporting approximately 200 households through this partnership. Additionally, we share technology and resources to serve our clients more effectively. Hope Acts has dedicated considerable time and resources to this relationship. Recognizing that securing housing is just the first step, we have grown our case management and client support teams to ensure tenants and landlords can rely on us for assistance if any issues arise. Thanks to this strong collaboration, 99% of Hope Acts' Project HOME clients remain securely housed. The Portland Public Library has been another crucial partner for Hope Acts. In 2022, we opened the Asylum Application Resource Center (AARC) at the library, providing asylum seekers with critical legal support. In 2023, we partnered with the Maine Dept. of Labor/Maine Career Center to relocate our Work Permit Clinic to the library, allowing us to serve more clients and co-locate with career center staff. PPL staff have been incredibly supportive, and clients benefit from access to a range of library resources, including books, and computing services. Our long-standing partnership with the City of Portland (letter of support provided) has been essential since our founding. We regularly refer clients to municipal services such as shelters and General Assistance. As of 9/15/2024, 65% of guests at the Portland shelter for single asylum seekers (166 Riverside) have completed intake with Hope Acts' housing program. The high demand for our services underscores the importance of ongoing collaboration with the City. Other key partners include Cultivating Community, York County Community Action Corporation, and other immigrant-serving entities. These partnerships strengthen our ability to provide comprehensive support to asylum seekers in Maine.

C.8. Readiness to Proceed

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

Hope Acts has been providing transitional housing and year-round services for asylum seekers since 2013. Over 130 asylum seekers have lived in our transitional housing program, Hope House, while thousands have sought assistance from us. In 2018, we launched the Asylum Seeker Assistance Program (ASAP), a no-barrier service designed to help asylum seekers with urgent needs such as bill payments, immigration paperwork, and navigating safety net programs. ASAP has expanded significantly, with a focus on housing stabilization. By offering walk-in, culturally competent support five days a week, we work to prevent crises and avoid evictions through early intervention. Since 2018, we have partnered with the University of Southern Maine’s School of Social Work, hosting two master’s level social work interns each academic year in the ASAP program. In 2019, we established a work permit clinic after receiving training from the Immigrant Legal Advocacy Project (ILAP). This clinic helps asylum seekers apply for work permits, easing the workload for ILAP staff to focus on more complex legal issues. That year, we also partnered with the Quality Housing Coalition (QHC)/Project Home to support housing for asylum seekers. This partnership includes a shared staff member who leads housing intake and education at Hope House. Thanks to QHC/Project Home’s strong relationships with landlords, 99% of our clients maintained stable housing without eviction in the past year. In response to the growing number of asylum seekers and the lack of legal services, Hope Acts opened the Asylum Application Resource Center (AARC) at the Portland Public Library in 2022. This attorney-supervised program was partially funded by Maine Housing in 2023 and 2024. In 2023, we also partnered with the Maine Department of Labor/Maine Career Centers to relocate the Work Permit Clinic to the library, allowing us to serve more clients and co-locate with career center staff. These services are crucial in helping asylum seekers transition to independence. In 2021 and 2022, Hope Acts made a significant investment in a Salesforce Client Management System. Hope Acts maintains comprehensive client records, including demographics, and tracks all interactions and services. Ongoing upgrades to this system have bolstered our ability to monitor progress, manage program data, and better serve our clients. We view this data management tool as essential for improving collaboration with partner organizations and municipal entities, ultimately helping to break down silos in our work. CDBG funds will help us sustain the Asylum Seeker Assistance Program and continue to serve a high volume of clients.

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.

Hope Acts’ strong partnerships with nonprofits and the City of Portland, combined with our skilled staff and volunteers, enable us to effectively serve asylum seekers. Our team has extensive experience in immigrant services and program development. Key staff members include: - Martha Stein – Executive Director: Martha joined Hope Acts in 2018 after 18 months on the board. With over 15 years of nonprofit experience, she has expanded Hope Acts from a two-person staff to 14. - Madeleine Saucier – Deputy Director: Madeleine joined in 2024 after managing programs at the Maine Immigrants’ Rights Coalition for three years. She has also worked as an immigration legal analyst in Portland and at Catholic Charities Refugee & Immigration Services. - Alice Kabore – Program Director: Alice oversees the ASAP program, including Project HOME, the AARC, and the Work Permit Program. She joined in 2023 after serving as the Multicultural Coordinator for South Portland Schools and was a Hope House resident in 2016. - Rod Mahoua – Housing Manager: Rod, from the Republic of Congo, joined in 2021 after volunteering at Hope House in 2018. He also manages landlord relationships for QHC/Project HOME and speaks English, French, and Lingala. - Samuel Rucogoza – Case Manager: Samuel, who supports asylum seekers with housing, previously worked with individuals with developmental disabilities and holds a degree in management from Kigali Independent University in Rwanda. Most of our ASAP staff are multilingual immigrants with direct experience in the communities we serve, and most were previous clients of our organization. Our Systems/Admin staff member brings 15 years of expertise in data analytics and administration. Through these efforts and partnerships, Hope Acts continues to be a key resource for asylum seekers in Portland, helping them navigate challenges and move toward self-sufficiency.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

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

Hope Acts, like many non-profit organizations, grew significantly during the pandemic to meet urgent client needs. 50% of that growth came from 1-time American Rescue Plan Act (ARPA) funding distributed to us through Maine Housing, the Maine Department of Labor, and the City of Portland ARPA funds. The remaining growth was funded through individual and private foundation fundraising efforts. Client needs remain very high despite the drop in available funding. We hired a Deputy Director to take over many of the day-to-day tasks and special projects so the Executive Director can spend more time building relationships and raising funds for the organization. However, thinking that we can replace hundreds of thousands of dollars in one year is unrealistic. Therefore, CDBG funds are urgently needed to meet high client demand. While we are applying for grants and reaching out to individual donors, we would likely need to reduce staff and services without CDBG funds. Our services are labor intensive–over 80% of the program budget is payroll/benefits for staff. Once we evaluate all available funds, our Board of Directors and Leadership team will need to determine where/if we will reduce services. The decision will be based on client needs, availability of similar services from other providers, savings from the service reduction, etc.

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.

Hope Acts operates on a calendar year basis so most grant funding for the CDBG time period (Starting July 1, 2025) is being requested during Fall 2024 through Spring 2025. We have 2 years ($60,000) of funding from the Clowes Fund secured (years 2 and 3 of a 3-year grant) and we have several grant applications that are pending and several others identified that we will apply for in December 2024- February 2025. Hope Acts currently has approximately 4 months of unrestricted funds in the bank that may be used for programming if needed. In-kind contributions include use of meeting space at the Portland Public Library. 3-5 Hope Acts staff members and an equal number of volunteers provide services at PPL 3 days a week at no charge to our organization. We benefit from hundreds of hours of volunteer service by community members each year, most of which is direct client service. These in-kind contributions make it possible for Hope Acts to serve hundreds more clients than we could without volunteers. Finally, we receive in-kind donations of gift cards for emergency food and supplies from several faith communities which we distribute to clients in need.

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.

Over 80% of the program budget is staffing (payroll and benefits). $145K of the $150K CDBG funds will pay for staff. Contracted services include bookkeeping/accounting and pr/fundraising support. Office operations include computers, internet, printing/paper, postage, insurance and website/client management system. Program Expenses include direct client assistance (food/basic needs, bus passes, bedding, laundry money, season-appropriate clothing), printing client forms (housing applications, MaineCare applications, immigration paperwork, etc.) and computers for clients to work on various applications. Utilities and Use of Space includes a small allocation of building costs that are allocated for client services provided at our apartment/office building. We allocated $13,110 of annual building costs to the Asylum Seeker Assistance Program and we are including $5,000 in our CDBG request. As previously mentioned, we continue to receive very high client numbers, many of whom have multiple complex needs. All of our services are labor intensive as we navigate numerous systems and work with clients who may not speak English. The high needs coupled with the loss of pandemic-era funding, make CDBG funds essential to maintain our services.

D. Program Budget Detail

Completed by martha@hopeacts.org on 11/18/2024 10:44 AM

Case Id: 30554
Name: Hope Acts Asylum Seeker Assistance - 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
$844,290.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Payroll & Benefits	$695,490.00	$145,000.00	$550,490.00	see narrative	Pending
Contracted services	$48,100.00	$0.00	$48,100.00	Hope Acts	Committed
Office Operations	$28,090.00	$0.00	$28,090.00	Hope Acts	Committed
Program Expenses	$59,500.00	$0.00	$59,500.00	see narrative	Pending
Utilities/Use of Office Space	$13,110.00	$5,000.00	$8,110.00	Hope Acts	Committed
	$844,290.00	$150,000.00	$694,290.00		

E. Required Documents

Completed by madeleine@hopeacts.org on 11/18/2024 3:04 PM

Case Id: 30554
Name: Hope Acts Asylum Seeker Assistance - 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 martha@hopeacts.org on 11/18/2024 3:07 PM

Case Id: 30554
Name: Hope Acts Asylum Seeker Assistance - 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
Martha Stein
Electronically signed by martha@hopeacts.org on 11/18/2024 3:07 PM

Title
Executive Director

Health & Human Services
Maggie McLoughlin
Director
Aaron Geyer
Social Services Director

City of portland

11/12/2024

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

Dear CDBG Allocation Committee,

I am writing to express the City of Portland's support for Hope Acts' application to the Community Development Block Grant (CDBG). Hope Acts has been a housing partner to the City of Portland since 2013. In addition to running Hope House, transitional housing for adult asylum seekers in Portland, Hope Acts has grown it's services to serve thousands of asylum seekers in Greater Portland. The City of Portland values the partnership with Hope Acts which supports nearly 65% of asylum seekers at the City's 166 Riverside shelter with services.

Hope Acts' contributions to asylum seeking individuals have been instrumental and they are considered a significant partner for us in supporting asylum seekers in the transition off General Assistance and on a path to economic independence.

As Portland's asylum-seeking community continues to grow, we endorse Hope Acts' efforts to sustain and grow their work to meet this ongoing community in need.

Sincerely,

Ryan Gornea
Assistant Director of Social Services

39 Forest Ave, Portland, Maine 04101 | c: 207.874.8775 | mmcloughlin@portlandmaine.gov

STATE OF MAINE
DEPARTMENT OF LABOR
BUREAU OF EMPLOYMENT SERVICES
55 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0055

JANET T. MILLS
GOVERNOR

LAURA A. FORTMAN
COMMISSIONER

November 12, 2024

Dear Members of the City of Portland CDBG Committee,

The Department of Labor Bureau of Employment Services supports Hope Acts' CDBG application for a grant to support individualized services for asylum seekers through their Asylum Seeker Assistance Program (ASAP).

The Maine DOL has been supporting Hope Acts Work Permit Clinic at the Portland Public Library for the last two years. The Clinic has supported more than 1,950 individuals to apply for work permits. Multilingual Career Consultants from our CareerCenter attend the Hope Acts work permit clinic every Tuesday and the partnership focuses on connecting work permit applicants with CareerCenter services. These early connections ensure New Mainers will be prepared to quickly enter and thrive in Maine's workforce once their work permit arrives.

The ASAP program helps new asylum seeker arrivals connect to housing, support services, and navigate their basic needs to help with work readiness- making them a key partner for our work both at the CareerCenter and through the Clinics. Through this partnership, we know Hope Acts understands the intricacies of issues faced by asylum seekers as they move from safety net programs to financial independence. MDOL is proud to support and partner with their continued work.

Sincerely,

Kimberley Moore
Director, Bureau of Employment Services
Maine Department of Labor

MAINE IMMIGRANTS' RIGHTS COALITION

Friday, November 14, 2024

Rowen McAllister
Housing and Community Dev. Program Manager
City of Portland - Housing and Economic Dev. Department
389 Congress Street Room 313
Portland, ME 04101

Dear Ms. McAllister,

I am writing to offer my support for Hope Acts' application for a Community Development Block Grant to enhance services for asylum seekers experiencing homelessness, as well as those at risk of homelessness. Hope Acts is a key partner and a trusted member of the Maine Immigrants' Rights Coalition.

At the Maine Immigrants' Rights Coalition (MIRC), our mission is to improve legal, social, and economic conditions for immigrants in the state of Maine. We convene over 100 member and partner organizations, including Hope Acts, that work together to foster immigrant inclusion and integration through both support programs and policies. MIRC and Hope Acts have been long-standing partners in working to address social and economic inequities within Portland's immigrant communities.

Since its founding in 2012, Hope Acts has envisioned a community where immigrants are welcomed and empowered socially, emotionally, physically, economically, and spiritually. Hope Acts provides services tailored to address the complex economic challenges faced by asylum seekers, with the aim of helping clients transition from dependence and homelessness to self-sufficiency.

Notably, in the first nine months of 2024, Hope Acts assisted 350 households living in shelters or churches, helping with housing applications and addressing housing-related issues such as securing furnishings, resolving landlord disputes, and preventing evictions. Hope Acts successfully secured housing for 55 of these households and will continue to work diligently to ensure their successful tenancies. In addition, 65% of the guests at the 166 Riverside Industrial Parkway shelter in Portland, as well as all the families at the YMCA shelter in Portland, have received services from Hope Acts in 2024.

A Community Development Block Grant will strengthen this important work, allowing Hope Acts to continue providing essential services to Maine's immigrant communities, meet the needs of the increasing homeless population, and help prevent families from falling into homelessness. Thank you for your consideration of Hope Acts' application.

Sincerely,

Mufalo Chitam

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

QUALITY HOUSING
COALITION

Creating and supporting quality housing opportunities for those in need in Maine

Rowen McAllister Friday, November 8, 2024
Housing and Community Dev. Program Manager
City of Portland - Housing and Economic Dev. Department
389 Congress Street Room 313
Portland, ME 04101

Dear Ms. McAllister,

I am pleased to submit this letter of support for Hope Acts' CDBG grant application. Since 2019, Quality Housing Coalition (QHC) has partnered with Hope Acts to establish successful tenancies for low-income immigrants through Project HOME. Project HOME, created in 2018, removes barriers to accessing housing by partnering with landlords to offer rental units to low income tenants. Our partnership with Hope Acts is unique in that we share an employee who conducts a weekly in-person housing intake, housing counseling, and referrals to available housing with Project HOME landlords. Hope Acts provides furnishings and essential household items and ongoing housing education for clients - and QHC financially guarantees each unit and manages all aspects of the tenancy to prevent evictions. Thanks to this strong relationship and our commitment to deep case management, approximately 200 households have stable homes and receive ongoing support.

Last year, Hope Acts conducted 839 housing education and intake meetings and secured housing for 106 households (268 individuals - 161 adults and 107 children). Hope Acts anticipates serving a similar number of clients in FY 2024 and FY 2025, given the ongoing and pressing need for these services in the immigrant community.

The strong partnership between QHC and Hope Acts is unique in the nonprofit world, and it works. Thanks to our support model, 99% of our shared asylum seeker clients maintain their housing long-term. I cannot stress how critical Hope Acts' services are for asylum seekers. If you were to poll asylum seekers in the Greater Portland area, the majority will have already been to housing intake at Hope House and on track to receive the services they need to navigate their lives to success.

QHC fully supports CDBG funding for Hope Acts to sustain these vital services and enhance our collaborative efforts in providing permanent supportive housing for asylum seekers.

Sincerely,

Victa Morales

Victoria Morales
Executive Director, Quality Housing Coalition

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

November 13, 2024

Rowen McAllister
Housing and Community Dev. Program Manager
City of Portland - Housing and Economic Dev. Department
389 Congress Street Room 313
Portland, ME 04101

Dear Ms. McAllister,

I am writing to express our strong endorsement of Hope Acts' Community Development Block Grant application focused on housing and housing support for homeless and low-income asylum seekers. Our organizations share a deep commitment to welcoming everyone to Portland, focusing on providing housing and support services to vulnerable populations. Hope Acts' ongoing efforts to serve asylum seekers have made a significant impact, and we are proud to be partners in this vital work.

Hope Acts and the YMCA have been partners since Hope House opened in 2013 when we partnered to provide low-cost Y memberships to Hope House residents. In the past few years, the YMCA has been a family shelter for asylum seeking families. Because of our partnership and geographical proximity (about 65 yards away!) and Hope Acts' expertise with housing, social services and immigration, Hope Acts has served the majority of families residing at the YMCA Family Shelter with housing navigation and other essential services.

As part of our continued collaboration, Hope Acts has also provided English language classes for the residents of the YMCA's Men's Dormitory. These contributions are invaluable in supporting individuals as they navigate new and challenging circumstances and move forward with their lives and transition from dependence to self-sufficiency.

We believe Hope Acts' work, supported by the Community Development Block Grant, will continue to create lasting positive change in the lives of those who need it most in Portland.

We look forward to our continued collaboration and success.

Sincerely,

Helen L. Breña
President & CEO
YMCA of Southern Maine

YMCA OF SOUTHERN MAINE

Corporate Office
70 Forest Ave
Portland, ME 04101
207-874-1111

Casco Bay
14 Old S. Freeport Rd
Freeport, ME 04032
207-865-9600

Greater Portland
70 Forest Ave
Portland, ME 04101
207-874-1111

Northern York County
3 Pomerleau St
Biddeford, ME 04005
207-283-0100

Pineland
New Gloucester, ME
207-688-2255

www.ymcaofsouthernmaine.org

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

DEPARTMENT OF THE TREASURY

Date: FEB 13 2013

HOPE ACTS
185 HIGH ST
PORTLAND, ME 04101

Employer Identification Number:
45-4804770
DLN:
17053107347002
Contact Person:
REGINA M PARKER ID# 31274
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
March 19, 2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

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

Sincerely,

Holly O. Paz

Holly O. Paz
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

Bylaws of
Hope Acts
Version Date: August 22, 2023

ARTICLE I
Name, Purposes, and Location

The name of this Corporation shall be "Hope Acts" (hereinafter the "Corporation"). The Corporation's initial principal place of business shall be Portland, Maine. The Corporation is organized as a public benefit corporation under the Maine Nonprofit Corporation Act, Title 13-B M.R.S., as amended, and shall carry on business and operate anywhere within the State of Maine or in any state where it has a legal authority to carry on business and operate.

The Corporation is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, including the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Code. The specific purposes to be promoted or carried out by the Corporation, are as follows:

Hope Acts offers asylum seekers access to housing and basic needs, assistance in navigating complex immigration processes, and resources for learning English to help them successfully transition to a new life in Maine.

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

The foregoing enumeration of specific purposes and activities shall not be deemed to be exclusive, and in general the Corporation shall have the power to do all things incidental, necessary or convenient to the carrying out of its general aims and as permitted by the laws of the State of Maine as amended from time to time and Section 501(c)(3) of the Internal Revenue Code, as amended.

ARTICLE II
Officers and Directors

Section 1 **General Powers.** The property, affairs and activities of the Corporation shall be managed by a Board of Directors. The Board of Directors shall have and may exercise all the powers allowed to nonprofit corporations under the laws of the State of Maine except as may otherwise be limited by the provisions of these Bylaws and the Articles of Incorporation.

Section 2 **Composition.** The Board of Directors shall consist of a minimum of three (3) and a maximum of twenty-one (21) members and shall include the Officers.

Section 3 **Election of Directors.** The Board of Directors shall be elected by Directors at the Annual Meeting or any regular meeting of the Directors and each Director shall serve for a term of three years (such term to end at the third next Annual Meeting after said Director's election) or until his or her successor is elected. However, at the organizational meeting of the Corporation the initial Board of Directors shall be appointed by the Incorporators to staggered terms so that one third (1/3) of the Directors shall serve for a term of the three (3) years, one third (1/3) of the Directors shall serve for a term of two (2) years, and one third (1/3) of the Directors shall serve for a term of one (1) year. These initial terms shall begin on the date of the organizational meeting and shall end on the date of the Annual Meeting in the year in which the term expires. At each Annual Meeting thereafter the Directors shall elect successor Directors for a term of three (3) years.

Section 4 **Vacancies.** Vacancies in the Board of Directors or in any of the officer positions due to a resignation, removal or death of a Director may be filled at any time by a majority vote of the existing Board, and the Director elected to fill a vacancy shall serve for the period remaining in the former Director's term.

Section 5 **Resignations.** Any Director may resign at any time by giving written notice to the President, or if the President wishes to resign, to the Secretary. Such resignations shall take effect at the time specified therein, and, unless required by the terms thereof, the acceptance of such resignation shall not be necessary to make it effective.

Section 6 **Removal.** A Director or Officer may be removed if s/he has committed or engaged in any act or omission or practice which, in the sole discretion of the Board of Directors, has been or would be detrimental to the best interests of the Corporation. Said removal shall occur at any meeting of the Board of Directors, and upon a two-thirds (2/3) vote of those disinterested Directors present in person. The Director or Officer considered for removal shall be given at least five days written notice of the proposed removal, as well as an opportunity to be present and to be heard at said meeting. Each member of the Board of Directors is expected to regularly attend scheduled meetings; failure to attend meetings may constitute cause for removal. Notwithstanding the foregoing, a Director shall be automatically removed if s/he is or has been adjudged mentally incompetent.

Section 7 **Board of Directors Meetings.**

7.1 The Board of Directors shall meet a minimum of four (4) times per year, including one Annual Meeting of the Directors.

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

7.3 Notice of all meetings of the Board of Directors shall be sent at least fifteen (15) days previously thereto (except for Special Meetings, in which case at least five (5) days previously thereto) by written notice delivered by first class mail, fax, personal delivery, or electronic mail. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted at the meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by law or these Bylaws.

7.4 A majority of the Directors shall constitute a quorum for the transaction of business, but the Directors present in person at any meeting may adjourn such meeting from time to time until such quorum is present.

7.5 Unless provided otherwise in these Bylaws or by law, a majority of the votes entitled to be cast on a matter to be voted upon by the Directors present in person at a meeting at which a quorum is present shall be necessary for the adoption thereof. There shall be no proxy voting.

7.6 At any meeting of the Board of Directors, the Chair may enter the meeting into Executive Session. In Executive Session, only Directors and, at the discretion of the Chair, certain employees, shall be present. Executive Session may be called for discussion of sensitive or confidential issues such as but not limited to personnel, legal matters, or transaction negotiations. Any decisions made in Executive Session shall, without violation of confidentiality and as appropriate, be recorded in the general minutes of the meeting. The Secretary or his/her designee may keep notes of the Executive Session, but such notes shall be separate from the minutes and shall be treated as confidential by the participants in the Executive Session.

7.7 Meetings of the Board of the Directors shall not be open to the public, although the Board may choose, in its sole discretion, to invite guests to all or portions of such meetings. Minutes of meetings shall not be available to the public, although the Board may choose, in its sole discretion, to share all or portions of minutes with specific third parties or with the public.

7.8 Meetings of the Board of Directors shall be conducted in accordance with the Rules for Meetings, attached hereto and incorporated herein as Exhibit A.

Section 8 **Special Meetings of the Board of Directors.** Special Meetings of the Board of Directors shall be held at the call of the President or at the call of the Secretary upon the written request of at least one-third of the Board of Directors. The person or persons calling the Special Meeting shall fix the date, time and place thereof, although such date, time and place shall be reasonable and convenient for the other Directors.

Section 9 **Board or Committee Action Without a Meeting.** Any action which might be taken at a meeting of the Board of Directors or of a committee may also be taken without a meeting if (a) all Directors or committee members are notified in writing of the proposed action, (b) three quarters (75%) of the total number of Directors or of the committee members send written consents to the action taken or to be taken, at any time before or after the intended effective date of such action, and (c) the Secretary, committee chair, or his/her designee, receives no written objection to such action from a Director or committee member within forty-eight (48) hours of the notification to the Directors and committee members. Such notifications, consents, and objections shall be filed with the minutes of next Directors' meeting or committee meeting, and shall have the same effect as a regular meeting vote. For the purposes of this section, notifications, consents, and objections may be communicated by regular mail, personal delivery, fax, or electronic mail.

Section 10 **Officers.** The Officers of the Corporation shall be a President, a Vice President, a Secretary, and a Treasurer, all of whom shall be elected by the Board of Directors to serve for two-year terms beginning and ending on the date of the Annual Meeting of the Directors. However, the initial Officers shall be elected at the organizational meeting of the Corporation and the initial terms shall begin as of the date of the organizational meeting and end on the date of the next Annual Meeting.

a) The President shall preside at all meetings of the Board of Directors and shall exercise general supervision over the management of the property and affairs of the Corporation. The President shall do and perform such other duties from time to time as may be assigned by the Board of Directors. If there is no Executive Director, then the President shall be the Chief Executive Officer of the Corporation.

b) The Vice President, in the absence or inability to act of the President, shall exercise the powers and perform the duties of the President. The Vice President shall also generally assist the President and shall have such other powers and perform such other duties as may from time to time be designated by the President or by the Board of Directors.

c) The Treasurer or such other persons (including the Executive Director, Business Manager, or other Officers or employees of the Corporation) as may be designated by the Board of Directors, shall act under the supervision of the Board and shall have charge and custody of, and be responsible for, all the funds of the Corporation and shall keep or cause to be kept, and shall be responsible for the keeping of, accurate and adequate records of the assets, liabilities and transactions and membership contributions of the Corporation. He or she shall deposit, or cause to be deposited, all monies and other valuable effects of the Corporation in the name of and to the credit of the Corporation in such banks, trust companies, or other depositories as may be designated from time to time by the Board of Directors. He or she shall disburse, or cause to be disbursed, the funds of the Corporation based upon proper vouchers of such disbursement. In general, he or she shall perform all the duties incident to the office of Treasurer and such other duties as may from time to time be assigned to him or her by the President or the Board.

d) The Secretary, shall keep, or cause to be kept, the minutes of all meetings of the Board in one or more books provided for that purpose and shall see that the minutes of meetings of the

Board are distributed promptly to all members of the Board of Directors. He or she shall see that all notices are duly given in accordance with these bylaws and as required by law. He or she shall have charge of all of the books, records, and papers of the Corporation relating to its organization as a corporation and shall see that all reports, statements, and other documents required by law are properly kept or filed, except to the extent that the same are to be kept or filed by the Treasurer. In general, he or she shall perform or cause to be performed all duties incident to the office of the Secretary and such other duties as may from time to time be assigned to him or her by the President or the Board of Directors.

ARTICLE III
Committees

Section 1 **Executive Committee.** Those Directors who are Officers are designated as and shall constitute the Executive Committee of the Board of Directors. The Executive Committee may exercise all of the powers of the Board of Directors in the interim between Board of Directors' meetings except to: (a) amend or repeal the Articles of Incorporation or these Bylaws, or adopt new Bylaws; (b) approve any merger, consolidation, sale or lease of substantially all of the assets of the Corporation, dissolution, or distribution of assets; (c) elect Officers, Directors and Executive Committee members; (d) adopt the Corporation's budget; (e) fix compensation of any Directors or Officers for serving on the Board or any committee; and (f) amend, repeal, or act contrary to any resolution or direction of the Board of Directors. The Executive Committee shall submit reports to the Board of Directors on any actions taken. Any member of the Executive Committee may call meetings of the Committee. Seven days written notice as to the time and place of meetings shall be given to each officer. Any officer may waive written notice of meetings in which case verbal notice shall suffice. A majority of the members of the Executive Committee present in person shall constitute a quorum permitting the transaction of business at such meetings. In the absence of a quorum, a meeting may adjourn until a quorum can be present.

Section 2 **Committees.** The Board of Directors may, from time to time and for terms as they may see fit, establish committees other than the Executive Committee, as necessary for the smooth functioning of the Corporation. The President shall appoint committee members from among the members of the Board of Director, supporters of the Corporation and members of the community. Such committees shall be chaired by a Director of the Corporation. The chair of such committee shall fill any vacancies in committees. A majority of the members of such committee present in person shall constitute a quorum for the transaction of business, and the vote of a majority of all the members of the committee shall be the act of the committee. Committee meetings shall be conducted in accordance with the Rules for Meetings (Exhibit A).

ARTICLE IV
No Members

The Corporation shall have no members. Notwithstanding the foregoing, the Corporation may from time to time refer to financial supporters as "members," but such individuals or entities shall not be formal members within the meaning of the Maine Nonprofit Corporation Act and shall have no membership rights under said Act.

ARTICLE V
Financial Affairs

Section 1 **Fiscal Year.** The fiscal year of the Corporation shall commence on the first day of January and end on the thirty first day of December of each year.

Section 2. **Internal Controls**. The Board of Directors shall ensure that customary financial internal controls are established and followed. The funds of the Corporation shall be deposited in one or more banks or other investment institutions as designated by the Board of Directors. All checks, drafts or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer(s) or agent(s) of the Corporation and in such manner as shall from time to time be determined by a resolution of the Board of Directors.

Section 3 **Execution of Documents.** All contractual documents to be executed by the Corporation including deeds, mortgages, leases, promissory notes or other instruments, except checks, shall be executed by the President, Treasurer or the Executive Director on behalf of the Corporation, or as stated by specific resolution of the Board of Directors.

Section 4 **Loans.** No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances. In accordance with 13-B M.R.S. §712, in no event shall a loan be issued to a director or officer of the Corporation.

Section 5. **Budget.** The Board of Directors shall periodically (at least bi-annually) approve a budget. Any material expenditures beyond the scope of the approved budget shall require the approval of the Board of Directors.

Section 6. **Compensation.** The Board of Directors shall be responsible for setting compensation levels and for determining that any compensation amounts paid to employees or contractors are "reasonable" for the purposes of Internal Revenue Code Section 4958 and accompanying regulations.

ARTICLE VI
Executive Director and Other Employees

The Board of Directors shall determine the staffing needs of the Corporation, and may select, evaluate, and supervise an Executive Director. If an Executive Director is hired or appointed, that person shall be the Chief Executive Officer of the Corporation. The Executive Director shall be in charge of and shall exercise general management of the business of the Corporation with such powers and functions as the Board of Directors may direct. The Executive Director shall act as technical advisor to the Board and its committees and shall attend Board meetings but shall not be a Director and shall have no vote. The Executive Director shall be responsible for hiring, terminating, and determining the terms and duties of all other employees and consultants, in consultation with the Board of Directors.

ARTICLE VII
Liability Protection and Indemnification

The Corporation shall have the power to indemnify and, without formal action by the Directors or other persons, shall indemnify any Officer or Director, in respect of any and all matters or actions for which indemnification is permitted by the laws of the State of Maine, including, without limitation, liability for expenses incurred in any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative. Indemnification under the preceding sentence with respect to persons other than Officers and Directors, such as employees, agents, or other persons acting for or on behalf of the Corporation may be made only upon the affirmative vote of the Board of Directors in specific instances. The Corporation may purchase and maintain insurance on behalf of any person who is or was a Director, Officer, employee, or agent of the Corporation, or who is or was serving at the request of the Corporation as Director, Officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against any liability asserted against such person and incurred by such person in any of the above-stated capacities, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify such person.

ARTICLE VIII
Prohibition Against Private Inurement and Private Benefit

No part of the net earnings of the Corporation shall inure to the benefit of any Director or Officer of the Corporation, or any private individual, excepting solely such reasonable compensation that the Corporation shall pay for services actually rendered to the Corporation, or allowed by the Corporation as a reasonable allowance for authorized expenditures incurred on behalf of the Corporation, and no Director or Officer of the Corporation, and no private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Corporation (except that a Director or Officer may receive property of the Corporation in exchange for fair market value compensation to the Corporation).

These Bylaws shall not prohibit the reimbursement of incidental expenses necessarily incurred in the business of the Corporation by any Director duly authorized and also shall not prohibit the employment of persons, including Directors and Officers, to perform duties for the Corporation and receive compensation therefor, upon proper authorization of the Board of Directors.

ARTICLE IX
Dissolution

The Corporation is intended to exist in perpetuity, but in the event of dissolution of the Corporation or the termination of its activities, the assets of the Corporation remaining after the payment of all its liabilities shall be distributed exclusively to one or more organizations organized and operated exclusively for such purposes as shall then qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended and as a charitable, religious, eleemosynary, benevolent or educational **c**orporation within the meaning of Title 13-B, of the Maine Revised Statutes as amended, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE X
Amendments

These Bylaws may be amended by a two-thirds (2/3) affirmative vote of the Directors present in person at any Regular or Special Meeting of the Board of Directors, provided that the subject matter of any such proposed amendment shall have been provided to each Director at least ten (10) days prior to said meeting.

CERTIFICATION

I, the undersigned, do hereby certify that the above and foregoing bylaws were duly adopted on ____________ by Hope Acts at a regular meeting of the Board of Directors held on due notice and in compliance with its Articles of Incorporation at which time a quorum was present.

__________________________ Date: ____________________

__________________________ (Print Name) Secretary

Exhibit A to Bylaws
Guidelines for Meetings
Hope Acts

Rule 1: Use of Rules

(a) These Rules for Meetings (the "Rules") are to be used as the regular meeting method for the Board of Directors and committees, teams, or task forces and other decision-making groups of Hope Acts (the "Corporation"). The Rules are subordinate to (1) the Corporation's bylaws, (2) the Articles of Incorporation and any applicable Restated Articles of Incorporation or Amended Articles of Incorporation, and (3) current state and federal laws for nonprofit public benefit corporations.

(b) These Rules may be further modified by a two-thirds majority of the Board of Directors. This voting threshold does not prevent striving for consensus.

(c) In the case of committees, teams, task forces, or other decision-making groups, the role of President will be assumed by the Chair of the group, and any reference to Directors shall be read as a reference to the members of the group.

Rule 2: Meeting Roles

(a) The President (or Chair, where applicable) of the Board or a Director that she or he appoints, will preside at the meeting. The President is responsible for conducting a focused and fair meeting, and may appoint a Facilitator to assist with this role. The President will make final decisions regarding the meeting content and Agenda after gathering input.

(b) The Secretary, or a person designated by the Secretary, shall be the Minutes Taker.

(c) The President will appoint a Timekeeper. The Timekeeper will keep the President and the group aware of time. If the group has agreed upon a specified time limit for any individual to speak, the Timekeeper will give the speaker a one-minute warning. At the end of the time, the speaker will be asked to stop. This person cannot speak again until all the other Directors have had an opportunity to speak.

(d) All participants in meetings are expected to conduct themselves courteously. Courtesy is demonstrated by, among other practices, active listening, waiting until others are finished before speaking, and being punctual. Whenever possible, Directors who cannot attend a meeting are expected to communicate their absence in advance to the President.

Rule 3: Agenda

(a) The President, with suggestions from the other Directors, will draft an Agenda. It will include the meeting purpose (if other than a regular meeting), and the meeting outcomes or intended results. The Agenda will focus on accomplishing the current major strategies or goals of the Corporation.

(b) The Agenda will state expected start and end times, topics in order of priority, estimated time limits in minutes for each topic, and the name of the person leading the presentation and dialogue on each topic.

(c) Whenever possible the Agenda and other pertinent material will be distributed in advance by e-mail or regular mail.

Rule 4: Starting the Meeting

(a) The tone of the meeting will be informal and friendly.

(b) Anyone visiting a meeting at the discretion of the Board or committee will be introduced to everyone, and the group members to the visitor, with every attempt to include the visitor quickly.

(d) If desired there may be an invocation, spiritual practice, or moment of meditation or reflection to set a positive tone.

(e) Directors will be given a chance to read and modify the Agenda at the beginning of the meeting.

Rule 5: Routine Reports and Consent Agenda

(a) The minutes of the previous meeting and routine reports not requiring individual consideration will be placed on the Agenda at the beginning in a Consent Agenda section. This information will be provided to participants ahead of time or before the start of the meeting.

(b) The Consent Agenda items will not be discussed individually unless any member requests that an item be removed from this section and placed on the regular Agenda as a separate item for discussion. The President will check with the Board for agreement to file route reports as part of the Corporation's records.

Rule 6: Discussion of Issues

(a) Any item may be discussed that is on or added to the Agenda prior to or at the beginning of the meeting. A motion or a second is not required.

(b) The Director(s) who presents an issue for consideration should present it in the form of a Simple (verbal) or Structured (written) Proposal. Proposals are encouraged to address the problem and its causes before the solution.

(c) When possible, Structured Proposals will be available for Directors to read in advance of the meeting.

(d) All Directors will be given an opportunity to speak or ask questions. No one member may speak a second time until all wanting to speak have spoken once.

(e) When discussing a Proposal, the President or Facilitator will structure the discussion to proceed from opening (idea generation) to narrowing (evaluating ideas) to closing (making decisions).

(f) The President or Facilitator will ensure that the discussion is balanced between pros and cons and that all points of views are encouraged. Directors understand that respectful disagreement is a mark of a healthy Board.

(g) Any Director can suggest changes to a Proposal. The Proposal can be modified by Board agreement.

Rule 7: Decision Making

(a) All Directors will be given an opportunity to speak at least once and not more than twice on each Proposal.

(b) After a Proposal has been presented and thoroughly discussed, the President will ask if the Board is ready to vote on the Proposal. No one Director or a minority may block a decision.

(c) If the Board is not ready to vote, the President may call for a nonbinding simple straw poll (show of hands) and further discussion. As a result of the discussion, the President may suggest or request modifications and check again for agreement on whether to vote.

(d) Votes shall be by a show of hands. If the Board agrees, however, votes can be held by written ballot.

Rule 8: Ending the Meeting

(a) There will be time on the Agenda at the end of the meeting for the President to summarize the progress made at the meeting.

(b) The Minute Taker will summarize agreements made and the follow-up action steps agreed to by the Board, clarifying the tasks, the person(s) responsible, and the task time limits.

(c) The Directors will remark on their personal experience (meaning, learning, or impressions) during the meeting and make suggestions on what to continue doing and what to change to improve future meetings. The President and Facilitator will implement feasible ideas at the next meeting.

(d) When the Agenda is complete, or the time established for the end of the meeting is reached, the President will close the meeting. However, the meeting can continue after the established time limit if there is at least two-third majority agreement to extend the meeting for a specified time period.

Hope Acts

Budget Overview: Budget_FY24_P&L CES Format for Reports - FY24 P&L

January - December 2024

	TOTAL
Revenue	
4000 Contributed Support	
4010 Individual	125,000.00
4011 Donor Advised Fund	45,000.00
4020 Business/Org	40,000.00
Total 4000 Contributed Support	**210,000.00**
4100 Rent - HH	
41001 GA	72,000.00
41002 Tenant	40,000.00
Total 4100 Rent - HH	**112,000.00**
4200 Grants	205,000.00
4210 Government Grants	585,000.00
5310 Bank Interest	1,600.00
Total Revenue	**$1,113,600.00**
GROSS PROFIT	**$1,113,600.00**
Expenditures	
7200 Payroll	**738,356.40**
7500 Contract Services	
7520 Accounting Fees	12,000.00
7525 Bookkeeping	12,000.00
7532 Public Relations	10,384.54
7535 Consultants/Interpreters	30,000.00
Total 7500 Contract Services	**64,384.54**
8100 Operation Expenses	
8110 Supplies	2,000.00
8111 Office Equipment	2,500.00
8130 Communication Services	500.00
8135 Website/Database	10,000.00
8170 Printing and Postage	10,000.00
8310 Travel	1,200.00
8320 Professional Development/Meetings	500.00
8520 Insurance - Liability, Officers	5,843.33
8530 Membership Dues	500.00
8590 Misc Expenses	2,000.00
8665 Bank/Merchant Fees	1,500.00
8670 Business Registration Fees	55.00
93328 Volunteer Expenses	1,000.00
Total 8100 Operation Expenses	**37,598.33**
8700 Program Expenses	
87010 Printing/Copying	10,000.00
93323 Program/Activities	2,000.00
93327 Individual Assistance	30,000.00
93329 Parking	12,000.00
9340 Program Computers & Supplies	8,000.00

	TOTAL
9341 Postage/Photos	25,000.00
Total 8700 Program Expenses	**87,000.00**
9330 Hope House	
93301 Utilities	
93310 Water/Sewer/Stormwater	10,000.00
93311 Electricity	8,000.00
93312 Gas	7,000.00
93313 Internet	3,000.00
Total 93301 Utilities	**28,000.00**
93304 Furnishings/Equipment	3,000.00
93306 Insurance	11,521.58
93307 Property Management	2,000.00
93314 Capital Repairs	100,000.00
93315 Repairs/Maintenance	30,000.00
93316 Reg Fee - Housing Safety	477.00
93325 Misc & Supplies	6,000.00
93330 Garden Expenses	500.00
Total 9330 Hope House	**181,498.58**
Total Expenditures	**$1,108,837.85**
NET OPERATING REVENUE	**$4,762.15**
NET REVENUE	**$4,762.15**

Financial Statements

Hope Acts

December 31, 2023

Contents

Hope Acts

December 31, 2023

Financial Statements:

Independent Auditors' Report

To the Board of Directors
Hope Acts
Portland, Maine

Opinion

We have audited the accompanying financial statements of Hope Acts (a nonprofit organization), which comprise the statement of financial position as of December 31, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Hope Acts as of December 31, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

130 Middle Street, Portland, ME 04101 | p 207.775.3496 | f 207.775.0176 | PURDYPOWERS.COM

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of 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 audit.

Purdy Powers + Co.
Professional Association

Portland, Maine
September 17, 2024

Statement of Financial Position

Hope Acts

As of December 31, 2023

Current Assets		
Cash	$	349,822
Accounts receivable		92,421
Prepaid expenses		4,769
Total Current Assets		447,012
Property and equipment, net		1,013,489
Total Assets	$	1,460,501
Current Liabilities		
Accounts payable	$	12,215
Accrued expenses		16,943
Total Liabilities		29,158
Net Assets		
Without donor restrictions		1,389,706
With donor restrictions		41,637
Total Net Assets		1,431,343
Total Liabilities and Net Assets	$	1,460,501

See accompanying independent auditors' report and notes to financial statements.

Statement of Activities

Hope Acts

For the Year Ended December 31, 2023

	Without Donor Restrictions	With Donor Restrictions	Total
Revenues and Other Support			
Rent	$ 107,450	$ -	$ 107,450
Grants	487,319	40,500	527,819
Contributions	176,580	5,500	182,080
Net assets released from restrictions	16,029	(16,029)	-
Total Revenues and Other Support	787,378	29,971	817,349
Expenses			
Program			
Hope House	158,156	-	158,156
HHELP	63,011	-	63,011
ASAP	454,813	-	454,813
	675,980	-	675,980
Management and general	70,487	-	70,487
Fundraising	31,019	-	31,019
Total Expenses	777,486	-	777,486
Revenues Over Expenses	9,892	29,971	39,863
Other Revenues (Expenses)			
Interest income	1,584	-	1,584
Total Other Revenues	1,584	-	1,584
Increase in Net Assets	11,476	29,971	41,447
Net assets at beginning of year	1,378,230	11,666	1,389,896
Net Assets at End of Year	$ 1,389,706	$ 41,637	$ 1,431,343

See accompanying independent auditors' report and notes to financial statements.

Statement of Functional Expenses

Hope Acts

For the Year Ended December 31, 2023

	Programs						
	Hope House	HHELP	ASAP	Total Program	Management and General	Fundraising	Total
Expenses							
Salaries	$ 52,845	$ 57,042	$ 334,693	$ 444,580	$ 22,539	$ 20,312	$ 487,431
Payroll taxes	4,540	4,965	30,068	39,573	1,924	1,706	43,203
Employee benefits	721	781	5,126	6,628	6,089	280	12,997
Professional fees	-	-	-	-	24,452	2,500	26,952
Consultant	-	-	18,540	18,540	-	-	18,540
Office expense	75	96	8,387	8,558	1,049	-	9,607
Information technology	-	127	4,967	5,094	3,140	-	8,234
Printing and postage	9	-	33,137	33,146	1,354	6,140	40,640
Travel	40	-	535	575	270	-	845
Insurance	11,153	-	1,150	12,303	5,943	-	18,246
Other	8,869	-	730	9,599	3,695	38	13,332
Resident assistance	1,102	-	10,169	11,271	-	-	11,271
Parking	2	-	7,304	7,306	32	43	7,381
Occupancy	24,937	-	-	24,937	-	-	24,937
Supplies	7,694	-	7	7,701	-	-	7,701
Repairs and maintenance	27,087	-	-	27,087	-	-	27,087
Depreciation	19,082	-	-	19,082	-	-	19,082
Total Expenses	$ 158,156	$ 63,011	$ 454,813	$ 675,980	$ 70,487	$ 31,019	$ 777,486

See accompanying independent auditors' report and notes to financial statements.

Statement of Cash Flows

Hope Acts

For the Year Ended December 31, 2023

Operating Activities		
Increase in net assets	$	41,447
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Depreciation		19,082
(Increase) decrease in operating assets:		
Accounts receivable		(55,115)
Prepaid expenses		10,853
Increase (decrease) in operating liabilities:		
Accounts payable		(3,751)
Accrued expenses		2,297
Net Cash Provided by Operating Activities		14,813
Net Increase in Cash		14,813
Cash at beginning of year		335,009
Cash at End of Year	$	349,822

See accompanying independent auditors' report and notes to financial statements.

Notes to Financial Statements

Hope Acts

Note A - Summary of Significant Accounting Policies

Nature of Activities
Founded in 2012, Hope Acts (the "Organization") is a nonprofit organization serving asylum seekers in Portland. Their mission is to offer asylum seekers access to housing and basic needs, assistance in navigating complex immigration processes, and resources for learning English to help them successfully transition into a life in Maine.

Basis of Accounting
The financial statements have been prepared on the accrual basis of accounting, and accordingly, reflect all significant receivables, payables, and other liabilities.

Basis of Presentation
The accompanying financial statements include a statement of financial position, a statement of activities, a statement of functional expenses and a statement of cash flows. The Organization is required to report information regarding its financial position, and activities according to two classes of net assets as follows:

> Net Assets without Donor Restrictions - Represents those resources that are not subject to donor-imposed restrictions (donors include other types of contributors, including makers of certain grants), and can be used for any purpose designated by the Organization's governing board.
>
> Net Assets with Donor Restrictions - Represents resources and the portion of net assets resulting from contributions and other inflows of assets whose use is subject to donor-imposed restrictions.

Revenue Recognition
The financial statements of the Organization have been prepared on the accrual basis of accounting.

Revenues received are recorded as revenue without donor restrictions or with donor restrictions, depending on the existence and/or nature of any donor restrictions. Support that is restricted by the donor is reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the support is recognized. All other donor restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction.

When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the Statement of Activities as net assets released from restrictions.

In accordance with ASC 606, the Organization recognizes revenue when it satisfies a performance obligation by transferring control of a promised good or service, in an amount that reflects the consideration it expects to be entitled to in exchange for those goods or services.

Note A - Summary of Significant Accounting Policies - Continued

Revenue Recognition - Continued
In accordance with FASB ASC 606-10-50-14 the Organization has elected not to disclose certain information about its remaining performance obligations as such obligations relate to contracts with an original expected duration of one year or less.

For the year ended December 31, 2023, Hope Acts had no revenue subject to ASC 606.

Sales taxes concurrent with specific revenue-producing transactions and collected by the Organization are excluded from revenue.

Contributions
Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions depending on the existence and/or nature of any donor restrictions.

Contributed Services
Amounts are reported in the financial statements for voluntary donations of services when those services create or enhance non-financial assets or require specialized skills provided by individuals possessing those skills and which typically would be purchased if not provided by donation. During the year ended December 31, 2023, the Organization did not receive donated services and materials.

Cash and Cash Equivalents
For purposes of the statement of cash flows, the Organization considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents. The Organization maintains cash with local banks, and at times, it may exceed federally insured limits. At December 31, 2023, the Organization’s uninsured and uncollateralized cash balances totaled $101,491. The Organization has not experienced any losses in such accounts.

Accounts Receivable
Accounts receivable are reported at the amount management expects to collect on balances outstanding at year end. The Organization determines its past due receivables based on contractual terms and generally starts charging interest after 30 days from the invoice date. The Organization uses the aging schedule methodology to determine uncollectible accounts receivable on a pooled basis where similar risk characteristics exist. The Organization has evaluated past historical loss information along with customers financial condition and current economic conditions in determining the credit losses. The Organization deemed no allowance was necessary at December 31, 2023.

Notes to Financial Statements

Hope Acts

Note A - Summary of Significant Accounting Policies - Continued

Property and Equipment
Property and equipment are recorded at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using the straight-line method over appropriate estimated useful lives as follows:

	Years
Building	39
Furniture and fixtures	5-15

Expenditures for repairs and maintenance are expended when incurred and betterments are capitalized. Assets sold or otherwise disposed of are removed from the accounts, along with the related depreciation allowances, and any gain or loss is recognized. Depreciation expense for the year ended December 31, 2023 was $19,082.

Functional Expenses
The financial statements report certain categories of expenses that are attributable to more than one program or supporting functions of the Organization. Those expenses include salaries and benefits, occupancy, and professional fees. Salaries and benefits are allocated based on estimates of time and effort, certain costs of occupancy, professional fees, and other office and utility expenses are based on management’s estimate of the appropriate allocations for each expense.

Compensated Absences
Vested and accumulated paid time off is reported as an expense and a liability when the obligation becomes determinable.

Estimates
The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Note A - Summary of Significant Accounting Policies - Continued

New Accounting Pronouncements
On January 1, 2023, the Organization adopted ASU 2016-13 *Financial Instruments – Credit Losses (Topic 326): Measurement of Credit Losses on Financial Statements* (ASC 326). This standard replaced the incurred loss methodology with an expected loss methodology that is referred to as the current expected credit loss ("CECL") methodology. CECL requires an estimate of credit losses for the remaining estimated life of the financial asset using historical experience, current conditions, and reasonable and supportable forecasts and generally applies to financial assets measured at amortized cost, including trade accounts receivable. Financial assets measured at amortized cost will be presented at the net amount expected to be collected by using an allowance for credit losses.

Management evaluated the impact of the new standard and determined there was no material impact on the financial statements and resulted in new and enhanced disclosures only.

Note B - Property and Equipment

Property and equipment balances consisted of the following as of December 31, 2023:

Furniture and fixtures	$ 38,522
Building	627,753
Land (not depreciable)	393,900
	1,060,175
Less accumulated depreciation	46,686
	$ 1,013,489

Note C - Net Assets with Donor Restrictions

Net assets with donor restrictions were as follows for the year ended December 31, 2023:

Subject to expenditure for specified purpose:	
Client assistance	$ 25,408
Interpreting services	16,229
Total net assets subject to donor restriction	$ 41,637

Note D - Liquidity and Availability

Financial assets consist of the Organization's cash and accounts receivable. The following reflects the Organization's financial assets as of December 31, 2023, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the date of the Statement of Financial Position.

Financial assets available to meet cash needs for general expenditures within one year consists of the following at December 31, 2023:

Financial assets, at year-end	$ 442,243
Less those unavailable for general expenditures within one year, due to:	
Contractual or donor-imposed restrictions:	
Restricted by donor with purpose restrictions	(41,637)
Financial assets available to meet cash needs for general expenditures within one year	$ 400,606

The Organization's financial assets available to meet cash needs for general expenditures within one year represents funding for ongoing operational requirements in 2024.

The Organization is substantially supported by memberships and contributions from donations solicited and contributions received. The Organization actively manages its cash flow to ensure funds are available for general expenditures, liabilities, and other obligations as they come due.

Note E - Income Taxes

The Organization qualifies as an organization exempt from federal income tax under Internal Revenue Code Section 501(c)(3) and files a Form 990 tax return. With few exceptions, the Organization is no longer subject to examinations by tax authorities for years before 2020 due to statute of limitations. The Organization has adopted the provisions of FASB ASC, *Income Taxes*. Management of the Organization believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

Note F - Benefit Plan

The Organization contributes to employees retirement via a 403(b) plan. A discretionary percent is voted for by the Board at year end each year which is contributed on behalf of eligible employees whether they contribute to the plan or not. No match is offered. In 2023, Hope Acts voted on and contributed to a 2% contribution. The Organization's contribution for the year ended December 31, 2023 was $3,744.

Note G - Subsequent Events

Management has made an evaluation of subsequent events to and including September 17, 2024, which was the date the financial statements were available to be issued and determined that any subsequent events that would require recognition or disclosure have been considered in the preparation of the financial statements.

Hope Acts Board of Directors as of 10-2024

Name	Affiliation	Board Pos.
Ellie Miller	Ret. Nonprofit Executive	Treasurer
Andy Nsimundele	Benefits Specialist, UNUM	Director
MaryEllen Schaper	Ret. Teacher	Director
John Thibodeau	Self-employed Social Worker	President
Leslie Tremberth	Self-employed, Organization Consultant	Director
Innocent Ilunga	Staff Accountant, Red Fern Properties	Director
Helio Medina	Dir of HR., Catholic Charities	Director
Erin Oldham	Real Estate Agent, Portside Real Estate	Secretary
Bethany Smart	Admin Coord., Hope GateWay Church	Vice President
Elizabeth Jackson	Exec Dir, Institute for Quantitative Social Sciences, Harvard University	Director
Cadeau Assoumani	Wellness Manager, Gateway Com. Svc	Director
MaryPat Donnellon	Ret. Technology Executive	Director
John Messer	Ret. Accountant	Director

November 18, 2024

Rowen McAllister
Housing and Community Dev. Program Manager
City of Portland - Housing and Economic Dev. Department
389 Congress Street Room 313
Portland, ME 04101

Dear Ms. McAllister,

I am writing to confirm that Hope Acts' Board of Directors authorizes Hope Acts' Executive Director, Martha Stein, to act as our agency representative, submit the funding request and associated documentation for the CDBG application, negotiate for, and contractually bind the agency.

Sincerely,

John Thibodeau
Hope Acts
President, Board of Directors

PO Box 7615
Portland, Maine 04112

www.hopeacts.org
207-228-1140

Hope Acts – Asylum Seeker Assistance Program Project Timeline

In 2018, Hope Acts initiated the Asylum Seeker Assistance Program (ASAP), offering support for urgent issues such as bill payments, immigration paperwork, and safety net program problems. ASAP, which operates year-round and has expanded in recent years to meet the growing number of asylum seekers in Portland, maintains a no-barrier service model, offering linguistically and culturally competent support five days a week to focus on problem avoidance and resolution.

In 2019, we received training from the Immigrant Legal Advocacy Project (ILAP) to establish a work permit clinic, allowing ILAP staff to focus on more complex legal work. Also in 2019, we partnered with the Quality Housing Coalition (QHC)/Project Home to provide housing support for asylum seekers, serving as the primary point of access and intake for those housed through this partnership. This partnership includes shared staff responsible for housing intake and education. Currently, we support over 200 households, with 99% of our clients maintaining their housing without evictions last year.

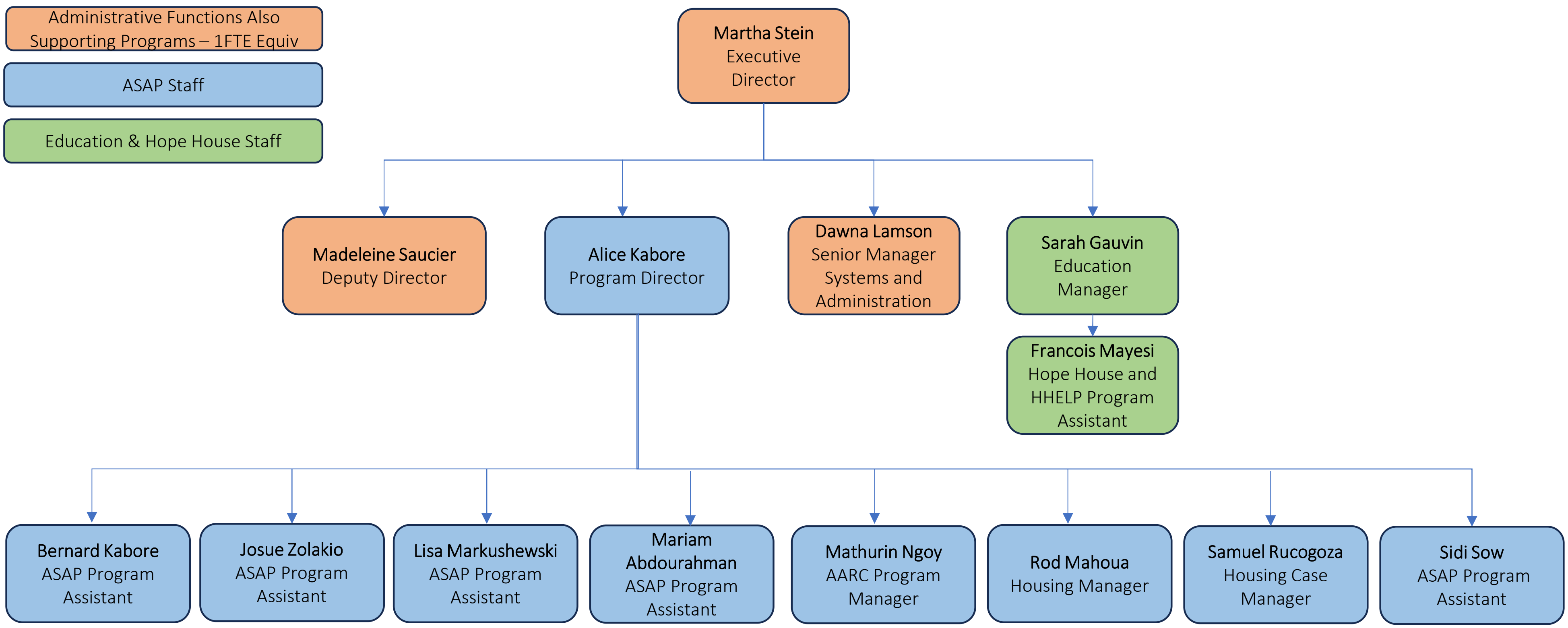
With a high influx of asylum seekers and limited legal services, we opened the Asylum Application Resource Center (AARC) at the Portland Public Library in 2022, partially funded by MaineHousing. In 2023, we partnered with the Maine Department of Labor/Maine Career Centers to relocate our Work Permit Clinic to the library, enhancing our capacity to serve asylum seekers and assist them in achieving independence.

As of late 2024, the majority of ASAP clients are homeless, living in shelters, or couchsurfing and seek our assistance with housing navigation and housing needs/support, as well as immigration and work permit applications. In response to the increasing demand for our services from Central and South Americans, Hope Acts hired a Spanish-speaking Program Assistant in August 2024 to better assist this growing population.

Additionally, our team ensures recently housed clients receive furniture and basic supplies through partnerships with Furniture Friends and Maine Needs. We rent a UHaul truck weekly to deliver essential household items, overcoming transportation and cost barriers to support successful tenancies.

The need for our ASAP services grows year after year. In 2023, our team conducted 5,081 client meetings; between January-September 2024 alone, our team conducted 5,507 client meetings, indicating a strong demand for our services.

Hope Acts CDBG request is to maintain and sustain the existing program. CDBG funds will provide for two of ten staff members plus other expenses related to this program.


Administrative Functions Also Supporting Programs – 1FTE Equiv
ASAP Staff
Education & Hope House Staff
Martha Stein Executive Director
Madeleine Saucier Deputy Director
Alice Kabore Program Director
Dawna Lamson Senior Manager Systems and Administration
Sarah Gauvin Education Manager
Francois Mayesi Hope House and HHELP Program Assistant
Bernard Kabore ASAP Program Assistant
Josue Zolakio ASAP Program Assistant
Lisa Markushewski ASAP Program Assistant
Mariam Abdourahman ASAP Program Assistant
Mathurin Ngoy AARC Program Manager
Rod Mahoua Housing Manager
Samuel Rucogoza Housing Case Manager
Sidi Sow ASAP Program Assistant

Overview

Completed by michelle@gpfamilypromise.org on 11/8/2024 12:40 PM

Case Id: 30556
Name: Greater Portland Family Promise - 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 michelle@gpfamilypromise.org on 11/18/2024 1:19 PM

Case Id: 30556
Name: Greater Portland Family Promise - 2025
Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name
Greater Portland Family Promise

A.2. Mailing Address
P.O. Box 11048 Portland, ME 04104

A.3. Federal ID Number
81-2565353

A.4. Unique Entity Identifier- SAM.GOV
T8T9ML6W4RH7

APPLICATION POINT OF CONTACT

A.5. Name
Michelle Lamm

A.6. Phone
(207) 200-7327

A.7. Email
michelle@gpfamilypromise.org

EXECUTIVE DIRECTOR

A.8. Name
Michelle Lamm

A.9. Phone
(207) 200-7327

A.10. Email
michelle@gpfamilypromise.org

PROJECT DIRECTOR

A.11. Name
Michelle Lamm

A.12. Phone
(207) 200-7327

A.13. Email
michelle@gpfamilypromise.org

FINANCIAL DIRECTOR

A.14. Name
Amy Holland

A.15. Phone
(207) 841-3627

A.16. Email
amy@gpfamilypromise.org

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)
Homelessness Prevention and Housing Stabilization Program

B.2. Primary Address Services Are Delivered
22 Pleasant Ave Portland, ME 04103

B.3. Are there additional service address?
Yes

Enter additional service addresses:

Street Address	City	State	Zip Code
1 Church Street	Gorham	Maine	04038

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 Area Benefit (LMA)

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

☐ **LMA Map and Outline of Service Area** ***Required**
***No files uploaded*

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.
Greater Portland Family Promise serves families experiencing homelessness who have extremely low or zero income. Family Promise serves New Mainer, asylum-seeking families. Approximately 50% of the families are from Angola and 50% are from the Democratic Republic of Congo. The families we serve cannot work until they have their work authorization. The families rely on public benefits like General Assistance, TANF and SNAP.

B.8. How many will be served by the proposed program? (unduplicated -per year)
400

B.9. How many are low to moderate income residents of Portland?
400

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.
Program staff hours providing homelessness prevention and housing stabilization services.

B.12. How many units of service will be provided by the program?
9,152

Budget and Organizational Questions

B.13. What percentage of the total budget is CDBG?
24.00%

B.14. What is the amount of other federal funds you have estimated and committed to this program budget?
$25,000.00

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?
$315,000.00

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
- Connect families to existing community resources and public benefit programs - Operate a monthly culturally appropriate food, diaper and essentials distribution - Provide housing navigation case management helping families to apply for affordable housing - Provide housing mentorship case management to help families with housing stability - Move families into temporary and permanent affordable housing - Guide families through the rental process, explaining lease agreements and tenants' rights

B.20. Program Outcomes
Outcome 1: Families are connected to public benefits and community resources - Connect families with public benefit programs (SNAP, TANF and MaineCare) - Connect families to SNAP (food stamps), Family Promise food program and local food pantries Outcome 2: Families have access to a safe place to live while they search for permanent housing. and secure permanent housing within 6 to 12 months of their arrival - Complete housing applications and submit

required paperwork and documentation - Move families into apartments and provide furniture, household items and basic needs Outcome 3: Families maintain housing stability for a minimum of one year - Assure that security deposits are paid, rent is up to date and utilities are paid for - Review and support tenants’ rights and provide tenant education and orientation home maintenance and upkeep and good tenancy

B.21. Employees

Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	5
How many employees will be employed in this program if it receives CDBG funding?	5
How many employees will be employed in this program if it does not receive CDBG funding?	3

Documentation

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

Individual family information is collected and entered into a family data sheet. Demographic information includes names, a current address, phone numbers, email addresses, languages spoken, gender, date of birth, country of origin, healthcare provider (PCP), English Level, public school name and grade, amount of GA, TANF, SNAP benefits received. Immigration information includes date of entry into the U.S., port of entry, date applied for asylum, next immigration court date, court location, whether work authorization has been received. Family documents collected include photo ID (driver’s license or Maine State ID), immigration documents for each family member (passport, visa, or Notice to Appear), General Assistance decision sheet, DHHS Notice of Decision, general release of information, media release, and authorized representative form. Updates to beneficiaries’ demographic information, immigration status, public benefits access will be tracked and monitored on a quarterly basis in addition to access to basic needs: clothing, diapers, transportation, food, laundry, housing search, housing stabilization.

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

Units of service will be tracked through timesheets and documented by payroll reports.

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

Greater Portland Family Promise measures the efficacy of our programs and services by regularly evaluating family success and benchmarks such as a family’s ability to maintain housing, obtain education and employment, housing, and financial stability. Family Promise collects and analyzes data so that we learn how well our programs are working and adjust and improve our programs and services as needed. Family Promise staff collect household level data via client intake, assessment, and exit forms and enter all data into well managed excel spreadsheets. Staff utilize a data-informed decision-making approach to adjust services to best meet the needs of the families we serve and to meet our performance goals. Family public benefit access, food security, English language level, immigration status, and housing stability will be collected, measured and documents on a quarterly basis (3 months, 6 months, 9 months and 1 year) using quarterly family visits and documented in individual case notes.

C. Narrative

Completed by amy@gpfamilypromise.org on 11/18/2024 3:57 PM

Case Id: 30556
Name: Greater Portland Family Promise - 2025
Address: *No Address Assigned

C. Narrative

Please provide the following information.

C.1. Program Description
Describe the Program being proposed.
The mission of Greater Portland Family Promise is to help families experiencing homelessness to achieve sustainable independence through a community-based response. Family Promise provides essentials services and supports families on their path to independence and self-sufficiency. The Homelessness Prevention and Housing Stabilization program provides housing navigation and housing stability case management to help families access affordable housing and to be successful tenants in their new homes. Greater Portland Family Promise works to address the needs of the growing homeless population and to prevent and reduce homelessness through transitional housing, permanent housing, food assistance, housing navigation and housing stabilization services. All programs and services combined give families a better chance of long-lasing success. Family Promise case managers help families to apply for public benefits (GA, MaineCare, SNAP and TANF) and connect families to existing community resources related to education, healthcare and basic needs support. Through housing navigation case managers help families to identify and secure affordable housing, determine if the apartment meets the General Assistance (GA) guidelines, complete application and other required paperwork, provide a professional reference, and act as a guarantor. Case managers also provide housing stabalization case management to help families to maintain their housing by providing advocacy and support, review tennats rights and responsibilites and providing education about house maintenance, pest management and how to be a good tenant. In addition to case management, Family Promise operates two transitional housing projects, one at a former United Methodist parsonage in Portland and one at First Parish Church in Gorham. In these programs families have a private locked room and a shared living space, kitchen and bathrooms, and there is a meeting space for Family Promise case workers to work onsite. Family Promise maintains a waiting list, conducts screenings, intakes, and placements, and provides ongoing case management. Other Family Promise programs that support families include: 1) food distribution and 2) move-in support and 3) financial assistance. The Family Promise food distribution program helps to reduce hunger and increase access to culturally appropriate and nutritional foods. Each month Family Promise distributes culturally appropriate food boxes to families and provides gift cards as needed to fill in the gaps. Families self-select the foods they want depending on their culture and preferences. The Family Promise financial assistance program grants families one time assistance with rent, security deposits and utilities and provides for other basic needs such as bus tickets and quarters for laundry. Family Promise also distributes other essentials such as diapers and personal hygiene items. Then Family Promise move-in support program sets families up to be comfortable in their new homes. When families move into their new homes, families are provided with all of the furniture and household goods needed to fully outfit their new home.

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.
Greater Family Promise receives at least two new referrals each week for our programs and services. With already lengthy waitlists we cannot keep up with the demand. Currently all Greater Portland shelters and transitional housing programs for families are at capacity. There are 82 individuals, 20 families residing at the YMCA shelter operated by

Commonspace and 132 individuals, 45 families residing at the City of Portland Family Shelter (Emergency Shelter Action Committee (ESAC) September 2024 report). At the City of Portland weekly social service provider meeting and the monthly Asylum Seeker Work Group (ASWG) it was shared that there are at least 30 families currently on the City of Portland centralized waiting list. Half of these families are also on the Family Promise waitlist for our transitional housing program. Due to the lack of vacancies for affordable housing it can take an average of 6 months for families to be placed in permanent housing and for beds/rooms to open at area shelters and transitional housing programs. At Portland Public Schools, 43.5% of students are economically disadvantaged, meaning that the family income is below a defined threshold and families are eligible for benefit programs such as the free and reduced meals. During the 2022/2023 school year, 10.3% (691 students) experienced homelessness at some point throughout the year. Homelessness is defined as a lack of a fixed, regular, and adequate night-time residence. This includes staying with friends for a short time, couch surfing, staying in a car, on the street and staying at a shelter or transitional housing. Maine has experienced a significant influx of asylum seekers from central Africa, including Angola and the Democratic Republic of Congo. In the first six months of 2023, more than 1,500 asylum seekers arrived in Portland (Portland Press Herald). Last month, October 2024, Family Promise and other social service providers saw another influx of asylum-seeking families. Portland Public Schools reported that in one day 6 new families experiencing homelessness showed up at their administrative offices. The families claimed to be sleeping on the streets and in parks. Many kids showed signs of stress and anxiety and many of the kids are also sick and hungry. The Opportunity Alliance WIC program also reported an increase in walk-ins with hungry babies and malnourished moms. Hope Acts and Maine Immigrant Access Network (MAIN) reported that families spend their days in waiting rooms during the day and sleeping outside at night. Family Promise is working hard to get families into shelters, transitional housing and eventually into permanent housing.

C.3. Measurable Community Impact

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

Outcome 1: Families are connected to public benefits and community resources Measurable impact: Number of families applied for and receiving GA and TANF benefits Measurable impact: Number of families applied for and receiving SNAP (food stamps), Family Promise food program and accessing local food pantries and are food secure Outcome 2: Families secure permanent housing within 6 to 12 months of their arrival Measurable impact: Number of housing applications submitted, and units secured each month Measurable impact: Number of move-ins per month. Families are moved in and provided with furniture, household items and other basic needs Outcome 3: Families maintain housing stability for a minimum of one year Measurable impact: Number of families in good standing, rent is up to date and utilities have been paid Measurable impact: Number of families to receive onboarding orientation regarding rules of good tenancy, home maintenance and upkeep and receive ongoing client education materials to help with housing 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**

Address the needs of the growing homeless population- prevent and reduce homelessness Access to emergency shelter and affordable housing enhances the wellbeing of Mainers and reduces social service costs by providing targeted health and social services and helps end the cycle of poverty. All these strategies combined, securing affordable housing, providing financial assistance, connecting families to public benefits, education and job training gives children and families a better chance of housing and economic stability and family well-being.

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.**

Greater Portland Family Promise addresses the needs of the growing homeless population through our Homelessness Prevention and Housing Stabilization program. Our programs and services address the high priority areas including food assistance, shelter services, homelessness prevention and housing navigation services to prevent and reduce homelessness. Family Promise transitions families out of homelessness and people out of poverty and into safe, affordable housing in employment hubs increasing economic and housing 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.

Greater Portland Family Promise's Homelessness Prevention and Housing Stabilization Program's services are 1. Family Promise goals and outcomes are aligned with the City of Porland's Consolidated Plan, HUD requirements; City goals, and CDBG priority impact levels, guiding principles and creating a significant and measurable community impact. Family Promise believes in advocating for and addressing the root causes of poverty and homelessness. Family Promise supports policies and procedures that are designed to stabilize Maine communities. Family Promise is breaking down barriers and advocating for families and educating and influencing decision makers. 2. Family Promise is addressing diversity and inclusiveness and creating a culture of belonging. Family Promise has made an increased effort to hire staff and recruit board members from the BIPOC, immigrant, and/or refugee community, currently 4 out of 6 staff members are immigrants to the United States and 4 of the Family Promise board of directors are part of the BIPOC, immigrant, and/or refugee community. 3. Family Promise prioritizes low-income families. Family Promise is prioritizing and serving families with no or low income that are below the area medium income. 4. Family Promise leverages funding from a variety of sources. Family Promise receives funding from individuals, congregations, businesses, civic organizations, private foundations state and federal grants including MaineHousing and Congressional Community Project Funding.

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.

Greater Portland Family Promise works with many partners (municipalities social service department, schools, property management companies, and faith-based organizations) to make this work possible and to work toward the common goal of addressing the needs of the growing homeless population. Partners work together to prevent and reduce homelessness through transitional housing, permanent housing, food assistance, housing navigation and housing stabilization services. Family Promise works very closely with the City of Portland Social Services Department. Once an apartment has been found and secured Family Promise facilities the move in process. Family Promise, case managers submit the General Assistance rental agreement, request an apartment inspection from housing and safety, instruct families to withdraw TANF money to make rent payment using a money order and to request the remainder of the funds needed from GA. Family Promise works in tandem with Portland Public School McKinney Vento social workers. Family Promise case managers and McKinney Vento social workers both prioritize families access to education and housing. PPS and Family Promise are invested in families and their academic and housing stability work together to minimize disruption and stressful situations for the families we work with by coordinating transportation, registration and enrollment and grant funding for homelessness prevention. Family Promise partners with Avesta Housing to move families into quality, safe, affordable housing. Family Promise case managers help families to apply for vacancies and to complete the required eligibility paperwork regarding assets, income, and employment. Family Promise also provides a professional reference and acts as a guarantor for the families that we work with. Family Promise case managers also help facilitate the lease signing and move-in process, helping families to understand their rights and responsibilities and to secure security deposit and rent payment. Family Promise provides ongoing housing stabilization by acting as a liaison between the Avesta property manager, residence service coordinator and the family to ensure for a successful tenancy. Family Promise maintains a waiting list for transitional housing and case management through referrals from social service providers such as Maine Health, Maine Access Immigrant Network, (MAIN), Hope Acts, Greater Portland Health, and The Opportunity Alliance. Family Promise collaborates with Good Shepherd Food Bank, Preble Street, and Food For All Mobile Market to provide monthly culturally appropriate and nutritious food to families. Additionally, Family Promise works closely with Maine Needs and over 20 congregations that help with donations of bedding, household goods, food and diapers and personal care items.

C.8. Readiness to Proceed

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

September 2016 By-laws and articles of incorporation and established as a 501(c)3. July 2017 - Rotational shelter began in partnership with the faith-based community and opened day shelter at the YMCA March 2020 - Began transitional housing program with the United Methodist Conference. May 2020 - Began providing a culturally appropriate food program and financial assistance program. October 2020 - Began providing case management to the families living in the hotels. December 2022 – Restarted rotational shelter model with the faith-based community. February 2023 - Began operating a winter warming shelter in partnership with Woodfords and Williston Immanuel November 2023 - Began transitional housing program with First Parish Gorham. August 2023 – closed the doors to emergency shelter located at Williston Immanuel Church November 2023 – Plans underway to convert Clark House, former United Methodist parsonage into multi-family to allow for a greater number of transitional housing beds. Opening in November 2025

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.

Family Promise has extensive experience serving families experiencing homelessness through emergency shelter, transitional housing and placing families in affordable, permanent supportive housing and providing other wraparound services that include housing navigation case management and basic needs support Greater Portland Family Promise has operated emergency shelters since 2017, serving 3-4 families at a time in a rotational shelter model in partnership with the faith-based community. In February 2023 GPFP expanded our programs and services to offer a 24-hour shelter and transitional housing program for fourteen families at a time. Greater Portland Family Promise has a long rich history of partnering for faith-based congregations, community partners, municipalities, social service departments, food banks, and landlords. GPFP collaborates with our partners to provide essential programs and services to the families we work with. Family Promise operates a monthly culturally appropriate food distribution program, a financial assistance program to help with rent and security deposit as well as a variety of education and enrichment opportunities for the families we work with. Family Promise also provides basic needs support around food, diapers, personal hygiene items, diapers, transportation, and laundry services.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

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

Greater Portland Family Promise's funding structure includes individual, congregational, and other unrestricted contributions to fund our administrative costs, including our non-program/operational staff costs. Our homelessness prevention and housing stabilization program is funded through smaller grants from business and civic organizations, mid-sized grants from foundations and our largest grants from government sources. We rely on grants of all sizes to fully fund our work. CDBG funds from Portland have been integral in funding a portion of our program staff costs over the last few years since it is not possible to fund the full scope of our program with private funds alone. Because our ARPA funding is ending, we have even greater need for CDBG funding. GPFP uses ongoing evaluation to assess the need for additional funds each year to cover our administrative, program and staff expenses as the need grows and costs increase across the board. We are continuously seeking out new funding opportunities to keep up with the increase in our overall costs. We have been able to increase our revenue in unanticipated ways each year as the need for our programming grows, but without CDBG funding from Portland, we will have to cut staff and reduce program services to Portland families.

C.11. Leveraged Funding Narrative

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

All funds for the 2025-2026 program year are projected. Greater Portland Family Promise is currently receiving funding from the following government grants: City of Portland CDBG funds, City of South Portland CDBG funds, and ARPA funds from the City of South Portland. We are applying for new CDBG grants from both Portland and City of South Portland for our 2025-26 program year, but our multi-year ARPA grant will end in the first half of 2025. GPFP will apply for non-government grants from many foundations and groups. These include the the John T. Gorman Foundation, the Sam L. Cohen Foundation, the Hudson Foundation, Maine Community Foundation, Good Shepherd Food Bank, and Portland Public Schools. We also expect to receive the third and final installment of a small three-year grant from the Evangelical Lutheran Church in America for our culturally appropriate food program. We will continue to research and apply for additional grant funding. We also rely on individuals, congregations, and civic organizations to fund our program and organization, and we will work to increase these contributions, but much depends on the economy.

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.

Our unit of service is program staff hours providing homelessness prevention and housing stabilization services, including case management, housing navigation, and food delivery. We expect that the total amount of hours needed to run the program is 9,152. The budget request for $131,419 from the City of Portland CDBG is to fund 2.2 FTE positions. The staff members providing these services will include 3 full time case managers, 1 full time program manager, and our executive director (40% of time spent on program). We are requesting an increase from the 2024-25 CDBG allocation because we want to maintain and expand services provided to Portland families, with a goal of serving 100 families/400 individuals. We will staff the program with 3 full time case managers, 1 full time program manager, and our executive director. The need for homelessness prevention and housing stabilization services is growing as is the cost of providing those services. We have increased wages in order to remain competitive and maintain our excellent staff. Other program costs such as rent assistance, food, mileage, fuel, and moving costs are also rising.

D. Program Budget Detail

Completed by amy@gpfamilypromise.org on 11/18/2024 2:43 PM

Case Id: 30556
Name: Greater Portland Family Promise - 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.
$131,419.00

D.2. Total Program Budget
$407,538.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Personnel Expenses - program staff	$262,838.00	$131,419.00	$131,419.00	CDBG, MaineHousing and foundations	Pending
Personnel Expenses-program staff benefits	$10,000.00	$0.00	$10,000.00	Foundations, individual and congregation donations	Pending
Administrative	$15,000.00	$0.00	$15,000.00	Foundations	Pending
Facility-storage	$4,200.00	$0.00	$4,200.00	Foundations	Pending
Direct Financial Assistance	$50,000.00	$0.00	$50,000.00	Foundations	Pending
Food Program	$50,000.00	$0.00	$50,000.00	Foundations	Pending
Insurance	$15,000.00	$0.00	$15,000.00	Individual and Congregation donations	Pending
Other Expenses	$500.00	$0.00	$500.00	Individual and Congregation donations	Pending
	$407,538.00	$131,419.00	$276,119.00		

E. Required Documents

Completed by michelle@gpfamilypromise.org on 11/18/2024 1:53 PM

Case Id: 30556
Name: Greater Portland Family Promise - 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 michelle@gpfamilypromise.org on 11/18/2024 3:59 PM

Case Id: 30556
Name: Greater Portland Family Promise - 2025
Address: *No Address Assigned

Submit

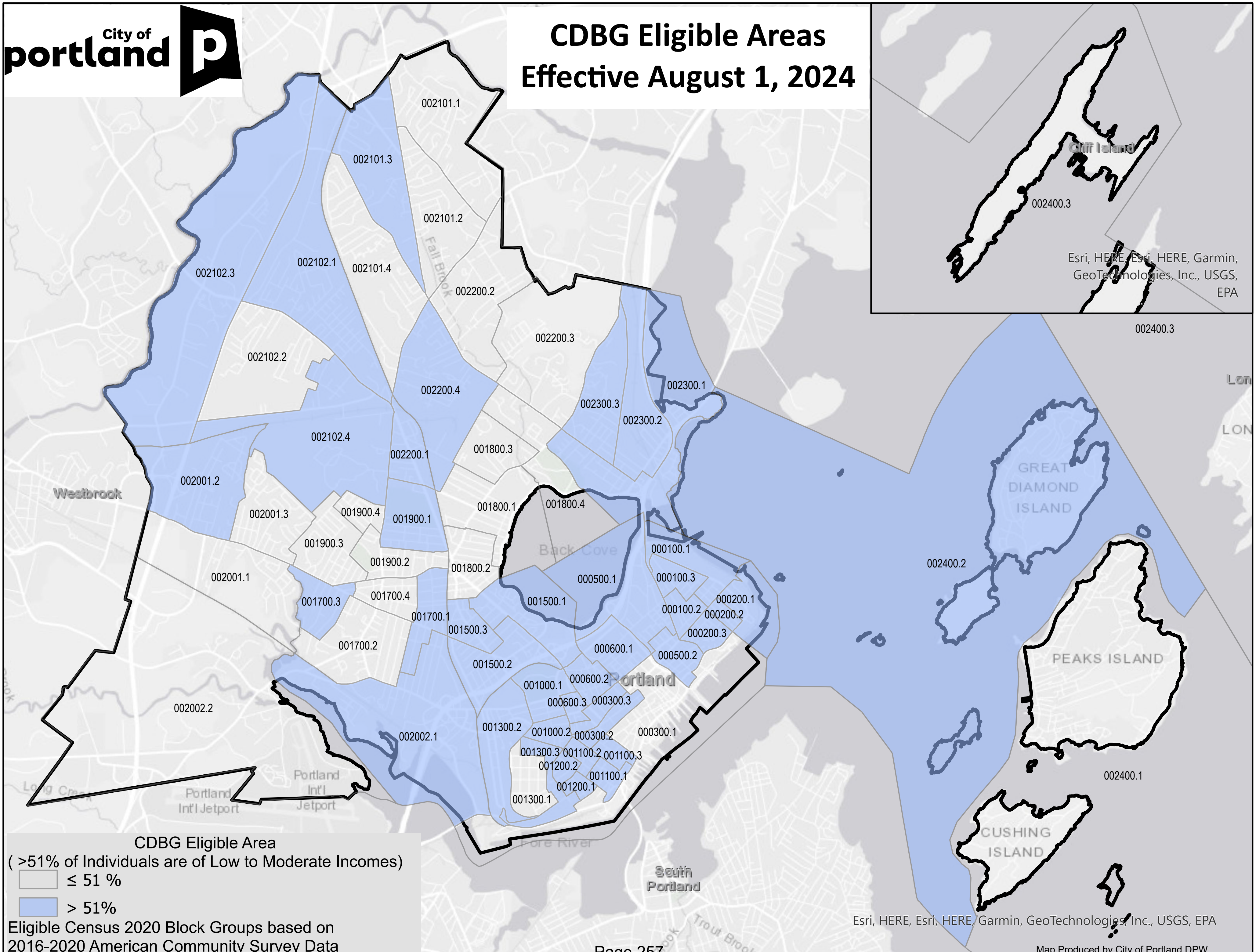
Once an application is submitted, it can only be "Re-opened" by an Administrator.

☑ **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.**

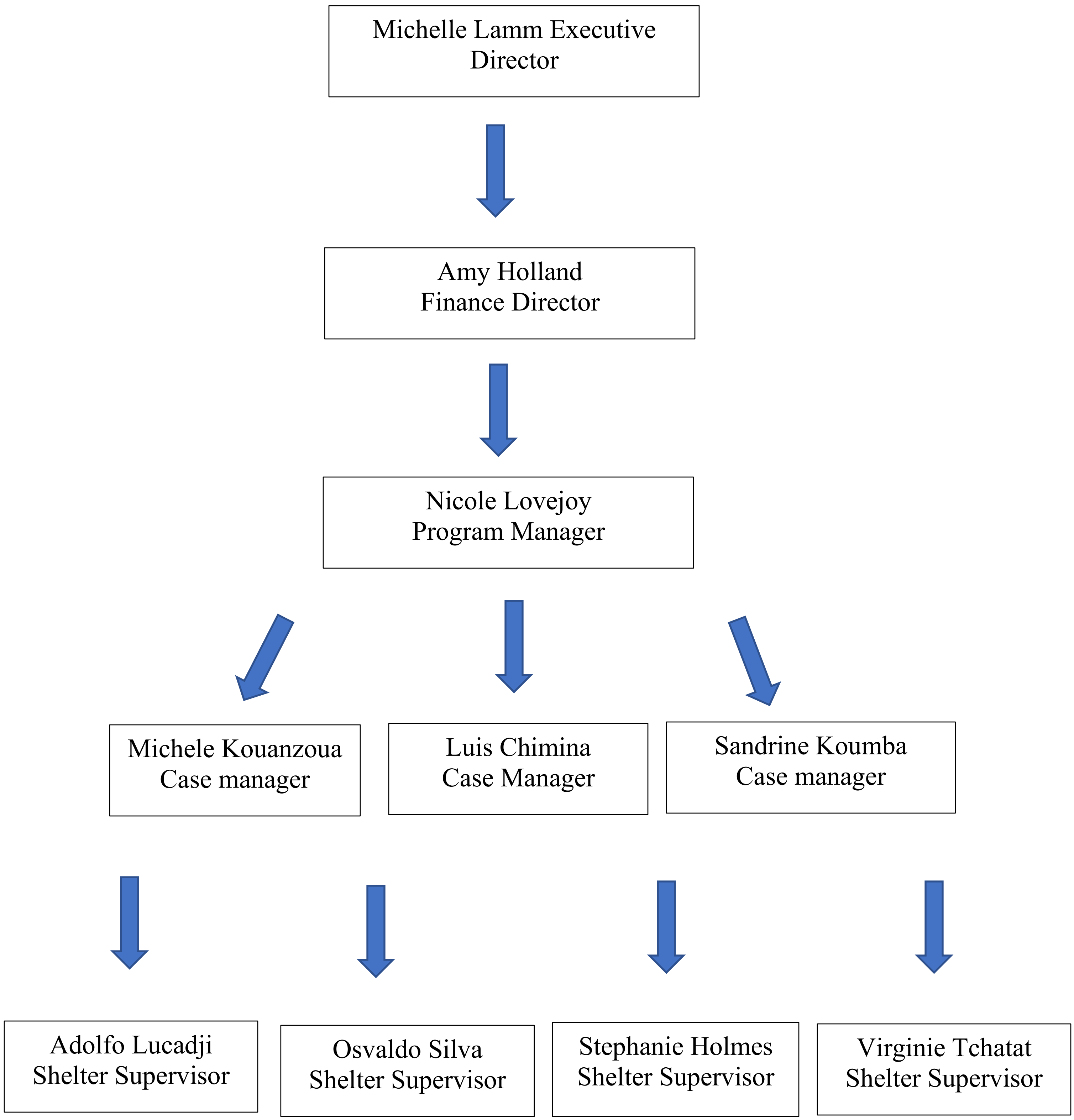
Signature
Michelle Lamm
Electronically signed by michelle@gpfamilypromise.org on 11/18/2024 3:59 PM

Title
Michelle Lamm

CDBG Eligible Areas Effective August 1, 2024



Greater Portland Family Promise
Organizational Chart



Bylaws of
Greater Portland Family Promise
as amended by Board November 7, 2018

ARTICLE I
Name, Purposes, and Location

The name of this Corporation shall be "Greater Portland Family Promise" (hereinafter the "Corporation"). The Corporation's initial principal place of business shall be Portland, Maine. The Corporation is organized as a public benefit corporation under the Maine Nonprofit Corporation Act, Title 13-B M.R.S., as amended, and shall carry on business and operate anywhere within the State of Maine or in any state where it has a legal authority to carry on business and operate.

The Corporation is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, including the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Code. The specific purposes to be promoted or carried out by the Corporation are as follows:

> **To help homeless and low-income families in the Greater Portland area achieve sustainable independence through a community-based response.**

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

The foregoing enumeration of specific purposes and activities shall not be deemed to be exclusive, and in general the Corporation shall have the power to do all things incidental, necessary or convenient to the carrying out of its general aims and as permitted by the laws of the State of Maine as amended from time to time and Section 501(c)(3) of the Internal Revenue Code, as amended.

ARTICLE II
Directors and Officers

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 not less than three nor more than twenty persons.

Section 3 **Election of Directors.** The Board of Directors shall be elected by Directors at the Annual Meeting or any regular meeting of the Directors and each Director shall serve for a term of three years (such term to end at the third next Annual Meeting after said Director's election) or until his or her successor is elected. However, at the organizational meeting of the Corporation the initial Board of Directors shall be appointed by the Incorporators to staggered terms so that one third (1/3) of the Directors shall serve for a term of the three (3) years, one third (1/3) of the Directors shall serve for a term of two (2) years, and one third (1/3) of the Directors shall serve for a term of one (1) year. These initial terms shall begin on the date of the organizational meeting and shall end on the date of the Annual Meeting in the year in which the term expires. At each Annual Meeting thereafter the Directors shall elect successor Directors for a term of three (3) years. A board member may not serve more than three consecutive three-year terms.

Section 4 **Vacancies.** Vacancies in the Board of Directors or in any of the officer positions due to a resignation, removal or death of a Director may be filled at any time by a majority vote of the existing Board, and the Director elected to fill a vacancy shall serve for the period remaining in the former Director's term.

Section 5 **Resignations.** Any Director may resign at any time by giving written notice to the President, or if the President wishes to resign, to the Secretary. Such resignations shall take effect at the time specified therein, and, unless required by the terms thereof, the acceptance of such resignation shall not be necessary to make it effective.

Section 6 **Removal.** A Director or Officer may be removed if s/he has committed or engaged in any act or omission or practice which, in the sole discretion of the Board of Directors, has been or would be detrimental to the best interests of the Corporation. Said removal shall occur at any meeting of the Board of Directors, and upon a two-thirds (2/3) vote of those disinterested Directors present. 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 three board meetings within one year results in automatic removal at the next annual meeting of the board, unless waived by the board. At each annual meeting, the Governance committee shall present a list of board members who have missed three meetings and make a recommendation to the board with regard to whether removal should be waived. If the third absence is at the annual meeting, the Board may consider the waiver without a recommendation from the Governance Committee. Notwithstanding the foregoing, a Director shall be automatically removed if s/he is or has been adjudged mentally incompetent.

Section 7 **Regular Meetings of the Board of Directors.**

7.1 The Board of Directors shall meet a minimum of six (6) times per year, including one Annual Meeting of the Directors.

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

7.3 Notice of meetings of the Board of Directors shall be sent at least fifteen (15) days previously thereto by written notice delivered by first class mail, personal delivery, or electronic mail. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted at the meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by law or these Bylaws.

7.4 A majority of the Directors shall constitute a quorum for the transaction of business, but the Directors present in person at any meeting may adjourn such meeting from time to time until such quorum is present.

7.5 Unless provided otherwise in these Bylaws or by law, the act of the majority of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors. There shall be no proxy voting.

7.6 At any meeting of the Board of Directors, the Chair may enter the meeting into Executive Session. In Executive Session, only Directors and, at the discretion of the Chair, certain employees, shall be present. Execution Session may be called for discussion of sensitive or confidential issues such as but not limited to personnel, legal matters, or transaction negotiations. Any decisions made in Executive Session shall, without violation of confidentiality and as appropriate, be recorded in the general minutes of the meeting. The Secretary or his/her designee may keep notes of the Executive Session, but such notes shall be separate from the minutes and shall be treated as confidential by the participants in the Executive Session.

7.7 Meetings of the Board of the Directors shall not be open to the public, although the Board may choose, in its sole discretion, to invite guests to all or portions of such meetings. Minutes of meetings shall not be available to the public, although the Board may choose, in its sole discretion, to share all or portions of minutes with specific third parties or with the public.

Section 8 **Special Meetings of the Board of Directors.** Special Meetings of the Board of Directors shall be held at the call of the President or at the call of the Secretary upon the written request of at least one-third of the Board of Directors. The person or persons calling the Special Meeting shall fix the date, time and place thereof, although such date, time and place shall be reasonable and convenient for the other Directors. Notice and conduct of special meetings shall be made according to section 7, except that notice is required to be sent at least five (5) days prior to the meeting.

Section 9 **Conduct of Meetings**. The rules in this section are to be used as the regular meeting method for the Board of Directors.

9.1 The President, or if the President is unavailable a Director that the President appoints, shall preside at meetings and is responsible for conducting a focused and fair meeting.

9.2 All participants in meetings are expected to conduct themselves courteously. Courtesy is demonstrated by, among other practices, active listening, waiting until others are finished before speaking, and being punctual. Whenever possible, Directors who cannot attend a meeting are expected to communicate their absence in advance to the President.

9.3 The President, taking into consideration any suggestions from other Directors, will draft an agenda in advance of the meeting. Whenever possible the President or the Secretary will distribute the agenda and other pertinent material in advance of the meeting by e-mail or regular mail. Any item may be discussed at the meeting that is on or added to the agenda prior to or at the beginning of the meeting.

9.4 When possible, proposals to be considered by the Directors shall be presented in advance and in writing, and shall include a statement of the issue and a proposed solution.

9.5 The board will act via motions. Motions may be made by a Director and should be repeated by the chair to ensure understanding and accuracy. Motions must receive a second from a different director in order to proceed. Once the motion has been stated and receives a second, it may be discussed and all directors will be given an opportunity to speak at least once. A motion may be amended and restated prior to the vote. When the board is ready to make a decision, the President may call the vote. Votes shall be by a show of hands or the board may agree to hold the vote by written ballot. The President shall state whether a motion has passed.

9.6 When the agenda is complete or the time established for the end of the meeting is reached, the President will summarize any decisions made and the follow-up action steps agreed to by the Board, and close the meeting. The meeting can continue after the established time limit if there is at least a two-third majority agreement to extend the meeting.

Section 10 **Board Action Without a Meeting.** Any action which might be taken at a meeting of the Board of Directors may also be taken without a meeting if (a) all Directors are notified of the proposed action, (b) three quarters (75%) of the total number of Directors send written consents to the action taken or to be taken, at any time before or after the intended effective date of such action, and (c) the Secretary or his/her designee, receives no written objection to such action from a Director within forty-eight (48) hours of the notification to the Directors . Such notifications, consents, and objections shall be filed with the minutes of next Directors' 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, or electronic mail.

Section 11 **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.

a) The President shall preside and act as chair at all meetings of the Board of Directors and shall exercise general supervision over the management of the property and affairs of the Corporation. The President shall do and perform such other duties from time to time as may be assigned by the Board of Directors. If there is no Executive Director, then the President shall be the Chief Executive Officer of the Corporation.

b) The Vice President, in the absence or inability to act of the President, shall exercise the powers and perform the duties of the President. The Vice President shall also generally assist the President and shall have such other powers and perform such other duties as may from time to time be designated by the President or by the Board of Directors.

c) The Treasurer or such other persons (including the Executive Director, Business Manager, or other Officers or employees of the Corporation) as may be designated by the Board of Directors, shall act under the supervision of the Board and shall have charge and custody of, and be responsible for, all the funds of the Corporation and shall keep or cause to be kept, and shall be responsible for the keeping of, accurate and adequate records of the assets, liabilities and transactions and membership contributions of the Corporation. He or she shall deposit, or cause to be deposited, all monies and other valuable effects of the Corporation in the name of and to the credit of the Corporation in such banks, trust companies, or other depositories as may be designated from time to time by the Board of Directors. He or she shall disburse, or cause to be disbursed, the funds of the Corporation based upon proper evidence justifying such disbursement. In general, he or she shall perform all the duties incident to the office of Treasurer and such other duties as may from time to time be assigned to him or her by the President or the Board.

d) The Secretary, shall keep, or cause to be kept, the minutes of all meetings of the Board in one or more books provided for that purpose and shall see that the minutes of meetings of the Board are distributed promptly to all members of the Board of Directors. He or she shall see that all notices are duly given in accordance with these bylaws and as required by law. He or she shall have charge of all of the books, records, and papers of the Corporation relating to its organization as a corporation and shall see that all reports, statements, and other documents required by law are properly kept or filed, except to the extent that the same are to be kept or filed by the Treasurer. In general, he or she shall perform or cause to be performed all duties incident to the office of the Secretary and such other duties as may from time to time be assigned to him or her by the President or the Board of Directors.

ARTICLE III
Committees

Section 1 **Executive Committee.** Those Directors who are Officers are designated as and shall constitute the Executive Committee of the Board of Directors. The Executive Committee may exercise all of the powers of the Board of Directors in the interim between Board of Directors' meetings except to: (a) amend or repeal the Articles of Incorporation or these Bylaws, or adopt new Bylaws; (b) approve any merger, consolidation, sale or lease of substantially all of the assets of the Corporation, dissolution, or distribution of assets; (c) elect Officers, Directors and Executive Committee members; (d) adopt the Corporation's budget; (e) fix compensation of any Directors or Officers for serving on the Board or any committee; (f) hire or terminate the Executive Director; and (g) 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 annually 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 President or the chair of the committee may fill any vacancies in a committee. Committee meetings shall be conducted in accordance with rules established by the committee.

ARTICLE IV
No Members

The Corporation shall have no members. Notwithstanding the foregoing, the Corporation may from time to time refer to financial supporters as "members," but such individuals or entities shall not be formal members within the meaning of the Maine Nonprofit Corporation Act and shall have no membership rights under said Act.

ARTICLE V
Financial Affairs

Section 1 **Fiscal Year.** The fiscal year of the Corporation shall commence on the first day of January and end on the thirty-first day of December of each year.

Section 2. **Internal Controls**. The Board of Directors shall ensure that customary financial internal controls are established and followed. The funds of the Corporation shall be deposited in one or more banks or other investment institutions as designated by the Board of Directors. All checks, drafts or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer(s) or agent(s) of the Corporation and in such manner as shall from time to time be determined by a resolution or policy of the Board of Directors.

Section 3 **Execution of Documents.** All contractual documents to be executed by the Corporation including deeds, mortgages, leases, promissory notes or other instruments, except checks, shall be executed by the President, Treasurer or the Executive Director on behalf of the Corporation, or as stated by specific resolution of the Board of Directors.

Section 4 **Loans.** No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances. In accordance with 13-B M.R.S. §712, in no event shall a loan be issued to a director or officer of the Corporation.

Section 5. **Budget.** The Board of Directors shall annually approve a budget. Any material expenditures beyond the scope of the approved budget shall require the approval of the Board of Directors.

Section 6. **Compensation.** The Board of Directors shall be responsible for setting compensation levels and for determining that any compensation amounts paid to employees or contractors are “reasonable” for the purposes of Internal Revenue Code Section 4958 and accompanying regulations.

ARTICLE VI
Executive Director and Other Employees

The Board of Directors shall determine the staffing needs of the Corporation, and may select, evaluate, and supervise an Executive Director. If an Executive Director is hired or appointed, that person shall be the Chief Executive Officer of the Corporation. The Executive Director shall be in charge of and shall exercise general management of the business of the Corporation with such powers and functions as the Board of Directors may direct. The Executive Director shall act as technical advisor to the Board and its committees and shall attend Board meetings but shall not be a Director and shall have no vote. The Executive Director shall be responsible for hiring, terminating, and determining the terms and duties of all other employees and consultants, with approval of the Executive Committee.

ARTICLE VII
Liability Protection and Indemnification

The Corporation shall have the power to indemnify and, without formal action by the Directors or other persons, shall indemnify any Officer or Director, in respect of any and all matters or actions for which indemnification is permitted by the laws of the State of Maine, including, without limitation, liability for expenses incurred in any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative. Indemnification under the preceding sentence with respect to persons other than Officers and Directors, such as employees, agents, or other persons acting for or on behalf of the Corporation may be made only upon the affirmative vote of the Board of Directors in specific instances. The Corporation may purchase and maintain insurance on behalf of any person who is or was a Director, Officer, employee, or agent of the Corporation, or who is or was serving at the request of the Corporation as Director, Officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against any liability asserted against such person and incurred by such person in any of the above-stated capacities, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify such person.

ARTICLE VIII
Prohibition Against Private Inurement and Private Benefit

No part of the net earnings of the Corporation shall inure to the benefit of any Director or Officer of the Corporation, or any private individual, excepting solely such reasonable compensation that the Corporation shall pay for services actually rendered to the Corporation, or allowed by the Corporation as a reasonable allowance for authorized expenditures incurred on behalf of the Corporation, and no Director or Officer of the Corporation, and no private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Corporation (except that a Director or Officer may receive property of the Corporation in exchange for fair market value compensation to the Corporation).

These Bylaws shall not prohibit the reimbursement of incidental expenses necessarily incurred in the business of the Corporation by any Director duly authorized and also shall not prohibit the employment of persons, including Directors and Officers, to perform duties for the Corporation and receive compensation therefor, upon proper authorization of the Board of Directors.

ARTICLE IX
Dissolution

The Corporation is intended to exist in perpetuity, but in the event of dissolution of the Corporation or the termination of its activities, the assets of the Corporation remaining after the payment of all its liabilities shall be distributed exclusively to one or more organizations organized and operated exclusively for such purposes as shall then qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended and as a charitable, religious, eleemosynary, benevolent or educational **c**orporation within the meaning of Title 13-B, of the Maine Revised Statutes as amended, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE X
Affiliation

The Board will maintain regular contact with Family Promise National and provide contact information for all board members to receive Family Promise correspondence. The Board will alert Family Promise if the affiliate drops to fewer than 10 host congregations, two months operating reserve or fewer than 9 board members and seek guidance on restoring the Affiliate to full health. Additionally, the Board will notify Family Promise National when there is a change in Network Director or Board President.

ARTICLE XI
Amendments

These Bylaws may be amended by a two-thirds (2/3) affirmative vote of the Directors present in person at any Regular or Special Meeting of the Board of Directors, provided that the subject matter of any such proposed amendment shall have been provided to each Director at least seven (7) days prior to said meeting.

CERTIFICATION

I, the undersigned, do hereby certify that the above and foregoing bylaws were duly adopted on _______________ by Greater Portland Family Promise at a regular meeting of the Board of Directors held on due notice and in compliance with its Articles of Incorporation at which time a quorum was present.

____________________________________ (Print Name) Date: ___________________________________

____________________________________ (Print Name) Secretary Date: _________________________

FamilyPromise
Greater Portland

November 15, 2024

Dear CDBG Allocation Committee,

I am writing to authorize Michelle Lamm, Executive Director for Greater Portland Family Promise to act as a designated official and to request funds on behalf of Greater Portland Family Promise.

Michelle Lamm can represent the agency in the submission of this CDBG funding request and to negotiate for and contractually bind the agency to any related agreements.

Thank you for your serious consideration of this request.

Sincerely,

Kristen L. Crean, Board Chair
Greater Portland Family Promise

Greater Portland Family Promise is a tax-exempt, 501(c)(3) organization.
PO Box 11048 Portland, ME 04104 | 207.200.7327 | www.gpfamilypromise.org

FamilyPromise
Greater Portland

Greater Portland Family Promise
Board of Directors

President – Kristen Crean
Vice President – Brent Wilson
Secretary – Beth Shirk
Treasurer - George Cooper

Jill Rosenthal
Linda Anderson
Nancy Keast
Christne Dyke
Clarice Lima
Francine Ngabu
Sara Ostrov
Misha Pride
Parivash Rohani
Julie Rosenthal
Belinda Vemba
Mitzi Cerjan
Joelle Mikobij
Renee Schwalberg

Greater Portland Family Promise Conflict of Interest Policy

Adopted by the Board of Directors of Greater Portland Family Promise on May 4, 2022.

Purpose

As a nonprofit, charitable organization, Greater Portland Family Promise (GPFP) is accountable to both government agencies and members of the public for responsible and proper use of its resources. Directors and employees have a duty to act in GPFP's best interests. Even the appearance of a conflict of interest should be avoided, as it could undermine public support of the organization.

The purpose of this Conflict of Interest Policy is to protect GPFP's interests when it is considering taking an action or entering into a transaction or arrangement that might benefit the private interests of a director or employee of the organization, result in the payment of excessive compensation to a director or employee, or otherwise violate state and federal laws governing conflicts of interest applicable to nonprofit charitable organizations. 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.

Definitions

1. **Persons in a position of trust.** Persons in a position of trust include members of the Board of Directors (directors) and employees of GPFP.
2. **Conflict of Interest.** Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. A potential conflict of interest arises when a person in a position of trust, or that person's relative or business, (a) stands to gain a financial benefit from an action GPFP takes or a transaction into which GPFP enters; or (b) has another interest that impairs, or could be seen to impair, their independence or objectivity in discharging their duties to GPFP.

   While it is impossible to list all the possible circumstances that could present conflicts of interest, potential conflicts of interest include but are not limited to situations in which a person in a position of trust or that person's relative or business:

- has an ownership or investment interest in, or compensation arrangement with, any entity with which GPFP has or is negotiating a transaction or arrangement;
- serves on the board of, participates in the management of, or is otherwise employed by any third party that GPFP deals with or is considering dealing with;
- receives or may receive compensation or other benefits in connection with a transaction into which GPFP enters;
- receives or may receive personal gifts or loans from third parties dealing with GPFP;
- serves on the board of directors of another nonprofit organization that is competing with GPFP for a grant or contract;
- has a close personal or business relationship with a participant in a transaction being considered by GPFP; or
- would like to pursue a transaction being considered by GPFP for their personal benefit.

A potential conflict is not necessarily a conflict of interest. Under the procedures, the Board of Directors (Board) determines if a conflict of interest exists.

Procedures

1. **Duty to Disclose.** In connection with any actual or possible conflict of interest, a person in a position of trust must disclose the existence of the interest to the Board and be given the opportunity to disclose all material facts to the Board. Full disclosure must be made in writing, which may include by email, to the full Board.
2. **Determining Whether a Conflict of Interest Exists.** After disclosure of the interest and all material facts, and after any discussion with the interested person, that person shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board members shall determine whether a conflict of interest exists and if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect Greater Portland Family Promise's best interests. In determining whether a conflict of interest exists, the Board shall consider whether the potential conflict of interest would cause a transaction entered into by GPFP to raise questions of bias, inappropriate use of assets, or any other impropriety. Votes shall be reflected in the official minutes of Greater Portland Family Promise.
3. **Board Members Seeking Employment.** A Board member or other member of a board committee who is formally considering employment with Greater

Portland Family Promise must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term which will not be extended because of the leave.

4. **Violations of the Conflict of Interest Policy.**
   a. If the Board has reasonable cause to believe a board member or employee has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford them an opportunity to explain the alleged failure to disclose.
   b. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Board determines the person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
5. **Annual Statements.** A copy of this policy shall be given to all directors and employees upon commencement of such person's relationship with Greater Portland Family Promise or at the official adoption of stated policy. Each director and employee shall sign and date the Conflict of Interest Disclosure Form at the beginning of their term of service or employment and each year thereafter. Failure to sign does not nullify the policy. The disclosure form must be filed annually with the Secretary of the Greater Portland Family Promise Board by all specified parties.

*Affirmed by: _____Jill Rosenthal____________________ Date: ___May 4, 2022_*

Secretary, Greater Portland Family Promise

Greater Portland Family Promise

Conflict of Interest Disclosure Form

This form must be filed annually by all specified parties, as identified in the Greater Portland Family Promise Conflict of Interest Policy (approved by the Greater Portland Family Promise Board of Directors on {Date of ratification})

_____ I have no conflict of interest to report
_____ I have the following conflict of interest to report (please specify):

____
____
____
____
____
____

By signing below, I affirm:

1. that I have received a copy of the Conflict of Interest policy,
2. that I have read and understand the purpose and implications of the policy,
3. that I agree to comply with the policy, and
4. that I understand that Greater Portland Family Promise is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

____
Signature

____
Printed Name

____
Date

Greater Portland Family Promise
2024 Budget Approved 1/3/2024
January - December 2024

	FY24 Budget
Revenue	
4000 Revenue from Contributions	
4010 Individual Donations	80,000.00
4020 Cong Donations	30,000.00
4030 Civic Org Donations	2,500.00
4040 Corp/Business Donations	5,000.00
Total 4000 Revenue from Contributions	**$ 117,500.00**
4200 Revenue from Grants	
4210 Non-Gov Grants - Unrestricted	30,000.00
4215 Non-Gov Grants - Restricted	90,000.00
4225 Gov Grants - Restricted	160,000.00
Total 4200 Revenue from Grants	**$ 280,000.00**
4500 Miscellaneous Income	
4520 Small Events and Misc. Fundraisers	1,000.00
4530 Designated Fundraisers	3,000.00
Total 4500 Miscellaneous Income	**$ 4,000.00**
5000 Earned Revenue	
5010 Government agency contracts/fees	0.00
5020 Program service fees	13,000.00
Total 5000 Earned Revenue	**$ 13,000.00**
Total Revenue	**$ 414,500.00**
Expenditures	
62000 Administrative Expenses	
62100 Supplies	500.00
62200 Computers and related	500.00
62250 Internet/Phone	1,020.00
62270 Postage	900.00
62300 Printing	1,600.00
62350 Staff Development	500.00
62370 FP Affiliate Fee	6,750.00
62400 Membership dues	200.00
62520 Licenses & Fees	60.00
62550 Technology subscriptions (QBO, SalesForc	400.00
Total 62000 Administrative Expenses	**$ 12,430.00**
64000 Guest Transportation	
64300 Fuel	800.00
64400 Vehicle Insurance	2,000.00
64600 Van Maintenance & Repair	3,000.00
Total 64000 Guest Transportation	**$ 5,800.00**
65000 Facility Expenses	
65100 Rent, other occupancy	27,500.00
65300 Repairs, improvements	3,000.00
65400 Maintenance, cleaning	3,000.00

65500 Furniture, appliances, equipment		
65600 Storage		4,200.00
Total 65000 Facility Expenses	**$**	**37,700.00**
66000 Personnel-related Expenses		
66100 Executive Director - Payroll		75,000.00
66200 Case Management/Shelter Staff Wages		286,080.00
66250 Van Driver Wages		0.00
66270 Other Salaries and Wages		31,200.00
66300 Payroll Taxes		37,267.00
66350 Payroll Processing Fees		1,500.00
66400 Medical Insurance		9,000.00
66600 Contract Services - Program		500.00
66650 Contract Services - Accounting		1,500.00
Fundraiser		10,000.00
66700 Staff mileage and parking		3,000.00
Total 66000 Personnel-related Expenses	**$**	**455,047.00**
68000 Volunteer Services		
68300 Recruitment/Retention		200.00
Total 68000 Volunteer Services	**$**	**200.00**
69000 Homelessness Prevention & Housing Stabilization		
69100 Rental Assistance		35,000.00
69150 Utilities Assistance		2,500.00
69200 Miscellaneous Client Needs		2,000.00
69300 Laundry		2,000.00
69400 Client Transportation		6,000.00
69500 Moving		7,500.00
69600 Repairs		1,000.00
69700 Client Supplies		1,500.00
69900 Food Program		45,000.00
Total 69000 Homelessness Prevention & Housing Stabilization	**$**	**102,500.00**
70000 Insurance		
70100 Commercial Liability		4,000.00
70300 Umbrella		500.00
70400 Workers Compensation		10,000.00
Total 70000 Insurance	**$**	**14,500.00**
71000 Bank Charges & Financial Fees		
71100 Bank Fees		300.00
71200 PayPal Fees		350.00
71300 Facebook Fees		50.00
Total 71000 Bank Charges & Financial Fees	**$**	**700.00**
72000 Other Expenses		
72100 Discretionary Fund		300.00
72200 Board Discretionary Fund		250.00
72300 Miscellaneous Expenses		
Total 72000 Other Expenses	**$**	**550.00**
Total Expenditures	**$**	**629,427.00**
Net Operating Revenue	**$**	**-214,927.00**

Note:the operating deficit is due primarily to a grant that was received in full in 2023 for a program that will run through the first half of 2024.

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

2023

Open to Public Inspection

A For the 2023 calendar year, or tax year beginning , 2023, and ending , 20

B Check if applicable:
- [ ] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Final return/terminated
- [ ] Amended return
- [ ] Application pending

C
GREATER PORTLAND FAMILY PROMISE
PO BOX 11048
PORTLAND, ME 04104

D Employer identification number 81-2565353

E Telephone number 207-200-7327

G Gross receipts $ 1,108,248.

F Name and address of principal officer: SAME AS C ABOVE

H(a) Is this a group return for subordinates? [ ] Yes [X] No

H(b) Are all subordinates included? [ ] Yes [ ] No
If "No," attach a list. See instructions.

H(c) Group exemption number

I Tax-exempt status: [X] 501(c)(3) [ ] 501(c) ( ) (insert no.) [ ] 4947(a)(1) or [ ] 527

J Website: WWW.GPFAMILYPROMISE.ORG

K Form of organization: [X] Corporation [ ] Trust [ ] Association [ ] Other

L Year of formation: 2016 **M** State of legal domicile: ME

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities: GREATER PORTLAND FAMILY PROMISE HELPS HOMELESS AND LOW-INCOME FAMILIES IN THE GREATER PORTLAND AREA ACHIEVE SUSTAINABLE INDEPENDENCE THROUGH A COMMUNITY-BASED RESPONSE.

2 Check this box [ ] if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	Number of voting members of the governing body (Part VI, line 1a)	3	17
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	17
5	Total number of individuals employed in calendar year 2023 (Part V, line 2a)	5	14
6	Total number of volunteers (estimate if necessary)	6	100
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.

			Prior Year	Current Year
Revenue	8	Contributions and grants (Part VIII, line 1h)	296,514.	1,097,088.
	9	Program service revenue (Part VIII, line 2g)	15,030.	11,160.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)		
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		
	12	Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	311,544.	1,108,248.
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)		25,000.
	14	Benefits paid to or for members (Part IX, column (A), line 4)		
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	192,089.	435,275.
	16a	Professional fundraising fees (Part IX, column (A), line 11e)		
	b	Total fundraising expenses (Part IX, column (D), line 25) 22,560.		
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	137,717.	367,553.
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	329,806.	827,828.
	19	Revenue less expenses. Subtract line 18 from line 12	-18,262.	280,420.
Net Assets or Fund Balances			Beginning of Current Year	End of Year
	20	Total assets (Part X, line 16)	214,180.	542,437.
	21	Total liabilities (Part X, line 26)	1,791.	1,628.
	22	Net assets or fund balances. Subtract line 21 from line 20	212,389.	540,809.

Part II Signature Block

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

Sign Here

Signature of officer Date

MICHELLE LAMM EXECUTIVE DIRECTOR
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check [X] if self-employed	PTIN
TRACY CASSIDY CPA	TRACY CASSIDY CPA			P00283403

Firm's name TRACY CASSIDY CPA SC

Firm's address 1 NUGGET LN BRUNSWICK, ME 04011

Firm's EIN 30-0602335

Phone no. 207-522-1014

May the IRS discuss this return with the preparer shown above? See instructions [X] Yes [ ] No

BAA For Paperwork Reduction Act Notice, see the separate instructions. TEEA0101L 08/23/23 Form **990** (2023)

Part III **Statement of Program Service Accomplishments**

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

1 Briefly describe the organization's mission:

GREATER PORTLAND FAMILY PROMISE HELPS HOMELESS AND LOW-INCOME FAMILIES IN THE GREATER PORTLAND AREA ACHIEVE SUSTAINABLE INDEPENDENCE THROUGH A COMMUNITY-BASED RESPONSE.

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

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

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

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

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

4a (Code:) (Expenses $ 756,335. including grants of $ 25,000.) (Revenue $ 11,160.)

THROUGH OUR HOMELESSNESS PREVENTION AND HOUSING STABILIZATION PROGRAM, GREATER PORTLAND FAMILY PROMISE HELPS FAMILIES WHO ARE EXPERIENCING HOMELESSNESS, AT RISK OF LOSING THEIR HOUSING, OR FACING EVICTION. GPFP PROVIDES FAMILIES WITH CASE MANAGEMENT, FINANCIAL ASSISTANCE, FOOD AND BASIC NEEDS, TRANSPORTATION, AND HOUSING NAVIGATION. TO FURTHER STRENGTHEN THE RELATIONSHIP BETWEEN FAMILIES AND OUR COMMUNITY, GPFP MATCHES FAMILIES WITH CONGREGATIONS AND VOLUNTEERS WHO PROVIDE THE FAMILIES WITH CONNECTION, COMRADERY, AND BASIC NEEDS SUPPORT. IN 2023 WE SERVED 65 FAMILIES THROUGH OUR HOMELESSNESS PREVENTION AND HOUSING STABILIZATION SERVICES, INCLUDING 27 FAMILIES WHO RECEIVED SHELTER IN OUR EMERGENCY SHELTER AND/OR TRANSITIONAL HOUSING SITES.

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 756,335.

Part IV Checklist of Required Schedules

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

Part IV Checklist of Required Schedules *(continued)*

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

Part V Statements Regarding Other IRS Filings and Tax Compliance

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

					Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	15			
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** 14			
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?	**13a**		
	Note: See the instructions for additional information the organization must report on Schedule O.			
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans — **13b**			
c	Enter the amount of reserves on hand — **13c**			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	**14a**		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*	**14b**		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.	**15**		X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	**16**		X
17	**Section 501(c)(21) organizations.** Did the trust, or any disqualified or other person, engage in any activities that would result in the imposition of an excise tax under section 4951, 4952, or 4953? If "Yes," complete Form 6069.	**17**		

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

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

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year. If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.	**1a** 17			
b	Enter the number of voting members included on line 1a, above, who are independent.	**1b** 17			
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? SEE SCHEDULE O		**2**	X	
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?		**3**		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		**4**		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		**5**		X
6	Did the organization have members or stockholders?		**6**		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		**7a**		X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		**7b**		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?		**8a**	X	
b	Each committee with authority to act on behalf of the governing body?		**8b**	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O.*		**9**		X

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

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

Section C. Disclosure

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

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

[ ] Own website [X] Another's website [X] Upon request [ ] Other *(explain on Schedule O)*

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

20 State the name, address, and telephone number of the person who possesses the organization's books and records.

AMY HOLLAND PO BOX 11048 PORTLAND ME 04104 207-841-3627

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

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

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

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

(A) Name and title	**(B)** Average hours per week (list any hours for related organizations below dotted line)	**(C)** Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	**(D)** Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	**(E)** Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	**(F)** Estimated amount of other compensation from the organization and related organizations
(1) MICHELLE LAMM EXECUTIVE DIRECTOR	40 0				X			70,108.	0.	0.
(2) BRENT WILSON PRESIDENT	5 0	X		X				0.	0.	0.
(3) CHRISTINE DYKE VICE PRESIDENT	2 0	X		X				0.	0.	0.
(4) GEORGE COOPER TREASURER	2 0	X		X				0.	0.	0.
(5) ELIZABETH WYNN SHIRK SECRETARY	2 0	X		X				0.	0.	0.
(6) LINDA ANDERSON DIRECTOR	1 0	X						0.	0.	0.
(7) MITZI CERJAN DIRECTOR	1 0	X						0.	0.	0.
(8) NANCY KEAST DIRECTOR	1 0	X						0.	0.	0.
(9) CLARICE LIMA DIRECTOR	1 0	X						0.	0.	0.
(10) JOELLE MIKOBI DIRECTOR	1 0	X						0.	0.	0.
(11) FRANCINE NGABU DIRECTOR	1 0	X						0.	0.	0.
(12) SARA OSTROV DIRECTOR	1 0	X						0.	0.	0.
(13) MISHA PRIDE DIRECTOR	1 0	X						0.	0.	0.
(14) PARIVASH ROHANI DIRECTOR	1 0	X						0.	0.	0.

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

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position: Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
(15) JILL ROSENTHAL DIRECTOR	1 0	X						0.	0.	0.
(16) JULIE ROSENTAL DIRECTOR	1 0	X						0.	0.	0.
(17) RENEE SCHWALBERG DIRECTOR	1 0	X						0.	0.	0.
(18) BELINDA VEMBA DIRECTOR	1 0	X						0.	0.	0.
(19)										
(20)										
(21)										
(22)										
(23)										
(24)										
(25)										

	(D)	(E)	(F)
1b Subtotal	70,108.	0.	0.
c Total from continuation sheets to Part VII, Section A	0.	0.	0.
d Total (add lines 1b and 1c)	70,108.	0.	0.

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization 0

		Yes	No
3 Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*	3		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*	4		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*	5		X

Section B. Independent Contractors

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

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization 0

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII . . . ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants, and Other Similar Amounts						
1a Federated campaigns	1a					
b Membership dues	1b					
c Fundraising events	1c					
d Related organizations	1d					
e Government grants (contributions)	1e	796,745.				
f All other contributions, gifts, grants, and similar amounts not included above	1f	300,343.				
g Noncash contributions included in lines 1a-1f	1g					
h **Total.** Add lines 1a-1f			1,097,088.			
Program Service Revenue		Business Code				
2a CONTRACT SERVICES		900099	11,160.	11,160.		
b						
c						
d						
e						
f All other program service revenue						
g **Total.** Add lines 2a-2f			11,160.			
Other Revenue						
3 Investment income (including dividends, interest, and other similar amounts)						
4 Income from investment of tax-exempt bond proceeds						
5 Royalties						
		(i) Real / (ii) Personal				
6a Gross rents	6a					
b Less: rental expenses	6b					
c Rental income or (loss)	6c					
d Net rental income or (loss)						
		(i) Securities / (ii) Other				
7a Gross amount from sales of assets other than inventory	7a					
b Less: cost or other basis and sales expenses	7b					
c Gain or (loss)	7c					
d Net gain or (loss)						
8a Gross income from fundraising events (not including $ of contributions reported on line 1c). See Part IV, line 18	8a					
b Less: direct expenses	8b					
c Net income or (loss) from fundraising events						
9a Gross income from gaming activities. See Part IV, line 19	9a					
b Less: direct expenses	9b					
c Net income or (loss) from gaming activities						
10a Gross sales of inventory, less returns and allowances	10a					
b Less: cost of goods sold	10b					
c Net income or (loss) from sales of inventory						
Miscellaneous Revenue		Business Code				
11a						
b						
c						
d All other revenue						
e **Total.** Add lines 11a-11d						
12 **Total revenue.** See instructions			1,108,248.	11,160.	0.	0.

Part IX Statement of Functional Expenses

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

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

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	**(A)** Total expenses	**(B)** Program service expenses	**(C)** Management and general expenses	**(D)** Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	25,000.	25,000.		
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	70,108.	31,549.	21,032.	17,527.
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	0.	0.	0.	0.
7 Other salaries and wages	322,907.	302,969.	19,938.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	7,357.	7,357.		
10 Payroll taxes	34,903.	28,390.	4,561.	1,952.
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting	2,943.	1,424.	1,421.	98.
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.)				
12 Advertising and promotion				
13 Office expenses	1,297.	1,204.	65.	28.
14 Information technology				
15 Royalties				
16 Occupancy	215,862.	215,862.		
17 Travel	1,676.	1,676.		
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	1,168.	1,168.		
23 Insurance	13,898.	12,136.	1,234.	528.
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a DIRECT PROGRAM & EVENTS	116,355.	116,355.		
b TRANSPORTATION	5,963.	5,963.		
c AFFILIATE FEE	3,000.	3,000.		
d PRINTING AND PUBLICATIONS	1,356.			1,356.
e All other expenses	4,035.	2,282.	682.	1,071.
25 **Total functional expenses.** Add lines 1 through 24e	827,828.	756,335.	48,933.	22,560.
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	148,703.	1	503,852.
	2	Savings and temporary cash investments		2	
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net	62,481.	4	36,757.
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges		9	
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D — 10a: 43,996.			
	b	Less: accumulated depreciation — 10b: 42,168.	2,996.	10c	1,828.
	11	Investments — publicly traded securities		11	
	12	Investments — other securities. See Part IV, line 11		12	
	13	Investments — program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11		15	
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)	214,180.	16	542,437.
Liabilities	17	Accounts payable and accrued expenses	1,791.	17	1,628.
	18	Grants payable		18	
	19	Deferred revenue		19	
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23	Secured mortgages and notes payable to unrelated third parties		23	
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26	**Total liabilities.** Add lines 17 through 25	1,791.	26	1,628.
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	172,435.	27	306,063.
	28	Net assets with donor restrictions	39,954.	28	234,746.
		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	212,389.	32	540,809.
	33	Total liabilities and net assets/fund balances	214,180.	33	542,437.

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI [ ]

1	Total revenue (must equal Part VIII, column (A), line 12)	1	1,108,248.
2	Total expenses (must equal Part IX, column (A), line 25)	2	827,828.
3	Revenue less expenses. Subtract line 2 from line 1	3	280,420.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	212,389.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	48,000.
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	540,809.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII [ ]

			Yes	No
1	Accounting method used to prepare the Form 990: [ ] Cash [X] Accrual [ ] Other ________ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a		X
	If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both. [ ] Separate basis [ ] Consolidated basis [ ] Both consolidated and separate basis			
b	Were the organization's financial statements audited by an independent accountant?	2b		X
	If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both. [ ] Separate basis [ ] Consolidated basis [ ] Both consolidated and separate basis			
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2c		
	If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?	3a		X
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b		

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

Attach to Form 990 or Form 990-EZ.

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

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization	Employer identification number
GREATER PORTLAND FAMILY PROMISE	81-2565353

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

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

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: ____________

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: ____________

10 ☐ An organization that normally receives (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations . . . . ☐

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

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

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

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

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 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.")	97,248.	177,276.	285,307.	311,543.	1,097,088.	1,968,462.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						0.
3 The value of services or facilities furnished by a governmental unit to the organization without charge						0.
4 **Total.** Add lines 1 through 3	97,248.	177,276.	285,307.	311,543.	1,097,088.	1,968,462.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						0.
6 **Public support.** Subtract line 5 from line 4						1,968,462.

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	97,248.	177,276.	285,307.	311,543.	1,097,088.	1,968,462.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						0.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						0.
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						0.
11 **Total support.** Add lines 7 through 10						1,968,462.

12 Gross receipts from related activities, etc. (see instructions) . . . 12 | 0.

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** . . . ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2023 (line 6, column (f), divided by line 11, column (f)) . . . 14 | 100.00 %

15 Public support percentage from 2022 Schedule A, Part II, line 14 . . . 15 | 100.00 %

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 . . . ☐

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

Part IV Supporting Organizations *(continued)*

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

Section B. Type I Supporting Organizations

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

Section C. Type II Supporting Organizations

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

Section D. All Type III Supporting Organizations

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

Section E. Type III Functionally Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the year* ***(see instructions).***

- **a** ☐ The organization satisfied the Activities Test. *Complete* ***line 2*** *below.*
- **b** ☐ The organization is the parent of each of its supported organizations. *Complete* ***line 3*** *below.*
- **c** ☐ The organization supported a governmental entity. *Describe in* ***Part VI*** *how you supported a governmental entity (see instructions).*

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

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

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

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

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

Section C — Distributable Amount			Current Year
1 Adjusted net income for prior year (from Section A, line 8, column A)	**1**		
2 Enter 0.85 of line 1.	**2**		
3 Minimum asset amount for prior year (from Section B, line 8, column A)	**3**		
4 Enter greater of line 2 or line 3.	**4**		
5 Income tax imposed in prior year	**5**		
6 **Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	**6**		

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

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

Section D — Distributions		**Current Year**
1 Amounts paid to supported organizations to accomplish exempt purposes	1	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	3	
4 Amounts paid to acquire exempt-use assets	4	
5 Qualified set-aside amounts (prior IRS approval required — *provide details in **Part VI***)	5	
6 Other distributions (describe in **Part VI**). See instructions.	6	
7 **Total annual distributions.** Add lines 1 through 6.	7	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in **Part VI**). See instructions.	8	
9 Distributable amount for 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 — *explain in **Part VI***). 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, *explain in **Part VI***. See instructions.			
6 Remaining underdistributions for 2023. Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in **Part VI***. 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			

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

SCHEDULE D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
Attach to Form 990.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization	Employer identification number
GREATER PORTLAND FAMILY PROMISE	81-2565353

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	**(b)** Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements

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

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

- ☐ Preservation of land for public use (for example, recreation or education)
- ☐ Protection of natural habitat
- ☐ Preservation of open space
- ☐ Preservation of a historically important land area
- ☐ Preservation of a certified historic structure

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

		Held at the End of the Tax Year
a Total number of conservation easements	2a	
b Total acreage restricted by conservation easements	2b	
c Number of conservation easements on a certified historic structure included 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 $

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 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:

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

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

Part VI Land, Buildings, and Equipment

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

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment		35,815.	35,815.	0.
e Other		8,181.	6,353.	1,828.
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, line 10c, column (B))*				1,828.

Part VII Investments — Other Securities N/A

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

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

Part VIII Investments — Program Related N/A

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

(a) Description of investment	**(b)** Book value	**(c)** Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
Total. *(Column (b) must equal Form 990, Part X, line 13, column (B))*		

Part IX Other Assets N/A

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

(a) Description	**(b)** Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
Total. *(Column (b) must equal Form 990, Part X, line 15, column (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)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
(11)	
Total. *(Column (b) must equal Form 990, Part X, line 25, column (B))*	

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

Part XI **Reconciliation of Revenue per Audited Financial Statements With Revenue per Return** N/A
Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

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

Part XII **Reconciliation of Expenses per Audited Financial Statements With Expenses per Return** N/A
Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

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

Part XIII **Supplemental Information**

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

SCHEDULE 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: GREATER PORTLAND FAMILY PROMISE
Employer identification number: 81-2565353

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? [X] **Yes** [ ] **No**

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

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
(1) YETU HOUSING AND COMMUNITY RE 6 LAWN AVE SOUTH PORTLAND, ME 04106		93-2707767	25,000.	0.			GRANT FOR HOUSING SERVICES
(2)							
(3)							
(4)							
(5)							
(6)							
(7)							
(8)							

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

3 Enter total number of other organizations listed in the line 1 table . . . 0

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 noncash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
1					
2					
3					
4					
5					
6					
7					

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 - PROCEDURES FOR MONITORING USE OF GRANTS FUNDS IN U.S.

PER OUR FISCAL SPONSORSHIP AGREEMENT, THE RECEIVING ORGANIZATION IS REQUIRED TO SUBMIT AN ANNUAL REPORT SUMMARIZING PROGRAMS AND EXPENDITURES AND A FINAL REPORT THAT INCLUDES IMPACT DATA AND ALLOCATION OF FUNDS.

SCHEDULE M (Form 990)

Department of the Treasury
Internal Revenue Service

Noncash Contributions

Complete if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.
Attach to Form 990.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization: GREATER PORTLAND FAMILY PROMISE

Employer identification number: 81-2565353

Part I Types of Property

	(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1 Art — Works of art				
2 Art — Historical treasures				
3 Art — Fractional interests				
4 Books and publications				
5 Clothing and household goods				
6 Cars and other vehicles				
7 Boats and planes				
8 Intellectual property				
9 Securities — Publicly traded				
10 Securities — Closely held stock				
11 Securities — Partnership, LLC, or trust interests				
12 Securities — Miscellaneous				
13 Qualified conservation contribution — Historic structures				
14 Qualified conservation contribution — Other				
15 Real estate — Residential				
16 Real estate — Commercial	X	1	48,000.	FMV
17 Real estate — Other				
18 Collectibles				
19 Food inventory				
20 Drugs and medical supplies				
21 Taxidermy				
22 Historical artifacts				
23 Scientific specimens				
24 Archeological artifacts				
25 Other ( )				
26 Other ( )				
27 Other ( )				
28 Other ( )				

		Yes	No
29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part V, Donee Acknowledgement	29		
30a During the year, did the organization receive by contribution any property reported in Part I, lines 1 through 28, that it must hold for at least 3 years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period?	30a		X
b If "Yes," describe the arrangement in Part II.			
31 Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions?	31		X
32a Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?	32a		X
b If "Yes," describe in Part II.			
33 If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.			

Part II **Supplemental Information.** Provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both. Also complete this part for any additional information.

SCHEDULE O (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
Attach to Form 990 or Form 990-EZ.
Go to *www.irs.gov/Form990* for the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization	Employer identification number
GREATER PORTLAND FAMILY PROMISE	81-2565353

FORM 990, PART VI, LINE 2 - BUSINESS OR FAMILY RELATIONSHIP OF OFFICERS, DIRECTORS, ETC.

JILL ROSENTHAL AND JULIE ROSENTHAL, BOTH BOARD MEMBERS ARE SISTER-IN-LAWS.

FORM 990, PART VI, LINE 11B - FORM 990 REVIEW PROCESS

THE BOARD OF DIRECTORS IS GIVEN THE OPPORTUNITY TO REVIEW THE 990 PRIOR TO SUBMISSION. THE EXECUTIVE DIRECTOR AND THE TREASURER APPROVE THE 990.

FORM 990, PART VI, LINE 12C - EXPLANATION OF MONITORING AND ENFORCEMENT OF CONFLICTS

BOARD DIRECTORS AND STAFF ARE REQUIRED TO COMPLETE AN ANNUAL CONFLICT OF INTEREST DISCLOSURE FORM. THE BOARD OF DIRECTORS DETERMINES WHETHER A CONFLICT OF INTEREST EXISTS.

FORM 990, PART VI, LINE 15A - COMPENSATION REVIEW & APPROVAL PROCESS - CEO & TOP MANAGEMENT

THE FINANCE COMMITTEE REVIEWS ADVERTISED COMPENSATION FOR COMPARABLE POSITIONS IN THE AREA AND THE BOARD APPROVES COMPENSATION OF THE EXECUTIVE DIRECTOR. THE BOARD APPROVAL OF ED COMPENSATION IS REFLECTED IN THE MINUTES.

FORM 990, PART VI, LINE 19 - OTHER ORGANIZATION DOCUMENTS PUBLICLY AVAILABLE

NO OTHER DOCUMENTS AVAILABLE TO THE PUBLIC.

CHANGE IN ACCOUNTING METHOD

THE ORGANIZATION CHANGED TO THE ACCRUAL BASED ACCOUNTING METHOD FOR THE 2021 REPORTING YEAR.

FORM 990, PART III, LINE 4E
PROGRAM SERVICES TOTALS

	PROGRAM SERVICES TOTAL	FORM 990	SOURCE
TOTAL EXPENSES	756,335.	756,335.	PART IX, LINE 25, COL. B
GRANTS	25,000.	25,000.	PART IX, LINES 1-3, COL. B
REVENUE	11,160.	11,160.	PART VIII, LINE 2, COL. A

FORM 990, PART IX, LINE 24E
OTHER EXPENSES

	(A) TOTAL	(B) PROGRAM SERVICES	(C) MANAGEMENT & GENERAL	(D) FUNDRAISING
BANK & PROCESSING FEES	610.			610.
DUES & SUBSCRIPTIONS	549.	173.	28.	348.
INTERNET & PHONE	1,059.	862.	138.	59.
OTHER EXPENSES	491.	101.	390.	
POSTAGE AND SHIPPING	998.	818.	126.	54.
TRAINING & PROF DEV	328.	328.		
TOTAL	$ 4,035.	$ 2,282.	$ 682.	$ 1,071.

CLIENT GREATER **GREATER PORTLAND FAMILY PROMISE** **81-2565353**

11/14/24 10:49AM

NO.	DESCRIPTION	DATE ACQUIRED	DATE SOLD	COST/ BASIS	BUS. PCT.	CUR 179/ SDA	PRIOR 179/ SDA/ DEPR.	METHOD	LIFE	CURRENT DEPR.
	FORM 990/990-PF									
	FURNITURE AND FIXTURES									
2	BEDS	7/27/17		3,383			2,616	S/L	7	483
3	BEDS	11/08/18		905			537	S/L	7	129
4	BEDS	12/31/19		3,894			2,032	S/L	7	556
	TOTAL FURNITURE AND FIXTURE			8,182		0	5,185			1,168
	MACHINERY AND EQUIPMENT									
1	VAN	7/14/17		35,815			35,815	S/L	5	0
	TOTAL MACHINERY AND EQUIPME			35,815		0	35,815			0
	TOTAL DEPRECIATION			43,997		0	41,000			1,168
	GRAND TOTAL DEPRECIATION			43,997		0	41,000			1,168

CLIENT GREATER **GREATER PORTLAND FAMILY PROMISE** **81-2565353**

11/14/24 10:49AM

NO.	DESCRIPTION	DATE ACQUIRED	DATE SOLD	COST/ BASIS	BUS. PCT.	CUR 179 BONUS	SPECIAL DEPR. ALLOW.	PRIOR 179/ BONUS/ SP. DEPR.	PRIOR DEC. BAL DEPR.	SALVAG /BASIS REDUCT	DEPR. BASIS	PRIOR DEPR.	METHOD	LIFE	RATE	CURRENT DEPR.
	FORM 990/990-PF															
	FURNITURE AND FIXTURES															
2	BEDS	7/27/17		3,383							3,383	2,616	S/L	7		483
3	BEDS	11/08/18		905							905	537	S/L	7		129
4	BEDS	12/31/19		3,894							3,894	2,032	S/L	7		556
	TOTAL FURNITURE AND FIXTURE			8,182		0	0	0	0	0	8,182	5,185				1,168
	MACHINERY AND EQUIPMENT															
1	VAN	7/14/17		35,815							35,815	35,815	S/L	5		0
	TOTAL MACHINERY AND EQUIPME			35,815		0	0	0	0	0	35,815	35,815				0
	TOTAL DEPRECIATION			43,997		0	0	0	0	0	43,997	41,000				1,168
	GRAND TOTAL DEPRECIATION			43,997		0	0	0	0	0	43,997	41,000				1,168

Greater Portland Family Promise
Homelessness Prevention and Housing Stabilization Program Timeline

2016

ARTICLES OF INCORPORATION AND 501(C)3 STATUS

By-laws and articles of incorporation.

Established as a 501(c)3.

2017

ROTATIONAL SHELER DAY SPACE AND CASE MANAGEMENT

Began rotational shelter in partnership with the faith-based community.

Opened and operated a day shelter at the YMCA in Portland.

2020

TRANSITIONAL HOUSING AND FOOD PROGRAM

Began transitional housing program with UMC conference.

Began providing case management to the families in the hotels.

Began food distribution program.

2022

WINTER WARMING SHELTER

Began operating winter warming shelter with the faith-based community.

2023

FAMILY SHELTER AND TRANSITIONAL HOUSING

Began operating a family shelter in partnership with Woodfords and Williston Immanuel.

Began transitional housing program with First Parish Gorham.

Greater Portland Family Promise Whistleblower Policy

Adopted by the Board of Directors of Greater Portland Family Promise on May 4, 2022.

General

Greater Portland Family Promise (herein known as GPFP) requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that GPFP can address and correct inappropriate conduct and action. It is the responsibility of all board members, officers, employees, and volunteers to report concerns about violations of GPFP's code of ethics or suspected violations of law or regulations that govern GPFP's operations.

No Retaliation

No director, officer, employee, or volunteer who in good faith reports an ethics violation or a suspected violation of law shall suffer harassment, retaliation, or adverse employment consequence(s). An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

GPFP has an open-door policy and encourages employees to share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if the employee is not comfortable speaking with their supervisor or they are not satisfied with their supervisor's response, they are encouraged to speak with the Executive Director or the Board President, who is designated as the GPFP Compliance Officer. Supervisors are required to report complaints or concerns about suspected ethical and legal violations in writing to GPFP's Compliance Officer, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to the Executive Director or the Compliance Officer.

Compliance Officer

GPFP's Compliance Officer is responsible for ensuring that all complaints and allegations about unethical or illegal conduct are investigated and resolved. The Compliance Officer shall advise the GPFP's Board of Directors, and the Executive Director as appropriate, of all complaints and their resolution.

Accounting and Auditing Matters

The Compliance Officer shall immediately notify the Finance Committee of GPFP's Board of Directors of any reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing and work with the Committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of ethics or law must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Reports of violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an appropriate investigation.

Handling of Reported Violations

The Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Affirmed by: ______ Jill Rosenthal __________ Date: ____May 4, 2022 ___

Secretary, Greater Portland Family Promise

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

DEPARTMENT OF THE TREASURY

Date: SEP 01 2016

GREATER PORTLAND FAMILY PROMISE
C/O SARA EWING-MERRILL
185 HIGH ST
PORTLAND, ME 04101

Employer Identification Number:
81-2565353
DLN:
17053159359016
Contact Person:
MS. GAISER ID# 31609
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
May 4, 2016
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

Greater Portland Family Promise
Non-Discrimination Policy

Adopted by the Board of Directors of Greater Portland Family Promise on November 1, 2023.

Greater Portland Family Promise is committed to creating a safe environment where each individual is welcomed and respected. We do not and shall not discriminate on the basis of race, color, religion, sex (including sexual orientation, gender identity, gender expression, and pregnancy), familial status, age, national origin, ethnicity, ancestry, disability, or genetic information in any of our activities or operations. These activities include, but are not limited to, the appointment to and termination from its Board of Directors, hiring and firing of staff or contractors, selection of volunteers, selection of vendors, and provision of services.

Health & Human Services
Maggie McLoughlin
Director
Aaron Geyer
Social Services Director

City of portland

11/12/2024

Dear CDBG Allocation Committee,

The City of Portland Social Services Department is in support of Greater Portland Family Promise's Community Development Block Grant (CDBG) application for their Housing Navigation and Housing Stabilization program. The City of Portland and Family Promise have worked together since 2017 to successfully reduce the amount of time in which a family experiences homelessness and to place families in affordable housing.

Greater Portland Family Promise provides case management to families residing in the Greater Portland area, helping families to apply for and secure safe, affordable housing near employment hubs. It is not easy for families to identify and apply for vacancies or to complete the paperwork needed to secure the apartment. Family Promise staff help families to apply and complete all the necessary paperwork and gather documentation. Family Promise also helps families to understand which public benefit programs they are eligible for and how to access them.

Greater Portland Family Promise provides families with the needed mentorship and support to access affordable housing and to be successful tenants in their new homes. The City of Portland strongly encourages the CDBG allocation committee to continue funding Family Promise so that they can continue to provide these essential programs and service to families residing in the Greater Portland area.

Sincerely,

Ryan Gorneau

39 Forest Ave, Portland, Maine 04101 | c: 207.874.8775 | mmcloughlin@portlandmaine.gov

PORTLAND PUBLIC SCHOOLS
prepared & empowered

November 13, 2024

Dear CDBG Allocation Committee,

Please accept this letter of support for Greater Portland Family Promise's request for CDBG funds for their Housing Navigation and Housing Stabilization program. Portland Public School McKinney Vento social workers and Family Promise case managers both work hard to support families experiencing homelessness to access education and housing. Portland Public Schools and Family Promise work together to minimize disruption and stressful situations for the families we work with. Having an open line of communication regarding in school and out of school time is key. PPS and Family Promise are invested in families and their academic and housing stability.

Family Promise provides invaluable services for children and families experiencing homelessness. In addition to providing case management they provide transitional housing, basic needs support with food, diapers and personal care items as well as furniture and household goods at move in. Family Promise case managers also help with housing stabilization by supporting families as they transition into their new home and community. Once a family has moved to a new apartment, Family Promise helps to facilitate the transfer with the school system and to connect the family community resources and social service providers to help meet their needs.

Portland Public Schools McKinney Vento Program fully supports Greater Portland Family Promise's application for CDBG funds for their Housing Navigation and Housing Stabilization program. I hope you will continue to fund Family Promise.

Sincerely,

Annie Schneider LCSW

Social Worker, Mckinney-Vento

Portland Public Schools

AVESTA
HOUSING

November 13, 2024

Dear CDBG Allocation Committee,

Avesta Housing provides quality, safe, affordable housing. Avesta Housing supports Greater Portland Family Promise's application for their Housing Navigation and Housing Stabilization program. Family Promise case managers help families to navigate the housing application and onboarding paperwork.

Family Promise helps families to identify vacancies and to apply for these listings. Once a family has been selected, case managers help families to complete the necessary paperwork around assets, income, employment, and professional references. Family Promise case managers also help facilitate the scheduling of the lease signing and move-in process, helping families with furniture and household goods.

After families have moved into an apartment, Family Promise case managers help with stabilization by acting as a liaison between the property manager and the family as needed. Family Promise helps to resolve issues around accessing General Assistance and TANF, rent payment and any other grievances that require attention and advocacy.

I urge you to continue funding Greater Portland Family Promise housing navigation and housing stabilization case management. Family Promise is a great partner in this work and they are a huge help to families who are experiencing homelessness by helping them find and retain affordable housing.

Sincerely,

Amanda Gilliam
VP of Property Management and Resident Services
Avesta Housing
agilliam@avestahousing.org
207-245-3252

307 Cumberland Avenue • Portland, Maine 04101
207-553-7777 • 1-800-339-6516 Voice/TTY
207-553-7778 Fax • www.avestahousing.org

Memorandum of Understanding Between First Parish Congregational Church And Great Portland Family Promise

The mission of the Project is to place families experiencing homelessness at the First Parish Church transitional housing site located in Gorham and to provide case management for the families until they can obtain permanent housing.

Project Partners

First Parish Congregational Church and Greater Portland Family Promise are participating in the project as partners. They are committed to the mission of Project and will work together to achieve its strategic objectives. Other organizations/entities may join the effort at any time, if they understand and support the mission and objectives of the project.

Meetings and Workspace

The minister of First Parish Church and the Executive Director of Greater Portland Family Promise will have quarterly meetings to track the progress of the project. The case manager will meet with the project coordinator from First Parish Church as needed. First Parish will provide a meeting space and a workspace for the caseworker while they are on the premises.

Case Manegement Services

Greater Portland Family Promise case managers will connect families with public benefits and community resources such **as** education, legal assistance, healthcare, and workforce development. Case managers will help families to identify housing vacancies and to apply for these listings and facilitate the scheduling of the lease signing and move-in process including the delivery of furniture and household goods.

Amendments to this Memorandum of Understanding

The partners may agree to amend this Memorandum of Understanding if they support the incorporation of the amendment into this document.

This Memorandum of Understanding will remain in effect throughout the term of Project.

Rev. Christine Dyke First Parish Church November 14, 2024	Michelle Lamm, Executive Director Greater Portland Family Promise November 14, 2024