City of Portland
CDBG Allocation Committee

Thursday, February 13, 2025 at 8:00 AM Via Zoom

REMOTE ACCESS INFORMATION:

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

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

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

1. Open Meeting and Roll Call
2. Vote on Minutes from 2/6
    a. Draft Minutes
3. Follow Up from Previous Meeting
4. Review Social Service Applications
    a. Commonspace
    b. Through These Doors *(Contact staff for additional files)*
    c. Department of Health and Human Service Nutritional Support *(Contact staff for additional files)*
    d. Our Place
    e. Presente! Maine
5. Review Development Scores
6. Next Meeting: 2/20
7. Adjournment

CDBG Allocation Committee

February 6, 2025
8:00am-9:30am
Remote Meeting via Zoom

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

Meeting Minutes

Roll Call

Motion to Approve the minutes from last meeting from Teale. Todd seconds. Unanimously passes.

Follow Up from Previous Meeting
Staff provided an overview of why Maine Soccer Development is not eligible for CDBG funds, but that they will be working with that organization to submit funding in the next application cycle. Staff also highlighted the proposed changes to the Greater Portland Family Promise performance metrics, and clarified what would happen if a project didn't move forward after being funded.

Review and Discuss Development Activities

1. Maine Health: Members felt this was a great program but had some confusion about whether the funds would be used for supportive services or the food services. Some members were also unclear as for whom the pantry was for, other members clarified metrics found in the application. Members also felt that the project would move forward even without CDBG funds, questioning the financial need. Members identified the balance needed for having some leveraged funds but still needing the funding to move forward.
2. MAMM: Staff identified this as a new applicant. Members talked about the difficulties of comparing this program to other programs that provide life-saving services. Some members felt that the cultural and economic benefit of music education was still a valuable effort. Others felt the need to prioritize more basic needs programs.
3. Wayside: Members identified that there is a deficit shown in the budget and did not have enough information to understand whether this would impact their financial stability. Members highlighted the importance of these types of food programs. Members mentioned that the organization has been around a long time. Members also questioned if there is ever collaboration between the different food pantry/food service organizations. Members also highlighted the strong letters of support.

4. Emergency Food Program Preble St: Members identified the benefit of food programs. Members questioned whether CDBG funds are truly needed given such a large budget. Members raised the fact that the size of the organization helps with efficiency reach.

5. Boys and Girls Club: Staff clarified that a budget error results in a .25 point deduction. Members talked about the longevity of funding vans for one year and what would happen after the funding runs out. Other members talked about how the same concern could be said for staffing cost, which is a common use of CDBG funds and is arguably more vulnerable. Members identified that the Letters of Support were the same between the two. Members again discussed how these youth programs compare to requests for basic needs. Some members felt that this type of program was not as high priority.

Development Scores

Staff identified and discussed the importance of providing comments and asked the committee if they would be open to returning to a few scorecards that were particularly low and provide a bit of feedback for the applicants. Members discussed comments and procedure. Staff also highlighted an apparent difference between scorers in the Guiding principle section of the scorecard and encouraged members to reach out with additional questions.

Next meeting
Thursday, January 23
Time: 8:00-9:00am
Location: via Zoom

Overview

Completed by briant@commonspacemaine.org on 11/11/2024 10:32 AM

Case Id: 30575
Name: Brackett Street Housing Program - 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 briant@commonspacemaine.org on 11/11/2024 10:36 AM

Case Id: 30575
Name: Brackett Street Housing Program - 2025
Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION
A.1. Agency Name
Commonspace

A.2. Mailing Address
PO Box 17705 Portland, ME 04112

A.3. Federal ID Number
01-0500860

A.4. Unique Entity Identifier- SAM.GOV
LYB9JAFMGN75

APPLICATION POINT OF CONTACT
A.5. Name
Brian Townsend

A.6. Phone
(207) 272-0429

A.7. Email
briant@commonspacemaine.org

EXECUTIVE DIRECTOR
A.8. Name
Brian Townsend

A.9. Phone
(207) 272-0429

A.10. Email
briant@commonspacemaine.org

PROJECT DIRECTOR
A.11. Name
Meredith Pesce

A.12. Phone
(207) 450-8492

A.13. Email
meredithp@commonspacemaine.org

FINANCIAL DIRECTOR
A.14. Name
Kayla White

A.15. Phone
(207) 773-1956

A.16. Email
kwhite@commonspacemaine.org

B. Project Information

Completed by briant@commonspacemaine.org on 11/14/2024 7:48 AM

Case Id: 30575
Name: Brackett Street Housing Program - 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)
Brackett Street Housing Program

B.2. Primary Address Services Are Delivered
Brackett St. x 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.
Adults with co-occurring disorders who have experienced chronic, unsheltered homelessness and complex substance

use challenges.

B.8. How many will be served by the proposed program? (unduplicated -per year)
10

B.9. How many are low to moderate income residents of Portland?
10

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.
1 unit = 1 month of housing support (services and operational expenses) for 1 resident.

B.12. How many units of service will be provided by the program?
72

Budget and Organizational Questions

B.13. What percentage of the total budget is CDBG?
70.00%

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?
$25,000.00

B.16. What is the amount of private funds you have estimated and committed to this program budget?
$4,000.00

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
1. Provide appropriate, supported housing for approximately 10 adults with co-occurring disorders who have

experienced chronic unsheltered homelessness and complex substance use challenges. 2. Support approximately 10 adults with co-occurring disorders who have experienced chronic unsheltered homelessness and complex substance use challenges with leveraging this recovery-centered housing program to increase their personal safety and wellness.

B.20. Program Outcomes

1. Secured and sustained housing for approximately 10 adults with co-occurring disorders who have experienced chronic unsheltered homelessness and complex substance use challenges. 2. Measurable increases in safety (e.g. reduced overdoses, safer use practices) and wellness (determined through Recovery Capital screenings) for approximately 10 adults with co-occurring disorders who have experienced chronic unsheltered homelessness and complex substance use challenges.

B.21. Employees

Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	1
How many employees will be employed in this program if it receives CDBG funding?	1
How many employees will be employed in this program if it does not receive CDBG funding?	0

Documentation

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

Referred program residents are screened for eligibility (income, diagnostic criteria, and homelessness status), and sign a residence lease agreement and program agreement.

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

Units of service are months of residence for each program participant, which will be tracked by the Project Manager through the regular assessment of each resident's continued participation with the program.

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

Outcomes related to obtaining and maintaining housing will be documented through a regular assessment of the relative success of each project participant in maintaining residence at Brackett Street or moving from Brackett Street into another stable housing option. Outcomes related to recovery and safety will be documented primarily through a regularly applied Recovery Capital assessment, which identifies any progress or regression related to overdose incidence, safer use practices, and a wide range of individually defined recovery goals. All documentation will be collected and securely stored by the Project Manager.

C. Narrative

Please provide the following information.

C.1. Program Description
Describe the Program being proposed.
Last year, in response to the rising number of community encampments and of individuals experiencing long-term unsheltered homelessness, Commonspace established Brackett Street as a recovery-centered, peer-supported permanent housing program with capacity to house six individuals who have experienced chronic, unsheltered homelessness, complex substance use disorders, and histories of incarceration, complex trauma, and under-treated medical and behavioral health conditions. These programs serve a population which disproportionally contributes to our state's incidences of fatal overdoses. People who were homeless in 2023 were 32 times more likely to die of a fatal overdose than people in the general population. Members of this population with long-term homelessness and co-occurring disorders are up to 29 times more likely to be in the hospital, and up to 57 times more likely to be in jail when unhoused, than when housed. Simply put, this population ricochets though our most expensive emergency systems when unhoused. All of the residents at Brackett Street enter through one of three pathways: directly from homelessness, directly from jail (immediately following a period of homelessness), or through having been exited from a recovery residence or program for reasons connected to their active SUDs (immediately following a period of homelessness). As a state and community, we need to create, and adequately fund, programs that are designed to effectively support our most vulnerable and complex populations. No one will get well without housing, and no one will be successful in recovery without housing and appropriate supports. Our model is working. We have seen stability in housing, coupled with the delivery of population-appropriate supports and population-defined practices, result in recovery and transformation that not only preserves and improves one life, but proves contagious for others with shared, lived experience. We are looking to CDBG to support us in meeting the ongoing operating costs for this important, high impact program, as we continue to work to advocate for more equitable funding structures for recovery housing, filling in the gaps through which our unhoused and complex neighbors are currently falling. This support will allow us to continue this program for this most vulnerable population.

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 causes of homelessness are famously numerous and complex, but substance use stands out for its singularly devastating ability to lead individuals down pathways to being unhoused, and then to stand in the way of efforts to secure housing and resume a safe and healthy existence. The proportion of unhoused individuals adversely impacted by substance use, nationally and locally, is not definitely documented, but the National Coalition for the Homeless has concluded that substance use, and lack of treatment and recovery resources for individuals with substance use disorders, is both one of the major contributors to homelessness and, at the same time, one of the main obstacles faced by communities in their concentrated efforts to reduce and end homelessness. Over-generalizations are never supportive to understanding and addressing community needs and concerns, and it is inaccurate to indicate that all unhoused individuals struggle with the use of drugs and alcohol. But under-estimating an issue can be even more

harmful than over-generalizing it, and a lack of awareness about and focus on the pervasiveness of substance use amongst unhoused and chronically homeless persons in this community has led, till very recently, to the development and continuation of inadequately and ineffectively designed systems of emergency shelter and support services. Over the past several years our community, like most of the nation, has endured the devastating effects of the opioid and polysubstance epidemic. Over the last ten years Portland has lost hundreds of our neighbors to overdose, and hundreds today struggle with addiction to opioids, amphetamines, prescription medications of various types, alcohol, and a range of other illicit substances. In the same time period, the closure of previously existing programs that supported unhoused persons, combined with the scattering of unhoused individuals and resources throughout Greater Portland, led not only to more homelessness, but also to more visible homelessness, more visceral evidence of substance use among those experiencing homelessness, and fewer answers to how our community can support humane and effective measures to turn the tide. The Brackett Street Housing Program emerged out of a sense of need but also of obligation, as this community has watched individuals impacted by homelessness and OUD exposed to bitter cycles of living on the streets or landing in jail or prison, continuous with and correlated to a pervasive lack of available and accessible supports and resources. Adults in this population experiencing homelessness in Greater Portland face dire circumstances related to the relative lack of safe, available shelter, lack of food and other basic needs, and lack of relevant treatment and recovery resources that support the specific needs of people who have experienced prolonged exposure to homelessness and the impact of complex SUD.

C.3. Measurable Community Impact

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

This community has a pressing need for targeted, ultra-low-barrier supported housing programs for this population. Brackett Street serves a population of adults with extremely high barriers to housing, treatment, medical care, and recovery resources. The residents served by this program have most commonly emerged from lives of childhood trauma and generational poverty into unsafe and unhealthy lives of instability, food insecurity, and violence. All of this is compounded by substance use disorders, with efforts to self-medicate and escape reliably leading toward additional and intensified negative outcomes and health risks. This housing program emerged out of a sense of need but also of obligation, as our community has watched people impacted by early childhood trauma and layered traumas associated with their homelessness and substance use be exposed to bitter cycles of living on the streets or landing in jail or prison, continuous with and correlated to a pervasive lack of available and accessible supports and resources. The purpose of this ultra-low-barrier program was and is to provide permanent housing and relevant, recovery-focused programmatic resources to support the residents with retaining housing, moving towards recovery, regaining hope, re-entering the workforce, re-establishing relationships with children and other family members, and in other ways transforming their lives and, by extension, strengthening our community. Within this broad purpose, the following impacts are associated with the Brackett Street Housing Program: -Providing recovery-centered, ultra-low-barrier, peer supported permanent housing to people with substance use disorders and with significant histories of homelessness and legal system involvement, thereby reducing the number of people from this population who are experiencing unsheltered homelessness, reducing strain on emergency response services, and supporting a safer, more humane community. -Supporting recovery efforts of housing program residents through intensive provision of peer support and Recovery Coaching, including connections to community care and recovery resources, thereby improving overall community wellness and safety. -Providing residents with opportunities for job training and employment positions, thereby increasing the supply of staff for local employers and reducing strains on community assistance programs.

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 The Brackett Street Housing Program will address the needs of Portland's homeless population in new and significant ways, due to the unique model and focus of the program, with its specific intention of supporting individuals impacted by unsheltered homelessness and complex substance use. The program staff, who are skilled Recovery Coaches with related life experiences and pre-existing relationships with many unhoused persons, will support program residents with identifying and meeting their housing and recovery goals. Residual or secondary need fulfillment will be derived from the impact of the experience of recovery on the families and peers of previously unhoused persons in recovery. One strength and success of this model is in the powerful and motivating example of individuals who have experienced relatable challenging life circumstances and have managed to make major, positive changes, evident through their employment, their recovery, their relationships, and their rich and full lives. The homeless population of Portland needs many things; hope is one of those needs, and the example set Brackett Street residents who will benefit and thrive because of this resource will be a source of hope for those who continue to struggle in their unsheltered homelessness.

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. Substance use disorder services is indicated as a High Priority focus of the priority impact level of Addressing the Needs of the growing Homeless Population. The Brackett Street Housing Program will address this priority impact level and focus area by

providing recovery-oriented services and supports to the program residents. The provision of groups, one-on-one peer support and Coaching, and navigation of recovery-focused community resources will support participants with reducing and stabilizing their use in order to maintain their ability to maintain housing and other resources, with obtaining supports and tools for enduring the strains and distress of early recovery, and by fostering connections to recovery and treatment resources that will support a pathway to sustained housing and greater wellness.

C.6. Guiding Principles
Describe how the program meets each of the following Guiding Principles: Priority to Lower Incomes, Diversity and Inclusiveness, Consistent with City Goals and Initiatives:

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

The following guiding principles are foundational to the planned functioning of the Brackett Street Housing Program: 1. Consistent. The focus of this effort will be entirely on adults (18 and over) experiencing homelessness in Portland, with a function of supporting this population's substance use recovery needs. With this intersecting emphasis on the targets of homelessness and substance use disorders, this program will be entirely consistent with the City of Portland's priorities as outlined in its 2022-2026 Consolidated Plan. 2. Diversity and inclusiveness. Commonspace's agency and service culture is one that welcomes and integrates diversity, while challenging internal and external systems to confront systemic racism and the marginalization of various individuals and groups based on factors related to identity or socio-economic classification. The peer support model that is our philosophy and central service modality is one that recognizes the sanctity, integrity and worth of every person. Commonspace's staff and the people we serve both have greater racial, ethnic, cultural, identity, orientation and gender diversity than does the general population. As an agency, we work diligently to recognize and understand the different barriers faced by those with whom we engage. We put the voices and leadership of the most marginalized individuals and groups within the community at the center of our work. Brackett Street is designed to support individuals who have been unhoused and struggling with substance use, and an overarching aim of the project, as with all of our work, is to promote equitable health outcomes for the area's marginalized and oppressed populations. There will be a transparent effort, within our programming, to address the disproportionate barriers to health and recovery this population faces based upon their race, ethnicity, sexual orientation and gender identity, or relative functional abilities. 3. Priority to Lower Incomes. All program participants will be within the lowest income qualification category. All program participants will meet definitions for chronic homelessness and complex substance disorders, and a majority will have experienced poverty since childhood. 4. Leveraged funding. Commonspace will leverage funding for this project through grant opportunities (including a current request through the Maine Recovery Council), through fundraising, and through the connection of this project to Mainecare's HOME Program, which reimburses for services for this 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.

Part of the current success and promise of future success for this program lies in the large number of meaningful partnerships and collaborations that will support referrals and links to needed services and resources Brackett Street residents. The Recovery Coaches providing community navigation will be operating within Commonspace's extensive, existing network of partnerships. Another promise of success lies in the existing relationships that the program's Recovery Coaches will have with many individuals who will become residents and project participants. Our street outreach teams have been actively engaging with the unhoused population for years, and our program Recovery Coaches are drawn from the ranks of that outreach work. The Coaches will therefore be in an optimal position to initiate supportive work with residents. The team will also be able to readily link participants to Commonspace's harm reduction program and its recovery center and supports, depending on the needs and preferences of the participants. The Brackett Street program team will be able to draw on extensive collaborations outside of the agency, in an effort to meet the individualized recovery needs of residents. Commonspace is actively engaged with multiple clinics and medical providers, including Greater Portland Health. We have a long-standing partnership with Milestone Recovery that supports a rich and diverse level of collaboration between our agencies as we work to effectively serve the unmet needs of the unhoused population. We also have less formal but equally impactful partnerships with area treatment providers, with other social service agencies, with recovery-focused organizations, and harm reduction teams.

C.8. Readiness to Proceed

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

Brackett Street is a functioning and successful program, with seasoned staff, referral methods, and programmatic guidelines in place. Funding will be able to be immediately utilized to maintain the successful outcomes of the program to date.

C.9. Experience Providing Service

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

Please summarize current licensing and accreditations obtained.

The heart of Commonspace's work is recovery-focused engagement with individuals struggling at the intersection of poverty, homelessness, trauma, stigma, and substance use challenges. We have designed our programs to be responsive to the needs of our community members who have experienced challenges when accessing and maintaining impactful support from more traditional service and resource options. Our experience is in successfully supporting people who have experienced chronic and layered trauma, and who have experienced chronic homelessness and, in some cases, multiple incarcerations, and who have patterns of substance use that are intimately connected in complex ways with their existence and sense of self. For many, decisions and behaviors that are secondary to their substance use and personal history of trauma result in a near total elimination of resource options, including, as we have seen, even barriers to accessing emergency shelter. Our expertise in successfully engaging with this group of individuals in Portland is due to the intentional, population-competent way in which we tailor our programs and services. Notable components of this include our model of peer support, in which we hire, train, and support people with their own lived experience of substance use, homelessness, and other challenges. Commonspace's team members also share an unshakeable belief in the ability of every person to experience recovery and to transform their lives, and we engage with every person, in every situation, with respect and compassion. When services are delivered by peers who have truly "been there," and who are experienced and skilled in the work and relentless in their efforts, we are able to leverage the meaningful relationships we forge to support participants with making small and large steps that can lead to profoundly positive outcomes. Because we have seen many people who have been written off as hopeless end up succeeding in achieving recovery, employment, and full lives, we always see people for the true potential they hold. Since the launch of our first ultra-low-barrier housing program in 2018, Commonspace has maintained and grown this program model from 10 beds in one house to 66 beds across four houses. Our years-long and continuous process of defining the right staffing type and pattern to provide the needed level of support for the population of residents has included multiple iterations of funding solutions and partnerships. At all times, given the priority status of this programming, Commonspace has supported the houses' negative operating balances through fundraising and other methods.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

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

Commonspace is looking to CDBG for one year of operational funding support for Brackett Street, to help us sustain this new and desperately needed resource for our community. This request represents 70% of the total funding needed to operate this program for a full year, from July, 2025-June, 2026. We are committed to securing the additional operational funding, but do not have a pathway to securing this larger percentage which we are seeking through this application process.

C.11. Leveraged Funding Narrative

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

We have requested partial funding for this program, in the amount of $25,000, through the Maine Recovery Council. We are committee, in general, to securing the $29,000 needed, over and above this CDBG request, to meet the total operating costs of the program for the coming year. We will accomplish this through fundraising and through the allocation of funds from our HOME Services programming. We also see the HOME Services program as a sustainability mechanism for this and our other ultra-low-barrier housing programs.

C.12. Budget Narrative

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

If this program was funded by CDBG in the previous year, 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.

This project has not received funding from CDBG in the past. The budget requested of CDBG is a total of $68,000, which will support 70% of the operational costs of the housing program. $45,000 covers 1 FTE staff position, but in fact covers portions of two affiliated project staff. $9000 covers a portion of fringe benefits, proportionally supporting the benefits and payroll taxes of affiliated project staff. $1000 covers the larger portion of program materials and supplies, which includes first aid kits, harm reduction supplies, daily living supplies, etc. $1000 covers the larger portion of the liability coverage carried by this agency to support this site and project. $400 covers the larger portion of the telephone line and internet services for the housing program. $1000 covers the larger portion of transportation costs for residents, who require significant transportation support accessing appointments and other resources. $400 covers the larger portion of other technology costs, which includes a printer and ink cartridges and the provision of Trac phones for new residents. $10,200 covers the agency's administrative costs of administering this program.

D. Program Budget Detail

Completed by briant@commonspacemaine.org on 11/15/2024 6:01 PM

Case Id: 30575
Name: Brackett Street Housing Program - 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.
$68,000.00

D.2. Total Program Budget
$97,000.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Administration	$12,200.00	$10,200.00	$2,000.00	MRC/HOME/other	Pending
Employee Salaries	$66,000.00	$45,000.00	$21,000.00	MRC/HOME/other	Pending
Employee Fringe	$13,000.00	$9,000.00	$4,000.00	MRC/HOME/other	Pending
Materials/Supplies	$1,800.00	$1,000.00	$800.00	MRC/HOME/other	Pending
Insurance	$1,500.00	$1,000.00	$500.00	MRC/HOME/other	Pending
Telephone/Internet	$650.00	$400.00	$250.00	MRC/HOME/other	Pending
Travel	$1,300.00	$1,000.00	$300.00	MRC/HOME/other	Pending
Technology	$550.00	$400.00	$150.00	MRC/HOME/other	Pending
	$97,000.00	$68,000.00	$29,000.00		

E. Required Documents

Completed by briant@commonspacemaine.org on 11/15/2024 6:22 PM

Case Id: 30575
Name: Brackett Street Housing Program - 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 briant@commonspacemaine.org on 11/15/2024 6:24 PM

Case Id: 30575
Name: Brackett Street Housing Program - 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
Brian Townsend
Electronically signed by briant@commonspacemaine.org on 11/15/2024 6:24 PM

Title
Executive Director

Board of Directors

Executive Director
Brian Townsend

Finance Director
Kayla White

Associate Executive Director
Meredith Pesce

Housing Support Programs Director
Bobby Marcroft
HOME Services Coordinator
Mary Cook
Food Programs Director
Jourdan Simon
Community Programs Director
Ashish Shrestha
Portland Peer Community Center
Keith Arvanitis
Mid-Coast Recovery Centers
Abigail Boudin
Occupancy Specialist
Gretta Buckley
Women's Housing Coordinator
Deb Brunner

<u>Administrative Supports</u>
Human Resources Coordinator
Molly Poulin
Finance Assistant
Tricia Stickney
Programs Assistant
Steven Wigdzinski

Direct report assignments

Associate ED, Finance Director, Human Resources Coordinator: report to **Executive Director**

Programs Assistant, Mid-Coast RCC's Coordinator, Community Programs Director, Food Services Director, New/Temporary Project leads report to **Associate ED and ED**

All other program coordinators/directors report to **Associate ED**

Sectors and oversight

received
11/29/99

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

DEPARTMENT OF THE TREASURY

Date: NOV 22 1999

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

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

Dear Applicant:

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

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

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

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

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

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

Sincerely yours,

C. Ashley Bullard

District Director

Letter 1050 (DO/CG)

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

DOMESTIC
NONPROFIT CORPORATION

STATE OF MAINE

ARTICLES OF AMENDMENT

File No. 19950350ND Pages 2
Fee Paid $ 10
DCN 2233003930006 LNME
-----FILED---------------------
10/26/2023

Julie L. Flynn
Deputy Secretary of State

A True Copy When Attested By Signature

Julie L. Flynn
Deputy Secretary of State

Amistad
(Name of Corporation)

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

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

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

That the name of the Corporation be changed from Amistad to Commonspace; and that, in connection therewith, Article First of the Articles of Incorporation of the Corporation be and it hereby is amended and restated to read, in its entirety, as follows:

The name of the corporation is Commonspace.

FORM NO. MNPCA-9 (1 of 2)

THIRD: ("X" one box only.) The amendment was adopted on (date) ______________________ as follows:

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

FOURTH: The address of the registered office of the corporation in the State of Maine is

103 India Street, Portland, ME 04104-0992.
(street, city, state and zip code)

DATED 10/20/23

*By ______________________
(signature)

Amanda Loubier President
(type or print name and capacity)

*By ______________________
(signature)

____
(type or print name and capacity)

MUST BE COMPLETED FOR VOTE OF MEMBERS
I certify that I have custody of the minutes showing the above action by the members.
______________________ (signature of clerk, secretary or asst. secretary)

*This document **MUST** be signed by any duly authorized officer. (13-B MRSA §104.1.B)

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

SUBMIT COMPLETED FORMS TO: CORPORATE EXAMINING SECTION, SECRETARY OF STATE, 101 STATE HOUSE STATION, AUGUSTA, ME 04333-0101 TEL. (207) 624-7752

FORM NO. MNPCA-9 (2 of 2) Rev. 9/16/2005

Commonspace Board of Directors 2025

First	Last	Work	Board Role	Board Since	Town of Residence
Alane	O'Connor	DNP, Clinical Lead MaineMOM	Member	2/1/2023	Portland
Caroline	Teschke	Friends of the Portland Community Free Clinic	Vice President	12/1/2022	Westbrook
Amanda	Loubier	Team Manager, TD Bank	President	12/1/2017	Portland
Norman	Maze	Executive Director, Augusta Housing Authority	Treasurer & Finance Committee Chair	4/1/2019	Portland

COMMONSPACE
AGENCY BUDGET SUMMARY

	FY24 Budget	FY25 Budget	Increase (decrease) from prior year budget
Income			
DHHS Grant Income	$1,098,243	$ **1,079,297**	$ (18,946)
Other Grant Income	2,437,391	**1,994,205**	(443,186)
Other Revenue	0	**570,999**	570,999
Donations	20,000	**20,000**	-
Rent Income	111,600	**97,200**	(14,400)
Total Income	3,667,234	**3,761,700**	94,466
Expense			
Salaries / Wages	2,034,443	**2,439,978**	405,535
Total Benefits & Taxes	405,318	**481,543**	76,226
Total Salary & Related	**2,439,761**	**2,921,522**	481,761
Occupancy - Rent	331,588	**330,606**	(982)
Utilities (Heat/Electric)	12,000	**13,080**	1,080
Telephone, Internet, TV	23,776	**29,426**	5,650
Maint / Minor Repairs	8,125	**17,597**	9,472
Agency Insurance	41,265	**45,123**	3,858
Equipment	8,480	**4,500**	(3,980)
Program Supplies	81,800	**92,700**	10,900
Basic Needs/Peer Supplies	2,875	**0**	(2,875)
Furniture	0	**-**	-
Food	30,300	**61,700**	31,400
Travel	21,402	**29,502**	8,100
Tech Svcs/Software	32,261	**39,370**	7,109
Consultants	53550	**76,978**	23,428
Independent Public Accountants	19,500	**20,500**	1,000
Training	1,170	**1,170**	-
Peer Housing/Lodging	156,000	**60,000**	(96,000)
Construction	384,000	**0**	(384,000)
Miscellaneous	9,550	**15,550**	6,000
Moving	0	**-**	-
Interest Expense	1,335	**14,400**	13,065
Bank Service Charges	700	**1,468**	768
Total Other Expenses	1,219,677	**853,670**	(366,007)
Total Expense	$ 3,659,438	$ **3,775,192**	$ 115,754
Net Income	7,796	**(13,492)**	(21,287)

AMISTAD, INC.

Financial Statements

June 30, 2023
(With comparative totals for June 30, 2022)

Table of Contents

Independent Auditor's Report

To the Board of Directors of
Amistad, Inc.

Opinion

We have audited the accompanying financial statements of Amistad, Inc. (a nonprofit corporation), which comprise the statement of financial position as of June 30, 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 Amistad, Inc. as of June 30, 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 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 Amistad, Inc. 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 Amistad, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards 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 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 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 Amistad, Inc.'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 Amistad, Inc.'s ability to continue as a going concern for a reasonable period of time.

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

Report on Summarized Comparative Information

We have previously audited Amistad, Inc.'s 2022 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated March 24, 2023. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

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

Runyon Kersteen Ouellette

February 13, 2024
South Portland, Maine

AMISTAD, INC.
Statements of Financial Position
June 30, 2023
(With comparative totals for June 30, 2022)

		2023	2022
ASSETS			
Current assets:			
Cash and cash equivalents	$	102,132	49,988
Accounts receivable, net		375,136	329,364
Prepaid expenses		59,798	74,443
Total current assets		537,066	453,795
Property and equipment:			
Furniture and equipment		92,407	92,407
Leasehold improvements		47,638	38,020
Vehicles		101,575	59,575
Total property and equipment		241,620	190,002
Less accumulated depreciation		(158,234)	(144,404)
Property and equipment, net		83,386	45,598
Other assets:			
Right of use asset - operating		679,179	847,092
Total other assets		679,179	847,092
Total assets	**$**	**1,299,631**	**1,346,485**
LIABILITIES AND NET ASSETS			
Liabilities:			
Current liabilities:			
Accounts payable	$	25,671	20,948
Accrued expenses		110,608	101,579
Deferred revenue		431,196	53,559
Line of credit		-	60,000
Right of use liability - operating, current portion		187,730	194,035
Long-term debt, current portion		39,911	-
Total current liabilities		795,116	430,121
Non-current liabilities:			
Right of use liability - operating, net of current portion		491,449	653,057
Long-term debt, net of current portion		-	85,000
Total long-term liabilities		491,449	738,057
Total liabilities		1,286,565	1,168,178
NET ASSETS			
Without donor restrictions:			
Undesignated		(100,928)	132,396
Net investment in property and equipment		83,386	45,598
Total net assets without donor restrictions		(17,542)	177,994
With donor restrictions		30,608	313
Total net assets with donor restrictions		30,608	313
Total net assets		13,066	178,307
Total liabilities and net assets	**$**	**1,299,631**	**1,346,485**

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

AMISTAD, INC.
Statement of Activities
For the Year Ended June 30, 2023
(With comparative totals for the year ended June 30, 2022)

	2023			
	Without donor restrictions	**With donor restrictions**	**Total**	**2022 Totals**
Revenue, gains and other support:				
State contracts	$ 1,090,654	-	1,090,654	1,098,760
Other contracts	500,719	-	500,719	664,508
Grants	861,919	112,260	974,179	576,541
United Way	55,000	7,393	62,393	62,768
Contributions	18,645	-	18,645	31,080
Miscellaneous	14,088	-	14,088	6,042
Rental income	40,141	-	40,141	13,898
Investment income, net	110	-	110	10
Loss on disposal of assets	(4,865)	-	(4,865)	-
Net assets released from restrictions	89,358	(89,358)	-	-
Total revenues, gains and other support	2,665,769	30,295	2,696,064	2,453,607
Expenses:				
Program services	2,348,283	-	2,348,283	2,150,908
Management and general	513,022	-	513,022	414,012
Total expenses	2,861,305	-	2,861,305	2,564,920
Changes in net assets	(195,536)	30,295	(165,241)	(111,313)
Net assets, beginning of year	177,994	313	178,307	289,620
Net assets, end of year	**$ (17,542)**	**30,608**	**13,066**	**178,307**

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

AMISTAD, INC.
Statement of Functional Expenses
For the Year Ended June 30, 2023
(With comparative totals for the year ended June 30, 2022)

		2023							
		Program services					Supporting services		
			Portland Peer			Total	Management	2023	2022
		Riverview	Center	Bath	Other	Programs	and general	Totals	Totals
Salaries and wages	$	203,646	163,562	120,374	847,368	1,334,950	352,133	1,687,083	1,484,622
Benefits		21,882	18,408	14,489	91,589	146,368	34,615	180,983	180,793
Payroll taxes		22,545	17,874	13,372	92,398	146,189	32,608	178,797	160,814
Total salaries and benefits		248,073	199,844	148,235	1,031,355	1,627,507	419,356	2,046,863	1,826,229
Professional fees		3,526	3,929	2,396	16,020	25,871	12,542	38,413	43,487
Consultants		-	912	-	20,671	21,583	21,014	42,597	20,712
Occupancy		-	82,797	28,800	289,072	400,669	11,580	412,249	341,349
Travel		4,846	1,360	1,730	6,765	14,701	1,247	15,948	20,103
Training		-	75	105	125	305	2,390	2,695	7,456
Interest		-	-	-	-	-	15,425	15,425	4,197
Insurance		4,710	4,070	3,361	17,581	29,722	9,669	39,391	33,707
Repairs and maintenance		-	6,344	195	14,971	21,510	1,018	22,528	37,227
Supplies		-	22,301	6,118	113,542	141,961	9,518	151,479	164,348
Utilities		-	11,920	3,177	16,764	31,861	3,480	35,341	34,551
Other		1,026	611	564	14,951	17,152	5,783	22,935	18,260
Total expenses before depreciation		262,181	334,163	194,681	1,541,817	2,332,842	513,022	2,845,864	2,551,626
Depreciation		-	6,342	4,749	4,350	15,441	-	15,441	13,294
Total expenses	**$**	**262,181**	**340,505**	**199,430**	**1,546,167**	**2,348,283**	**513,022**	**2,861,305**	**2,564,920**

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

AMISTAD, INC.
Statements of Cash Flows
For the Year Ended June 30, 2023
(With comparative totals for the year ended June 30, 2022)

		2023	2022
Cash flows from operating activities:			
Change in net assets	$	(165,241)	(111,313)
Adjustments to reconcile change in net assets to net cash and cash equivalents provided by (used in) operating activities:			
Depreciation		15,441	13,294
Loss on disposal of assets		4,865	-
Decrease (increase) in assets:			
Accounts receivable		(45,772)	15,312
Prepaid expenses		14,645	(47,531)
Right of use asset - operating lease		(167,913)	570,886
Increase (decrease) in liabilities:			
Accounts payable		4,723	(37,779)
Deferred revenue		377,637	11,496
Accrued expenses		9,029	2,886
Right of use liability - operating lease		167,913	(570,886)
Net cash and cash equivalents provided by (used in) operating activities		215,327	(153,635)
Cash flows from investing activities:			
Purchase of property and equipment		(58,094)	(23,747)
Net cash and cash equivalents used in investing activities		(58,094)	(23,747)
Cash flows from financing activities:			
Payments on long-term debt		(45,089)	(46,851)
Proceeds from the issuance of long-term debt		-	85,000
Payments on line of credit		(60,000)	-
Proceeds from the draw on line of credit		-	60,000
Net cash and cash equivalents (used in) provided by financing activities		(105,089)	98,149
Net change in cash and cash equivalents		52,144	(79,233)
Cash and cash equivalents at beginning of year		49,988	129,221
Cash and cash equivalents at end of year	**$**	**102,132**	**49,988**
Supplemental disclosure of cash flow activity:			
Cash paid for interest	**$**	**15,425**	**4,197**

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

NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

Basis of Accounting - The Organization prepares its financial statements in accordance with accounting principles generally accepted in the United States of America, which involves the application of accrual accounting; consequently, revenues and gains are recognized when earned, and expenses and losses are recognized when incurred.

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

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

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

As of June 30, 2023 and 2022, the Organization had no net assets with donor restrictions that were required to be maintained in perpetuity.

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

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

NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

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

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

Property and Equipment - Property and equipment with an individual purchase price of $5,000 or more are capitalized and carried at cost, or fair value if donated. Depreciation of property and equipment is recorded using the straight-line method for financial reporting purposes over the various assets' estimated useful lives, which range from 3 to 15 years. Expenditures for major renewals and betterments that extend the useful lives of property and equipment are capitalized, while expenditures for maintenance and repairs are charged to expense as incurred.

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

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

Contributed Nonfinancial Assets - No amounts have been reflected in the financial statements for contributed nonfinancial assets as the Organization pays for services requiring specific expertise. However, many individuals volunteer their time and perform a variety of tasks that assist the Organization in carrying out is mission. These nonprofessional donated services do not meet the criteria outlined in FASB ASC 958-605 *Revenue Recognition-Contributions*, and thus are not reflected in the accompanying financial statements.

Concentration of Risk/Economic Dependency - A significant portion of the Organization's annual funding is provided through grants from various federal, state, and local governments. Any significant reduction in this funding could affect the Organization's ability to fulfill its mission. Approximately 97% of the Organization's support for the year ended June 30, 2023 came from grants, contracts, and fees from federal, state, and local governments.

NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

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

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

New Accounting Pronouncements - 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 financial statements. As a result, the statement of financial position for the year ended June 30, 2022 has been restated to present a right of use asset - operating lease with a corresponding right of use liability - operating lease in the amount of $847,092.

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

Comparative Financial Information - The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2022, from which the summarized information was derived.

CONCENTRATION OF CREDIT RISK

Amistad, Inc. maintains cash balances at a local bank. As of June 30, 2023 and 2022, deposits were insured by the FDIC up to a maximum amount of $250,000. The Organization had no uninsured cash balances at June 30, 2023 and 2022, respectively.

LONG-TERM DEBT

On May 31, 2022, the Organization obtained a loan from the Genesis Community Loan Fund in the amount of $85,000, with interest calculated at 5.5% per annum. Payments of interest only commenced on July 1, 2022 and are to continue thereafter until November 1, 2023. On November 1, 2023 all remaining outstanding principal, plus any accrued interest, fees, and other costs shall be due in full. Per the terms of the loan agreement, the Organization is required to establish and maintain a reserve account and to deposit no less than $51,000 over the term of the loan. As of June 30, 2023, the Organization had not established such an account. The following summarizes the principal maturity of the Organization's outstanding debt for the years ending June 30:

Year	Amount
2024	$ 39,911
Total	**$ 39,911**

LINE OF CREDIT

The Organization has an available line of credit in the amount of $100,000 with a local bank. Outstanding balances on the line of credit are payable upon demand, are secured by all corporate assets, and carry interest payable monthly at prime plus 1.5%, which equated to 9.75% and 6.25% at June 30, 2023 and 2022, respectively. As of June 30, 2023 and 2022, outstanding balances on this line amounted to $0 and $60,000, respectively.

REVENUE RECOGNITION

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

	2023	2022
Mercy Rapid Access	$ -	123,463
Consumer Network	-	38,273
City of Portland	500,719	502,772
National Alliance of State and Territorial AIDS Directors	10,694	-
MaineHealth	40,081	-
Rental income	40,141	13,898
Totals	**$ 591,635**	**678,406**

REVENUE RECOGNITION, CONTINUED

At June 30, 2023 and 2022, the Organization had contract assets consisting of receivables pertaining to the following:

	2023	2022
Mercy rapid access	$ -	14,463
National Alliance of State and Territorial AIDS Directors	10,694	-
MaineHealth	15,949	-
City of Portland	123,125	79,223
Totals	**$ 149,768**	**93,686**

The Organization had no contract liabilities at June 30, 2023 and 2022. For each of the years ended June 30, 2023 and 2022, goods and services provided to customers included access to housing and medical services. 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 rendered for each of the above programs. 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 inflation and the higher costs of operation.

Contract transaction prices include management's judgment of variable consideration, which includes incentives, and rebates, as well as reimbursement rates dictated by state funders. Based on available information, management must include an estimate of any variable consideration, if applicable, when determining the contract transaction price. 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 $3,462,177 and $3,662,345 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 $221,767 and $494,744, respectively.

RESTRICTIONS AND LIMITATIONS OF NET ASSET BALANCES

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

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

	2023	2022
66 State Street	$ -	14
Other Contracts and Grants	30,608	299
Total net assets with donor restrictions	**$ 30,608**	**313**

RIGHT OF USE LIABILITY – OPERATING LEASES

Amistad, Inc. is obligated under several non-cancelable operating leases through which it has obtained the use of certain office equipment, as well as use of its physical space. Monthly rental payments range from $109 per month for copiers to $8,000 per month for building space. For the years ended June 30, 2023 and 2022, the total expense paid under these lease arrangements amounted to $343,388 and $229,244, respectively. Future minimum required lease payments under non-cancelable leases, are as follows for the years ending June 30:

Year	Amount
2024	$ 187,730
2025	191,338
2026	193,627
2027	133,589
2028	11,337
Thereafter	-
	717,621
Less: Discount to present value	(38,442)
Less: Current portion	(187,730)
Total long-term debt, net of current portion	**$ 491,449**

Amistad, Inc. also has several month-to-month and short-term leases (i.e. less than 12 months) that are not subject to the requirements of ASU #2016-02 *Leases (Topic 842),* and are not included in the right of use liability noted above. Total monthly lease expenses associated with these leases amounted to $143,352 and $140,880 for the years ended June 30, 2023 and 2022, respectively.

RETIREMENT PLAN

The Organization maintains a savings incentive match plan for an employee (SIMPLE) plan which covers eligible employees. The plan calls for the Organization to contribute 3% of each eligible employee's annual salary. The Organization’s contributions for the years ended June 30, 2023 and 2022 were $14,772 and $13,014, respectively.

CONTINGENCIES

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

LIQUIDITY AND AVAILABILITY OF RESOURCES

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

	2023	2022
Cash and cash equivalents	$ 102,132	49,988
Accounts receivable	375,136	329,364
Total	**$ 477,268**	**379,352**

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

The Organization has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. As more fully described in the "Line of Credit" note, the Organization has one committed line of credit in the amount of $100,000 which it could draw upon in the event of an unanticipated liquidity need.

METHOD USED FOR ALLOCATION OF EXPENSES

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

SUBSEQUENT EVENTS

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

On October 26, 2023, the State of Maine accepted an amendment to the Organization's articles of incorporation to change its name from Amistad to Commonspace.

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

11/12/2024

Dear CDBG Allocation Committee members,

The City of Portland's Health and Human Services Department would like to offer its endorsement of the proposal put forward by Commonspace to the CDBG Allocation Committee, to support the continuation of its Brackett Street housing program. This unique housing program, which was created as a response to the housing needs of long-term, unsheltered individuals living in area encampments, has proven to be a vitally important resource for reducing strain on our local emergency shelter system, while creating permanent, supported housing solutions for individuals who have experienced chronic homelessness in combination with complex substance use disorders.

Commonspace works closely with our Homeless Services Center, with Hub 2 of Coordinated Entry, and with multiple partners and organizations to connect our community's highest utilizers of costly emergency services with housing placements within Brackett Street, where residents receive a combination of peer support, wrap-around services, food and rental assistance, and harm reduction and recovery resources. The program has proven to be highly effective in supporting housing retention as well as personal progress towards recovery and wellness. With so few resources such as Brackett Street in existence, we see the sustainability of this project as representing the highest priority for this community. The program has been a critical partner in supporting housing placements throughout the first year of the collaborative HOPE (Housing Opportunities for People in Encampments) Program, and in supporting housing options for individuals who would otherwise be sheltering outdoors and in other unsafe and unsustainable conditions. We urge the Allocation Committee to support this request.

Sincerely,

Ryan Gorneau
Assistant Social Services Director

Maine Pretrial Services, Inc.
9 Green Street, Suite 3A
Augusta ME, 04330
info@mainepretrial.org

November 14, 2024

To the members of the CDBG Allocation Committee:

Maine Pretrial Services would like to offer its strongest possible endorsement of Commonspace's CDBG application to support its Brackett Street Housing Program. Maine Pretrial Services, Inc. is a private, nonprofit agency committed to providing pretrial services, post-conviction alternatives and diversion options throughout the state of Maine. MPS connects with Brackett Street through the lever of Commonspace's Reentry Navigators, who support chronically homeless individuals who are at the Cumberland County Jail, or who are engaged with probation and parole offices, Adult Treatment and Recovery Courts, and the pre-arraignment screening, risk assessment, release, and supervision programming of Maine Pretrial Services.

The Brackett Street Housing Program has proven to be a vitally important resource for securing and maintaining recovery-centered housing for adults working with MPS and who are otherwise legal system-involved. MPS clients have successfully avoided harmful periods of incarceration by having the option of the housing and treatment/recovery resources available through Brackett Street; at the same time, MPS clients who have been housed there have routinely succeeded in maintaining the terms of their agreements, avoiding jail and refraining from any additional legal violations while maintaining progress on their recovery and wellness goals.

MPS has been acutely aware of the challenges that Commonspace has faced in trying to financially sustain this program. It is impossible to overstate the value of Brackett Street to the community and to the vulnerable population it serves, and what the impact of closure would be on individuals within the legal system who've had complex exposure to homelessness and substance use. If MPS could, we would wave a wand and have Commonspace operate 10 more houses constructed exactly like Brackett Street. For now, we know that the aim is to just keep this resource open and available to the population that desperately relies upon its existence.

MPS urges the Council to fund this application and this critically important program.

Sincerely,

Shawn P. LaGrega
Deputy Director, Maine Pretrial Services, Inc.
Shawn.lagrega@mainepretrial.org

MILESTONE
RECOVERY

EXECUTIVE DIRECTOR
Thomas Doherty, MSW

November 14, 2024

Dear members of the CDBG Allocation Committee review team,

Milestone Recovery offers our enthusiastic support of Commonspace's Brackett Street Housing Program application. Milestone Recovery provides compassionate care and services to empower individuals experiencing substance use disorders, mental illnesses and homelessness to attain an enhanced quality of life regardless of ability to pay. This mission has generated multiple intersections with Commonspace across our programs and within our community, and we are acutely aware of the value of Brackett Street, which Commonspace created in support of our community's most vulnerable and complicated individuals.

The Brackett Street housing program has proven to be a critically important resource and lifeline for community members who have utilized emergency shelters, detox beds, emergency departments, and harm reduction and recovery resources over years and decades. This is a population that is at the highest risk of overdose, infection, and other stark implications associated with homelessness and complex SUD. Brackett Street is tailored to meet the specific needs of this population.

Milestone Recovery deeply feels the impact of any added or removed community resource that supports our population of focus, and we are distinctly aware of how the presence of Brackett Street has reduced the burden on our emergency shelter. At the same time, we have seen residents of this housing program engaging successfully with our detox and treatment programs.

We are aware of the challenges that Commonspace faces in striving to maintain this critically important housing program for this community. From Milestone Recovery's perspective, the loss of Brackett Street would remove a resource that has been uniquely successful in supporting clients of our programs with securing and maintaining permanent housing, with profoundly positive impacts on their health and wellness. We urge the Committee to fund this proposal, which will help prevent overdose and promote recovery among Portland's most vulnerable community members.

Sincerely,

Thomas P. Doherty
Executive Director

EMERGENCY SHELTER
DETOXIFICATION PROGRAM
HOME TEAM
65 India Street
Portland, ME 04101
Tel: 207.775.4790 Fax: 207.775.5231

EXTENDED CARE PROGRAM
28 Portland Avenue
Old Orchard Beach, ME 04064
Tel: 207.934.5231 Fax: 207.934.5139

www.milestone-recovery.org

Brackett Street Housing Program Timeline

July 1, 2025

Housing staff in place and each available housing program bed occupied.

July 1, 2025

The Brackett Street Housing Program is operational, and will be able to start utilizing funding towards its core project goals on Day 1.

July- Sept. '25

1st Quarter: Staff supporting all residents with maintaining housing and working towards recovery and wellness.

Sept. '25

Review 1st quarter outcomes and adjust programming as indicated.

Oct. - Dec. '25

2nd Quarter: Staff supporting all residents with maintaining housing and working towards recovery and wellness.

Dec. '25

Review 2nd quarter outcomes and adjust programming as indicated.

Jan- March, '26

3rd Quarter: Staff supporting all residents with maintaining housing and working towards recovery and wellness.

March '26

Review 3rd quarter outcomes and adjust programming as indicated.

Initiate planning for 2nd year of project and program.

April- June, '26

4th Quarter: Staff supporting all residents with maintaining housing and working towards recovery and wellness.

June '26

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

Overview

Completed by jennys@throughthesedoors.org on 11/12/2024 11:35 AM

Case Id: 30576
Name: Through These Doors - 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 jennys@throughthesedoors.org on 11/12/2024 1:03 PM

Case Id: 30576
Name: Through These Doors - 2025
Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name
Through These Doors

A.2. Mailing Address
PO Box 704 Portland, ME 04104

A.3. Federal ID Number
01-0352636

A.4. Unique Entity Identifier- SAM.GOV
TAG2EXB6WF15

APPLICATION POINT OF CONTACT

A.5. Name
Jenny Stasio

A.6. Phone
(207) 712-8274

A.7. Email
jennys@throughthesedoors.org

EXECUTIVE DIRECTOR

A.8. Name
Rebecca Hobbs

A.9. Phone
(207) 356-1879

A.10. Email
rebeccah@throughthesedoors.org

PROJECT DIRECTOR

A.11. Name
Jen LaChance

A.12. Phone
(207) 712-8274

A.13. Email
jenl@throughthesedoors.org

FINANCIAL DIRECTOR

A.14. Name
Karin Baard

A.15. Phone
(207) 767-4952

A.16. Email
karinb@throughthesedoors.org

Completed by jennys@throughthesedoors.org on 11/15/2024 1:31 PM

Case Id: 30576
Name: Through These Doors - 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)
Community Based Domestic Violence Services

B.2. Primary Address Services Are Delivered
109 Middle 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**

- [x] **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.
Survivors of domestic abuse residing in Portland with a particular emphasis on survivors who are homeless or at risk

of becoming homeless due to domestic abuse.

B.8. How many will be served by the proposed program? (unduplicated -per year)
600

B.9. How many are low to moderate income residents of Portland?
600

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.
Number of hours spent by the Community Based Advocate providing services.

B.12. How many units of service will be provided by the program?
2,080

Budget and Organizational Questions

B.13. What percentage of the total budget is CDBG?
28.24%

B.14. What is the amount of other federal funds you have estimated and committed to this program budget?
$15,591.00

B.15. What is the amount of state/local funds you have estimated and committed to this program budget?
$136,797.00

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
Through These Doors (TTD) will provide comprehensive domestic violence advocacy services and safety planning,

emergency services to prevent and/or rapidly resolve homelessness, emergency shelter services and housing navigation services to survivors of abuse residing in Portland. TTD will collaborate with local partners (Commonspace, Maine Coalition to End Domestic Violence and the Cumberland County Jail have all provided letters of support and willingness to partner) to improve access to services that survivors of abuse need to increase safety and stability and decrease homelessness and housing insecurity. TTD will connect survivors to mainstream resources to create a network of partnerships to provide continued support while enhancing survivors' ability to remain safe and securely housed. We are excited to include a resource this year. TTD will provide rapid re-housing rental assistance (up to 12 months) and housing stabilization services leveraging HUD funding received specifically for survivors of domestic abuse.

B.20. Program Outcomes

Victims of abuse residing in Portland will receive community based domestic violence advocacy, emergency services to prevent homelessness (diversion funds, advocacy with landlords, voucher administrators, etc), emergency shelter services at our domestic violence shelter (if needed and as space allows) as well as housing search, placement and stabilization services referred to as housing navigation and stabilization services. These services are provided to increase survivor safety and stability and decrease homelessness due to domestic abuse. Survivors of abuse in need of rental assistance will receive financial resources as long as funding allows. Additionally, survivors of abuse will be connected to mainstream resources for continued support.

B.21. Employees

Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	3.4
How many employees will be employed in this program if it receives CDBG funding?	3.4
How many employees will be employed in this program if it does not receive CDBG funding?	2.4

Documentation

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

TTD utilizes EmpowerDB to collect demographic and service information for service recipients. TTD staff will collect and record data in EmpowerDB.

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

TTD tracks all resources provided to individuals served in EmpowerDB. Our database allows us to track the demographics of the individuals we serve, services provided and housing status. The quality assurance surveys, and this additional information will allow TTD to track the progress of the grant to ensure we are meeting the program goals and anticipated outcomes. Additionally, for this grant, a unit of service is equal to an hour of community based advocacy provided. Hours worked by the community based advocacy will be documented in our payroll software, Paychex, and tracked by TTD's Director of Finance.

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

TTD will record the number of individuals who receive advocacy services and the outcomes associated with the services in EmpowerDB. TTD concludes each interaction with survivors with a short quality assurance survey to assess the impact of the services provided. The survey asks the following questions: Does the person have more information about how to plan for their safety? Did the person receive more information about community resources?

C. Narrative

Completed by jennys@throughthesedoors.org on 11/15/2024 12:27 PM

Case Id: 30576
Name: Through These Doors - 2025
Address: *No Address Assigned

C. Narrative

Please provide the following information.

C.1. Program Description
Describe the Program being proposed.
Through These Doors (TTD) is seeking funding from the City of Portland Community Development Block Grant to continue our Community Based Advocacy project which provides victim advocacy services to victims and survivors of domestic abuse residing in the City of Portland. Specifically, TTD is seeking funding to prevent and reduce homelessness due to domestic abuse by providing domestic violence advocacy services (including victim advocacy, case management and housing stabilization services), emergency services to prevent and divert homelessness (diversion assistance, landlord/tenant mediation, advocacy with housing voucher administrators), emergency shelter services and rental assistance (up to 12 months of financial support). This request will fund the continuation of this project started in 2022 and funded by the City of Portland Community Development Block Grant for the past two years. This program expands existing services in place at TTD and satisfies the national objectives and qualifying activities outlined in the grant solicitation by serving low to moderate income individuals with advocacy and support services intended to decrease housing insecurity and homelessness due to domestic violence while creating a support network of resources for long term stability and safety. New this year, TTD will partner with the Maine Coalition to End Domestic Violence to leverage federal rapid re-housing funds received from HUD to provide up to 12-months of rental assistance for survivors of abuse residing in the City of Portland who are homeless or fleeing because of domestic violence. TTD is excited about this partnership and opportunity to provide substantial rental assistance to households in need by leveraging federal funding. TTD identified that many of the individuals served in the current grant cycle were experiencing homelessness because of domestic abuse and while we provided limited, short-term funds to assist with rent, what was needed for long term safety and stability was reliable, extended rental assistance to allow survivors of abuse time to heal physically, emotionally and financially. TTD will continue to connect with community partners to provide services in partnership with other services that survivors often need to achieve safety and stability to create a network of partnerships to support survivors of abuse. This year, we included a letter of support from the Cumberland County Jail, a long-time partner of TTD's, recognizing that many of the survivors we work with who are experiencing homelessness have had criminal legal involvement as well. Our Community Based Advocate will partner with the Cumberland County Jail to provide support and engagement services to survivors of domestic abuse who are incarcerated to increase safety, stability and success post incarceration. Founded in 1977, TTD is the only regional domestic violence resource center serving victims and survivors of domestic abuse, dating violence, and stalking in Cumberland County, Maine. We provide safe and accessible services to all people affected by domestic violence regardless of race, ethnicity, disability, sexual orientation, gender, age, primary language spoken, or immigration status. In fiscal year 2024, TTD served 2,856 different people, over 600 of whom identified Portland as their city of residence. With support from the City of Portland CDBG funding, TTD will continue to provide advocacy services to reduce the likelihood that survivors of domestic abuse will experience homelessness. TTD's Community Based Advocate will provide community based domestic violence services, emergency services to prevent homelessness, connection to mainstream resources, emergency shelter services and rental assistance to prevent and/or reduce homelessness and to improve long term safety and stability for survivors of abuse. The Community

Based Advocate will provide safety planning services and support for survivors of domestic violence and connection to mainstream resources (food assistance, health care, childcare, employment, transportation and more) to improve the likelihood that survivors will remain safely in their home, preventing homelessness and housing insecurity.

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.

Domestic violence is the leading cause of homelessness for women and families in the United States (National Law Center on Homelessness and Poverty). The National Network to End Domestic Violence (NNEDV) states, "Many victims face homelessness when they flee abusive homes. Their experiences are confounded by economic instability, often perpetuated by abusers". NNEDV goes on to state that 99% of survivors of abuse experience financial abuse and financial abuse is cited as the number one reason that survivors of abuse are unable to leave partners who use abuse and violence. The Office of Family Violence Prevention and Services, corroborates this stating that the two primary concerns for victims and survivors of abuse are access to safe housing and economic resources. Even victims of abuse who do leave abusive relationships are often forced to return to the perpetrator for safety or basic needs therefore experiencing episodic homelessness. Victims of domestic abuse also cite reasons for homelessness related to loss of housing due to violence such as property damage or law enforcement response to their residence. The correlation between domestic abuse and homelessness is well documented and deeply troubling. Domestic abuse, homelessness, mental health and substance use are interconnected and require a multidisciplinary approach to supporting survivors of abuse to achieve safety and stability. TTD provides emergency shelter to approximately 100 survivors of domestic abuse annually. The need is always more than can be accommodated. Shelter capacity concerns for domestic violence survivors aren't unique in Portland. All shelters, particularly those serving families, suffer capacity and overflow concerns. For survivors who experience homelessness (either sheltered or unsheltered), it is challenging to rapid re-house people in safe, permanent housing given the difficult rental market in Portland and beyond. Survivors of domestic abuse are often forced to choose between housing and safety. The opportunity to prevent and/or divert survivors of abuse from homelessness is critical as is the ability to rapidly re-house survivors of abuse who are unable to be diverted. TTD believes that projects such as ours are imperative to preventing homelessness and creating an opportunity for survivors of abuse to remain safely in their homes or identify new safe, stable housing. These objectives will improve the safety of survivors of abuse and decrease the demand on the shelter system. The survivors accessing community based services are among the most vulnerable; experiencing a culmination of extreme poverty, homelessness, violence, health and mental health concerns and substance use disorders. Services provided are reaching survivors that otherwise would experience barriers to accessing services. This project directly addresses the needs of the growing homeless population by eliminating barriers to services, support and assistance.

C.3. Measurable Community Impact

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

This project will meet the needs identified in the 2022-2026 Needs-Goals Priority Table by preventing and reducing homelessness due to domestic violence by supporting residents of Portland who are survivors of domestic abuse by offering safety planning and domestic violence advocacy, diversion services to prevent homelessness, emergency shelter services, connections to mainstream resources and referrals and civil justice remedies to help survivors remain safely housed or access to safe, stable housing if experiencing homelessness or housing insecurity. Additionally, this project will provide rental assistance for survivors of abuse experiencing homelessness for up to 12 months utilizing rapid re-housing funds available to survivors of abuse. TTD identified the following goals and expected program outcomes for this project rooted in the belief that neighborhoods and communities are safer when survivors are supported in living a life free from violence and abuse: - Survivors of domestic abuse residing in the City of Portland will remain in or obtain safe, stable housing in the aftermath of domestic violence and housing instability or homelessness. - Survivors of domestic abuse residing in the City of Portland will receive safety planning services to improve safety. - Survivors of domestic abuse residing in the City of Portland will have access to domestic violence advocacy such as case management and advocacy services to provide referrals and linkages to resources and supports necessary for long term safety and stability. Other services include diversion services to prevent homelessness, emergency shelter services and rapid re-housing funding for up to 12 months. - Services will be provided in community settings that survivors of abuse frequent and access for other services and needs such as Commonspace, Florence House, Cumberland County Jail and Preble Street’s Anti Trafficking Services drop-in center as well as other local hubs and service centers. The overarching goal of this project is to bring services to the individuals who need them and to embed domestic violence services in the community to decrease barriers to services and provide comprehensive and holistic services for survivors of abuse. TTD utilizes an electronic database, EmpowerDB, to track services provided and outcomes achieved. TTD concludes each interaction with survivors with a short quality assurance survey. The survey asks the following questions, "as result of using the services of TTD...": - Do you have more information about how to plan for your safety? - Did you receive more information about community resources? We expect a rate of positive response to both questions at 90% or more. Our database allows us to track the demographics of the individuals we serve, services provided and housing status. The quality assurance surveys, and this additional information will allow TTD to track the progress of the grant to ensure we are meeting program goals and anticipated outcomes.

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**

This project will meet the CDBG program goal number 4, addressing the needs of the growing homeless population such that TTD will work to prevent and reduce homelessness for victims and survivors of domestic abuse residing in Portland. This project will provide high priority activities in the CDBG 2022-2026 Needs-Goals Priority Table to victims and survivors of domestic abuse residing in Portland. Specifically, this project will allow TTD to provide the following community-based resources and services: 1. Domestic violence advocacy services (advocacy, crisis intervention and emotional support, safety planning) 2. Emergency services to prevent homelessness (homeless diversion funds, landlord/tenant mitigation) 3. Referrals and linkages to mainstream resources If survivors of abuse are already experiencing homelessness, TTD will provide the necessary resources to assist survivors of abuse to rapidly transition out of homelessness. Services 1-3 listed previously will be available to survivors of abuse in addition to the following: 5. Shelter services (connection to emergency shelter services when needed). 6. Rapid Re-Housing services including financial assistance and housing stabilization services. Once safely housed, TTD's Community Advocate will continue to partner with the survivor to bolster security and stability in their housing, finances, employment, access to mainstream resources, etc. For survivors utilizing rapid re-housing funds, financial assistance will be available for up to 12 months. Survivor safety is the overarching goal of the project which will in turn decrease the need for emergency shelter and improve the safety of individual residents of Portland and the city as a whole. The following is a story illustrating the impact this work has on addressing the needs of the growing homeless population in Portland. Details have been changed to protect privacy. Sarah, a survivor of human trafficking nearly her entire life, fled her hometown and moved across the country to escape her traffickers as the abuse was escalating and she was scared for her life. Sarah came to Maine with the hope of getting away from the dangerous situation, but as is often the case, the perpetrators followed her. Sarah was referred to us by a community partner who encouraged her to call TTD's helpline. Sarah was looking for shelter and resources to help navigate this dangerous situation. This helpline call was the critical bridge Sarah needed to our specialized victim advocacy services. Sarah had no community to support her when she first arrived in Maine and was unable to find a stable place to stay without her traffickers locating her. TTD's Community Based Advocate supported, listened to and believed Sarah. Together, they secured a long-term bed at a women's shelter, linked her to medical care and providers and talked about Sarah's goals. This is just the beginning of our work with Sarah. Without CDBG funding, this work would not be possible.

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.**

TTD will address the needs of the growing homeless population by preventing and reducing homelessness for victims and survivors of domestic abuse. The Community Based Advocate will provide comprehensive victim advocacy services, emergency services to prevent homelessness, emergency shelter, rapid rehousing assistance and housing navigation and stabilization services. All aforementioned activities are high or priority activities outlined in the application. By decreasing barriers to accessing these services, TTD will achieve the goals of preventing and reducing homelssness for survivors of abuse residing in Portland. Domestic violence advocacy and safety planning services: TTD's Community Advocate will provide safety planning and advocacy services. Services will include case management services, crisis intervention and emotional support and referrals and linkages to mainstream resources to promote long-term safety and stability. Services will also include drop-in hours and support groups at community partner locations to further decrease barriers to services which was effective in increasing individuals served. For example, TTD's Community Based Advocate provides drop-in hours at Preble Street's Anti-Trafficking Services center to organically connect with survivors of abuse utilizing Preble Street's services. This partnership has provided increased resources and support to survivors of abuse by blending two opportunities for support in one "stop" for a survivor. Emergency services to prevent homelessness: This project will provide homeless diversion services such as landlord/tenant mediation, access to funds to prevent eviction and utility disconnections, housing search and placement (if already experiencing homelessness or insecurity), etc. TTD will leverage other grant and foundation funding to support survivor's financial needs. Connecting and linking survivors to mainstream resources: TTD's Community Based Advocate will work with survivors to identify mainstream resources to meet their needs such as food assistance, housing startup costs, childcare services and healthcare. TTD has access to survivors' funds that can provide one-time financial assistance to survivors of abuse for costs such as security deposits, utility payments, cell phone plans, gas and transportation. These funds will be utilized so long as resources exist to improve the safety and stability of survivors experiencing domestic violence. Advocacy and supportive services are most effective when paired with financial assistance to support survivors of abuse achieve economic independence and stability. Shelter services: Although not funded by this proposed project, TTD's shelter services are available to all residents of Cumberland County. Rapid Re-Housing Assistance: TTD will provide rental assistance as well as housing navigation and stabilization services for up to 12-months for survivors of abuse 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.**

This project meets the guiding principles outlined in the application. 1. TTD's project is consistent with the City of Portland's goals of preventing and reducing homelessness. TTD will provide comprehensive victim advocacy services and other high priority activities to prevent survivors of domestic abuse from entering the shelter system and improve their safety and wellbeing. For those who are experiencing homelessness or situations in which homelessness cannot be prevented, TTD will work to rapidly re-house survivors of abuse experiencing homelessness so that homelessness is a brief, isolated experience. 2. TTD's project will create a significant and measurable community impact by increasing the safety of survivors of domestic abuse and preventing and/or reducing homelessness amongst survivors. 3. TTD has an Intercultural Engagement Advocate on staff who works alongside direct service advocates to improve our response to survivors from culturally diverse backgrounds. TTD reguarly reviews our response to domestic abuse to improve our engagement with culturally diverse populations and create a culture of belonging amongst our organization and with the survivors we serve. To serve all survivors of abuse, TTD provides interpreter services through the language line or in-person interpreting servies to increase access to advocacy services for non-English speakers. As an organization, TTD has a diversity, equity and inclusion statement that promotes our philosophies of inclusivity. 4. TTD's project will serve individuals who are presumed to be lower income based on the battered spouse exemption. 5. TTD's financial portfolio is broad as the organization receives support from various funders. CDBG funds will allow TTD to expand our advocacy and victim services work but will not fully support the program. These funds will allow TTD to retain our Community Based Advocate to support survivors residing in Portland and prevent homelessness and housing instability related to domestic violence. TTD will continue to leverage other funds to support our advocacy work such as state and federal grants and contracts as well as individual donors.

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.

TTD is applying as a single entity but will be engaging community partners to effectively continue, refine and progress this project. TTD has longstanding partnerships with community providers who have made this project successful such as Commonspace and the Portland Police Department. TTD will continue to build upon these relationships and proud to continue our partnerships. Attached are letters of support indicating our commitment to collaboration and partnership. The primary goal of this project is to improve access to comprehensive advocacy services for survivors of domestic abuse in an effort to prevent and/or rapidly resolve homelessness. TTD recognizes that the best outcomes for survivors of abuse are achieved with a multidisciplinary, collaborative approach. TTD will continue to partner with community providers to bring community based victim advocacy services to survivors of abuse who are experiencing homelesness or housing insecurity due to domestic violence. Partnerships with other social service providers, law enforcement and community policing are critical to creating a safety net for survivors of abuse. TTD has included letters of support from some of our key partners for this project. Important to note, TTD is integrated into the homeless and social services continuum and will continue to work alongside other shelters in the City of Portland to prevent and reduce homelessness amongst survivors of domestic abuse. TTD is a member of the Emergency Shelter Assessment Committee, Region One and Statewide Homeless Council and the Maine Continuum of Care. Survivors of abuse benefit when we work together as a community to provide support for survivors and accountability for perpetrators. It is our intention to carry forth our history of collborative work in this project.

C.8. Readiness to Proceed

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

This request is for funding to continue the current community-based advocacy work. TTD is the only regional domestic violence resource center serving Cumberland County. The work of this project expands our longstanding commitment to serving victims and survivors of abuse in the City of Portland. This project is currently underway and will continue as long as funding is allocated. The infrastructure is in place for the project to continue on as it is going with plans for increased collaborative efforts such as community-based groups in partnership with other providers. The connections the Community Based Advocate has made have advanced this project and continue to bring new and exciting ideas to expanding the work to create a bigger impact. TTD has hired, trained and onboard a Community Based Advocate who is currently doing the work of this project under the current grant cycle. Included in the required documents section is a timeline for this project.

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 1977, TTD is the only regional domestic violence resource center serving victims and survivors of domestic abuse, dating violence, and stalking in Cumberland County, Maine. The project described in this application builds upon the experiences and existing programming at TTD. TTD's Advocacy and Victim Services program provides behavioral health services such as advocacy, safety planning and support related to domestic abuse. Based out of three offices located throughout Cumberland County, ME, advocates work directly with survivors of abuse on safety planning, access to mainstream resources, criminal and civil justice advocacy and other survivor identified needs. Our Portland Outreach Office is co-located within the Portland Police Department, one of the only police departments to co-locate victim advocacy services in the country. TTD's Community Based Advocacy services began with funding received from the City of Portland CDBG. Last Last quarter, the Advocacy and Victim Services Program worked with 243 individuals who identified Portland as their city of residence. This project is providing critical and important work to survivors of abuse in the City of Portland and improving the safety and stability of survivors of abuse.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

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

The Community Based Advocate position expands upon our existing Portland Outreach Program. Without continued funding from CDBG, the community based services of our program would not continue. We would think it important enough to seek funding for it as it is part of our strategic goals to offer community based services, but we would have to consider with other competing goals and worthwhile projects. It is not in our current operating budget without the support of the City of Portland CDBG. Our revenues are nearly all restricted to their own purposes and any unrestricted donations are used to fill gaps in projects mostly covered by restricted grants. CDBG funding is essential for continuation of this important project and its work aligns uniquely with the CDBG goals, principles, and priorities making it a beneficial addition to the services offered to residents of Portland to prevent and reduce homelessness and increase domestic violence survivors' safety.

C.11. Leveraged Funding Narrative

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

We consider the project in this application to be work engaged in by TTD's Community Based Advocate, funded by this CDBG funding, and the entire Portland Outreach team within TTD's Advocacy program. The personnel costs of the other members of the Portland Outreach team are funded by a combination of federal Victim of Crime Act funds and State of Maine general funds, as provided through TTD's contract with the Maine Coalition to End Domestic Violence. TTD is a subrecipient of dollars administered by MCEDV which originate at Maine's Department of Health and Human Services.

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.

CDBG funds will pay for a FTE advocate at TTD's current rate of pay, with expected COLA increase in new year. Starting pay rate is $21.05 per hour plus benefits: payroll taxes (FICA & SUTA); health, dental, and life insurance; workers compensation; and retirement contribution. Wage and benefits are consistent with TTD policy and other TTD employees. Other funds pay for 2 FTE advocates, .25 FTE program coordinator, and .15 FTE program director at the current employees' hourly rates plus the same benefits listed above, all consistent with TTD policy and other TTD employees. CDBG funds also pay for the following: Cost for 1 TTD employee for IT services, payroll service costs for payroll provider and timesheet software; calculated using current provider's rate for one FTE employee = $1,055. Cost of mobile phone service for one FTE employee = $420. There is no increase over the current year of funding.

D. Program Budget Detail

Completed by jennys@throughthesedoors.org on 11/15/2024 1:19 PM

Case Id: 30576
Name: Through These Doors - 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.
$59,968.00

D.2. Total Program Budget
$212,356.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Personnel - Wages	$159,674.00	$43,784.00	$115,890.00	MCEDV	Committed
Personnel - Payroll Taxes	$12,870.00	$3,568.00	$9,302.00	MCEDV	Committed
Personnel - Benefits	$38,337.00	$11,141.00	$27,196.00	MCEDV	Committed
IT & Payroll Costs	$1,055.00	$1,055.00	$0.00		
Mobile Phone	$420.00	$420.00	$0.00		
	$212,356.00	$59,968.00	$152,388.00		

E. Required Documents

Completed by jennys@throughthesedoors.org on 11/18/2024 11:26 AM

Case Id: 30576
Name: Through These Doors - 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**

TTD Org Chart - November 2024.docx

☐ **Articles of Incorporation/Bylaws**

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

***No files uploaded*

☐ **Authorization to Request Funds and/or Designation of Authorized Official**

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

***No files uploaded*

☑ **Complete List of Board Members**

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

TTD Board of Directors with Affiliations August 2024.docx

☐ **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
LOS Commonspace TTD- November 2024.pdf

☑ **Most Recent Agency Operating Budget *Required**
TTD Budget FY '24 Revision - one page.pdf

☑ **Most Recent Audit OR 990 as appropriate *Required**
TTD Audited Financial Statements FY '23.pdf

☐ **Non-Discrimination Policy**
Required if you are a first time applicant or policy has undergone significant changes.
***No files uploaded*

☑ **Project Timeline *Required**
CDBG Project Timeline 2025-2026.docx

☑ **Verification of 501(c)3 status**
Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and the State. *Required
TTD IRS Tax Determination Letter.pdf

☐ **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 jennys@throughthesedoors.org on 11/18/2024 11:28 AM

Case Id: 30576
Name: Through These Doors - 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
Jenny Stasio
Electronically signed by jennys@throughthesedoors.org on 11/18/2024 11:27 AM

Title
Co-Executive Director

Overview

Completed by kfaucher@portlandmaine.gov on 11/13/2024 9:53 AM

Case Id: 30577
Name: Immediate Nutritional Support - City of Portland
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 kfaucher@portlandmaine.gov on 11/18/2024 2:01 PM

Case Id: 30577
Name: Immediate Nutritional Support - City of Portland
Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION
A.1. Agency Name
City of Portland- HHS

A.2. Mailing Address
39 forest ave Portland, ME 04103

A.3. Federal ID Number
16000032

A.4. Unique Entity Identifier- SAM.GOV
LZKCFAJXBAC8

APPLICATION POINT OF CONTACT
A.5. Name
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EXECUTIVE DIRECTOR
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PROJECT DIRECTOR
A.11. Name
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FINANCIAL DIRECTOR
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B. Project Information

Completed by kfaucher@portlandmaine.gov on 11/18/2024 2:02 PM

Case Id: 30577
Name: Immediate Nutritional Support - City of Portland
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)
Healthy Eating Active Living Program (HEAL)

B.2. Primary Address Services Are Delivered
39 forest ave Portland, ME 04103

B.3. Are there additional service address?
No

B.4. HUD National Objective
There are two approaches for meeting the Low to Moderate Income qualifications. Please select the applicable National Objective:

- **Low to Moderate Income Limited Clientele (LMC): Limited Clientele activities benefit a specific targeted group of persons of which at least 51% must be LMI based on HUD's annual limits. In order to meet the LMI Limited Clientele criteria, the activity must either collect income documentation/screening for each client or serve a population presumed by HUD to be LMI (including abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS, and migrant farm workers.)**
- **Low to Moderate Income Area Benefit (LMA): Area Benefit activities must be available to all residents of an area where at least 51% of the residents are LMI based on HUD's data of eligible areas over 51%. The area must be clearly delineated by the grantee and must be primarily residential.**

Select which National Objective this program activity will address:
Low and Moderate Income Clientele (LMC)

Does this activity primarily benefit a population that HUD presumes to be low to moderate income, including abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers?
Yes

Please check the appropriate populations

☐ **Abused Children**

☐ **Elderly Persons**

☐ **Battered Spouses**

☑ **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 proposed project aims to address food insecurity among unhoused individuals, particularly those involved in harm reduction services, by distributing emergency food bags at the Needle Exchange.

B.8. How many will be served by the proposed program? (unduplicated -per year)
1,500

B.9. How many are low to moderate income residents of Portland?
1,125

B.10. What percentage of total clients are low to moderate income residents of Portland?
75.00%

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.
The unit of service specific to this project will be emergency food bags distributed

B.12. How many units of service will be provided by the program?
1,500

Budget and Organizational Questions

B.13. What percentage of the total budget is CDBG?
53.00%

B.14. What is the amount of other federal funds you have estimated and committed to this program budget?
$49,320.00

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
Reduce Food Insecurity: Distribute nutrient-dense food bags at the Needle Exchange, aiming to improve immediate

food access for Portland's homeless individuals, especially those in harm reduction programs. Strengthen data collection: The HEAL team will conduct a comprehensive environmental scan and develop screening tools to collect accurate information on individuals' recent meals, nutritional needs, and food preferences. Improve Health Outcomes: Provide food options that support optimal energy and aid in managing chronic health conditions, addressing high rates of malnutrition and hunger among clinic referrals. Expand Access to Long-Term Food Support: Connect participants to emergency food programs and sustainable food security resources at the free clinic, and partnerships with local shelters, food providers, and other public health organizations to help sustain the project. Encourage Independence: Facilitate SNAP-Ed cooking classes for unhoused individuals, providing essential skills in food selection and meal preparation to encourage self-sufficiency and long-term dietary health stability. Establish a Coordinated Systems Level Approach: Integrate food security efforts within Portland's public health infrastructure to create a lasting, systems-level response to food insecurity among the unhoused population.

B.20. Program Outcomes

This project will deliver both immediate food assistance and a sustainable framework for Portland's unhoused population and needle exchange clients. Project outcomes to include: Improve immediate food access: -Provide immediate food relief through distribution of emergency food bags, tracked by the number of bags distributed and frequency of use. Establish and build long term partnerships: -Collaborate with local food providers, shelters, service providers, and other harm reduction organizations to build a referral network that extends support beyond the project's funding period -Foster stronger relationships between service providers and clients through consistent and reliable support Enhance client outcomes: -Self-reported health and nutrition outcomes will be monitored, with the goal of observing improvements in food security and management of chronic health conditions over time -Promote better nutrition to support physical and mental health -Reduce the risk of malnutrition and related health complications Sustainable Framework: -Identify partnerships and conduct resource mapping to support the program's sustainability. -Create a system for ongoing food supply distribution, leveraging community networks and resources Data-driven support and program evaluation: -Develop a tracking tool to analyze data -Track program utilization and outcomes to assess its impact and effectiveness -Provide outcomes to partners and stakeholders, demonstrating the program's overall impact -Use outcomes to refine and sustain the program

B.21. Employees

Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	3
How many employees will be employed in this program if it receives CDBG funding?	3
How many employees will be employed in this program if it does not receive CDBG funding?	3

Documentation

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

Beneficiaries' information will be collected through intake forms similar to those used in clinics, ensuring a streamlined process for data gathering. Additionally, food security screening questions will be included in the SSP documentation to capture a broader understanding of beneficiaries' needs and support services. This approach ensures comprehensive data collection, which helps in both evaluating services and addressing the specific needs of the populations served.

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

Units of service will be tracked and documented by recording the number of bags distributed to clients through a reporting tracking system. Additionally, the percentage of clients who return for additional services will be monitored to assess ongoing engagement. Progress in food security will also be evaluated by tracking improvements in food security scores, starting with a baseline at intake and comparing subsequent scores over time to monitor changes and identify areas for further support.

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

We will evaluate program outcomes through a combination of quantitative and qualitative methods, leveraging the expertise of our Research and Evaluation Program and data team to ensure robust data collection and analysis. Key metrics include tracking the number of emergency food bags distributed, the frequency of repeat visits, and the number of referrals to other emergency food services or SNAP-Ed programs. = The HEAL team will work closely with the research and evaluation program to develop and implement surveys and interviews with clients to identify trends such as whether clients return after being connected to other food services, and if so, why. This qualitative data will help uncover systemic barriers or gaps in service delivery, such as inconvenient distribution times, limited access to certain locations, inconsistencies in scheduling, or mismatches between the types of food offered and client needs. Additionally, our Research and Evaluation Program will develop standardized tools to measure changes in clients' food security levels and overall health outcomes. These tools may include pre- and post-participation surveys to assess short-term improvements in food access and their impact on health and well-being. Documentation and analysis of these trends will allow us to continuously refine the program. For instance, data on service gaps will inform scheduling adjustments, resource allocation, and collaborations with other food assistance programs. Furthermore, client feedback will guide efforts to improve the relevance and appeal of food options, increasing engagement and satisfaction.

C. Narrative

Please provide the following information.

C.1. Program Description
Describe the Program being proposed.
The proposed initiative aims to address the nutritional needs of clients at the Syringe Services Program (SSP) by providing nutrient-dense, emergency food bags that target dietary deficiencies common among individuals without stable housing. The proposed initiative will provide immediate service at the City's well trusted SSP, and will ensure immediate, barrier-free access to nutritious food, supporting health and alleviating food insecurity. By connecting food support to the SSP, we can leverage an existing touchpoint that many unhoused individuals already visit for harm reduction and health services. This integration allows the Healthy Eating Active Living (HEAL) Program to tap into the program's SNAP-ed specific staff to utilize their expertise and grant funding to tackle systems level and environmental changes. The ability for our SSP and HEAL teams to work collaboratively will help bolster the overall effectiveness of the program. Our SNAP-Ed program will be able to utilize their expertise and connections to build out and implement the environmental scan, food security screening tool and food preferences questionnaire. They will work collaboratively with the SSP to ensure client needs are met and will provide technical assistance to team members as needed. This integration will ensure we are meeting clients where they are at, making food access seamless while also eliminating barriers that often prevent them from accessing other food programs such as distance, lack of transportation, or unfamiliarity with available resources. Additionally, the HEAL team will be able to provide technical assistance on a broader level to help establish and solidify a network of partners that are already providing emergency food. Over 70% of clients accessing services at our Syringe Services Program report experiencing homelessness. Due to the sheer number of food referrals being made by our team working with these clients, it's evident there is a need to implement an emergency food bag program for these clients. While the emergency food bags will focus specifically on clients accessing our Syringe Services Program, it's important that the proposed program targets Portland's broader unhoused community as well. Beyond direct emergency food provision, the program will take a systems-level approach to establish lasting nutritional support for Portland's unhoused population. HEAL will establish partnerships with local food providers, shelters, and community organizations to ensure ongoing food distribution and to help develop a comprehensive network that addresses the broader issue of food insecurity. These partnerships will allow the program to connect participants with other emergency food programs, broadening their access to food resources beyond the SSP. This interconnected approach strengthens the community's response to food insecurity and lays the groundwork for long-term support that can persist even after the initial funding period ends. The program will also address food waste by building infrastructure at the clinic to receive surplus food that other organizations are unable to distribute. Collaborating with key partners, this initiative not only reduces food waste but also enhances the efficiency of connecting with Portland's charitable food distribution network. By streamlining the redistribution of excess food, the program supports a more effective and sustainable approach to addressing food insecurity among the unhoused population. Although CDBG funding is limited to one year, the project will establish a foundation for addressing food insecurity through a sustainable, systems-level framework tailored to the unique needs of Portland's unhoused individuals.The initiative also includes a strategic focus on preparing individuals for stable, independent living. Our team will provide access to SNAP-Ed cooking classes so clients can learn essential skills in meal planning,

cooking, and budgeting for nutritious food, supporting long-term health and stability. Learning to prepare balanced meals on a budget will not only help participants maintain good health but also foster independence and self-sufficiency. This educational component bridges the immediate impact of emergency food support with future food security, addressing both short-term needs and long-term well-being.

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.

Data collected from the SSP underscores the urgent need to enhance food access for Portland's unhoused population. In October 2024, food-related referrals accounted for 256 of 506 referrals (50.6%), significantly surpassing requests for Patient Navigation (52 of 506 referrals) and Clothing/Basic Needs (43 of 506 referrals). SSP staff report that 25-35 clients seek food assistance daily, frequently disclosing that they have gone days without eating. This data highlights the critical and persistent demand for food support among clients.Chronic hunger not only undermines physical health but also lowers energy levels, affects mood, and impairs the ability to access essential services. This creates significant barriers to achieving stability and improving overall well-being. Many clients report feeling drained from having to travel throughout the city to access different services in order to meet their basic needs, which limits their capacity to focus on securing employment, medical care, or housing. By centralizing food assistance at the SEP, clients can access multiple vital resources in one location, easing their daily burdens. Clients have also expressed the importance of choice in the food they receive, which fosters engagement and a sense of dignity. When given some control over their food options, clients are more likely to use and benefit from the support. Addressing this need for agency aligns with client feedback and could improve nutrition intake, promote better health outcomes, and build trust within the community. This streamlined approach will not only meet immediate needs but also foster an environment that empowers participants to focus on long-term goals that lead to their journey toward stability. Integrating a structured food program into the SEP would address immediate food insecurity while offering a comprehensive, client-centered service model that values the autonomy of Portland's unhoused individuals. By providing food support at a trusted point of care, the program would enhance engagement, strengthen community partnerships, eliminate logistical challenges, and offer stability, ultimately improving the health, resilience, and long-term well-being of some of the city's most vulnerable residents.

C.3. Measurable Community Impact

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

This initiative will significantly improve the health and stability of Portland's unhoused community by addressing food insecurity and providing regular access to nutritious food at the SSP. Key outcomes include increased food access, better health indicators, and enhanced engagement with additional services such as health care and housing support. The process will be assessed using multiple key performance indicators. HEAL will monitor the number of emergency food bags distributed monthly and track the frequency of repeat users to ensure the program consistently meets community needs. A reporting tool will be created to analyze collected data. Surveys will be developed and conducted to measure changes in food security, using standardized questions to compare pre- and post-program participation. This data will identify whether immediate food access is being met and highlight areas for further improvement. HEAL will update current SSP referrals to connect clients to additional services such as SNAP-Ed cooking classes and other food programs offered throughout the City. In 2023, the SSP made 2,789 referrals to community-based organizations for support with physical and behavioral health, basic needs and recovery. This high referral volume demonstrates the effectiveness of meeting clients where they are, particularly at the SSP. To build on this success, the HEAL team will review and update the current SSP referral form to ensure it includes linkages to essential food services, which are critical for promoting long-term stability and improving health outcomes for individuals experiencing homelessness. Tracking these referrals and participation in SNAP-Ed will help demonstrate how the program facilitates clients' transition from emergency support to greater self-sufficiency, especially for those moving into stable housing. SNAP-Ed has an established reporting system that will be used to track. Program impact will be evaluated through client feedback, with a focus on the positive effects of food selection autonomy, which is proven to enhance engagement. By collecting this qualitative data, HEAL will assess client satisfaction and adjust the program to meet evolving needs. Together, these metrics will illustrate the program's effectiveness in alleviating food insecurity, strengthening community support for Portland's unhoused population, and contributing to improved health, stability, and a sustainable path out of homelessness.

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**

Selected: Address the needs of the growing homeless population- prevent and reduce homelessness The proposed initiative seeks to alleviate food insecurity within Portland's homeless population by providing immediate access to nutritious food at the SSP, a trusted, frequently visited point of care. Homelessness in 2023 was an especially pronounced issue here in Cumberland County. According to the Maine State Housing Authority, of the 4,258 individuals counted for the Maine point- in-time (PIT) in 2023, almost half (47%) were located in Cumberland County. The proposal aligns with 2020 and 2024 City Council goals. In 2020, City Council established a goal to strengthen efforts to reduce homelessness by assisting individuals experiencing homelessness through coordinated efforts. Two strategies recommended by the City Council in 2024 include expanding resources for the unhoused community and enhancing data collection on unhoused individuals. This project will provide emergency food bags to clients at the SSP, where most clients report experiencing homelessness, and will implement updated screening tools to obtain more accurate data on individuals' most recent meals and food preferences while establishing a foundation for a systems-level food distribution approach. This project would alleviate the fatigue and burdens faced by individuals who navigate throughout the city to meet basic needs. By consolidating multiple resources at the SSP, it would reduce the physical strain allowing clients to focus on key steps toward stability, such as securing housing or employment. By offering choices within the food offerings, the project will improve client autonomy and dignity, fostering trust and sustained engagement. This model not only encourages participation but also addresses the deeper social and emotional needs of individuals who often feel overlooked in the face of systemic challenges. In the long term, this project builds a supportive framework that strengthens community health and resilience for Portland's homeless population. Program specific goals: Short-term goal: Distribute emergency food bags that are protein-rich, nutritious and meet unique dietary needs of clients at the SSP while also setting the foundation for a long-term, systems-level food distribution approach. This will allow the HEAL team to perform an environmental scan, identify key partners for project sustainability, and improve screening tools to gather accurate data on an individuals' most recent meal, basic dietary needs and preferences. Long-term goal: Establish a comprehensive, systems-level approach with community partners to food distribution tailored specifically to meet the needs of unhoused individuals, including those engaged in harm reduction services.

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.**

CDBG has identified food assistance as a high priority for 2024. Food assistance plays a critical role in preventing and alleviating homelessness. The proposed project addresses food assistance in a way that supports the broader goal of reducing homelessness by stabilizing immediate needs, fostering health, and creating a pathway toward self-sufficiency. For people experiencing homelessness, the lack of reliable food access contributes to poorer health outcomes, which in turn can impede their ability to pursue housing, employment, and other stability-building activities. By providing nutritious food directly at the SSP, the program would reduce the strain and time needed to locate meals, the program allows individuals to focus on longer-term goals, helping them move toward self-sufficiency and ultimately contributing to the broader goal of reducing homelessness. This initiative will include referrals to additional food resources and SNAP-Ed cooking classes, empowering participants with essential skills in budgeting and meal preparation. These competencies are essential for individuals transitioning to stable housing, as they enable healthier, cost-effective food choices and promote long-term food security. Data supports that equipping participants with these tools, the program reduces the risk of returning to homelessness, fostering greater independence and resilience. Lastly, by offering food assistance that respects client choice and autonomy, the program will strengthen engagement and build trust within the community. Clients who feel respected and heard are more likely to access additional supportive services—whether for health, employment, or housing—which are all key factors in achieving and maintaining 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.**

   Our project fully aligns with all three of the listed Guiding Principles, demonstrating a commitment to addressing the unique needs of the community. First, the project directly supports the Guiding Principle of "Priority to Lower Incomes" by focusing on unhoused individuals who are engaged with harm reduction services. By connecting them to essential food resources, we ensure that the most vulnerable populations receive the support they need to meet their basic needs. In terms of Diversity and Inclusiveness, the project emphasizes respect for clients' autonomy and choices in the food assistance process. By involving clients in decision-making, we not only empower them but also foster a sense of trust and inclusion. This approach leads to stronger community engagement and helps to eliminate barriers that might otherwise prevent individuals from accessing services. Finally, through a Housing lens and in alignment with City goals, the project recognizes that clients who feel respected and heard are more likely to access additional support services—such as health care, employment assistance, and housing resources. These services are critical to achieving long-term housing stability and improving overall well-being. In this way, the project serves as a foundational step toward connecting individuals to the broader network of support necessary for sustainable independence.

C.7. Partnerships, Collaboration, and Outreach

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

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

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

The HEAL program will actively coordinate with a range of service providers in Portland to meet individuals' needs effectively, raise awareness about available resources, and prevent a duplication of services. The collaboration will include outreach and service alignment with key organizations such as Preble Street, Commonspace, Freedom Place, the Syringe Services Program (SSP), and the Homeless Services Center (HSC). Coordination of Services: The HEAL program will work closely with the HSC, which provides centralized support for unhoused individuals, including housing assistance, health care, and employment services. This collaboration ensures our emergency food bag program complements their efforts by addressing immediate food needs while supporting pathways to long-term stability. Similarly, partnerships with Commonspace will provide individuals with access to a welcoming drop-in environment offering clothing, mental health support, and substance use services, extending the reach of our efforts to a broader audience. Freedom Place's focus on supporting women overcoming homelessness and substance use will allow targeted outreach and resource sharing, ensuring gender-specific needs are addressed. Outreach to the Community: The HEAL program will promote the initiative through these collaborative networks, using their established community trust to inform individuals about the availability of emergency food bags at the clinic. By integrating into spaces where people already seek assistance—like the HSC, Commonspace, and Freedom Place—HEAL can ensure seamless service delivery. Additionally, HEAL will use local networks to reach underserved individuals who may not be directly connected to our services yet. Avoiding Duplication of Services: Our program will differ from others by focusing on providing nutritious grab-and-go food bags directly at a point of care, specifically at the SSP, where individuals are already seeking harm reduction services. This approach ensures that we meet immediate needs while connecting clients to broader services like SNAP-Ed cooking classes and emergency food programs to build long-term food security. By engaging our data team to monitor gaps in service delivery, such as mismatched distribution times or food options, HEAL will continually refine the program to complement existing services and fill critical gaps. This collaborative approach ensures that resources are maximized, community needs are met efficiently, and Portland's vulnerable populations receive comprehensive, coordinated care.

C.8. Readiness to Proceed

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

Proposed Project timeline: July 1,2025- June 30, 2026: Activity: Create Food Security Screening Tool for SSP Clients Start Date: August 1, 2025 | End Date: August 31, 2025 In this phase, a food security screening tool will be developed specifically for clients of the SSP program. The Harm Reduction Team will be trained to use this tool, which will then be successfully implemented. The screening tool allows for better identification of food insecurity among clients, providing a basis for further interventions. Activity: Create Food Preference Questionnaire Start Date: August 1, 2025 | End Date: August 31, 2025 Parallel to the development of the screening tool, a food preference questionnaire will also be created. This tool will be designed to better understand clients' food preferences and dietary needs. The Harm Reduction Team will be trained on how to administer the questionnaire, and it will be launched by the end of August 2025, ensuring that clients' food preferences are taken into account when distributing food resources. HEAL will also work with the Harm Reduction team to update the current referral form to include food related resources. Activity: Distribute Emergency Food Bags in SSP Start Date: September 1, 2025 | End Date: June 30, 2026 The distribution of emergency food bags will begin in September 2025 and will continue through June 2026 as funding allows. During this time, a system for distributing these bags will be established and implemented to ensure efficient delivery to those in need. Activity: Support Efforts to Establish a Network of Emergency Food Providers Start Date: July 1, 2025 | End Date: June 30, 2026 Throughout the year, efforts to build a network of emergency food providers will be supported. This includes providing technical assistance to various organizations and partners. As part of this activity, a minimum of two key processes or systems will be changed to address the gaps identified during the environmental scan, with the goal of improving the overall efficiency and reach of food security services.

C.9. Experience Providing Service

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

Please summarize current licensing and accreditations obtained.

The City of Portland, specifically the Health and Human Services Department (HHS) has an extensive history of establishing programs that meet urgent community needs, including food and shelter. HHS continues to assess the community's needs and expand its services and explore ways to better meet the needs of people experiencing homelessness in our community. In 2023 alone, the HHS Department opened three emergency shelters: -Homeless Services Center (HSC): A low barrier shelter that replaced Oxford Street Shelter and offers wrap around services on site including clinical services, harm reduction services, housing support and navigation -166 Riverside Shelter: serves single people seeking asylum -Family Shelter: services for families, many seeking asylum Specific to the HEAL program, when the City opened an emergency shelter at the Portland Expo in April 2023 to house over 300 asylum seekers, the HEAL team coordinated and worked with community partners to provide meals, basic supplies, and access to essential services. This experience taught the HEAL program how to address complex needs quickly and effectively, ensuring people received culturally appropriate support while navigating food insecurity and other challenges. Managing this large-scale effort strengthened HEAL's ability to coordinate resources, adapt to diverse needs, and connect individuals to longer-term support. The HEAL program, supported by HHS, is well-equipped to deliver the emergency food bag program, leveraging this experience to provide immediate relief and support pathways to long-term stability for those in need.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

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

Securing additional funds to braid with our existing SNAP-Ed project is crucial to the success of building out the required infrastructure and proper systems to help support getting nutritious food items to our unhoused clients accessing harm reduction services in our SSP. Food insecurity is a pressing issue for many individuals experiencing homelessness. Without stable access to food, it becomes even harder for people to address other critical needs such as securing permanent housing or finding employment. Substance use disorder adds a layer of complexity to the current homeless crisis. Ensuring clients have consistent access to healthy food is not just about meeting nutritional needs; it's also about providing the foundation for individuals to stabilize their lives and pursue long-term solutions to homelessness and treatment. Because food insecurity and homelessness are interrelated and complex issues, it’s paramount that we take a two pronged approach and look at both meeting immediate food needs as a short term goal along with taking a deeper systematic approach. In an effort to meet the immediate need, our program will distribute emergency food bags to unhoused clients of the Harm Reduction Services Program. Funds are needed to purchase food, bags, and food storage within the clinic and to potential emergency food providers or partners that are identified through the environmental scan process. Emergency food bags are not the solution to ending hunger homelessness; therefore, the systems level approach will address the current lack of infrastructure and communication between emergency food programs and food distribution particularly to unsheltered, unhoused individuals. Without CDBG funds, our HEAL team will be limited in their ability to help meet the immediate needs of clients and system level changes will be prolonged. As it currently stands, we have the staff skills and capacity to get this project started but need additional funding to cover all of the other operational costs.

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.

Funds will be leveraged from the Maine SNAP-Ed grant, which we hold in partnership with the University of New England (UNE), to support this project. Specifically, the grant will contribute an estimated 0.4 Full-Time Equivalent (FTE) across two staff members, who will be dedicated to advancing the project’s goals. These staff members will play key roles in implementing the activities outlined, including conducting environmental scans, developing screening tools, facilitating training, and supporting the distribution of emergency food resources. The total in-kind contribution from this grant is valued at $49,320 representing 47% of the total budget. This in-kind contribution reflects the cost of staff time allocated to the project, which includes salaries, benefits, and related expenses associated with the 0.4 FTE. These resources will be critical in ensuring the successful execution of the project and will be directly applied to activities such as outreach to food providers, training staff, and coordinating efforts with community partners. The remaining 53% is considered to be projected thus the request for CDBG funds to ensure community needs are met.

C.12. Budget Narrative

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

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

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

Total Program Budget - $105,886 CDBG Requested Allocation - $56,566 Leveraged funds/In-kind contributions - $49,320 Personnel - $34,174 (leveraged funds/In-kind) All personnel and personnel related expenses will be in-kind for this project and leveraged from our SNAP-Ed grant through Maine SNAP-ed. Jane Winarta, HEAL/SDOH Program Coordinator (.2 FTE) - The Healthy Eating Active Living/SDOH Program Coordinator will provide content expertise for building and navigating food & nutrition security. This individual will work closely with partners and PPH staff to ensure needs are being met. Frances Bray-Bateman, Community Health Promotion Specialist (.25 FTE) - The Community Health Promotion Specialist is a member of the HEAL team and a full-time SNAP educator. She will provide support and expertise with food distribution and will support infrastructure and systems change to support the project. Food (Good will meals) - $30,000 Since this project is two-pronged, we have budgeted $30,000 to cover the cost of food for emergency food bag distribution. Food items will be shelf stable while meeting the unique nutritional needs of clients utilizing the Syringe Services Program. Once we establish the required systems, we will be able to rely on other programs to help meet food needs among clients. Materials & Supplies - $10,000 $10,000 has been earmarked to support purchasing basic program materials and supplies for successful implementation of an emergency food bag program. Supplies include but are not limited to purchasing shelving, refrigeration, and general office supplies needed to establish a successful program. Mileage Reimbursement - $700 $700 has been earmarked to reimburse mileage at the federal reimbursement rate of $0.67/mile which equates to approximately 1,045 miles for the program year. Program Activity Expenses - $10,000 $10,000 has been allocated to cover program activity expenses such as convening training for partners, purchasing needed items such as hot storage food bags for partner organizations, and miscellaneous expenses that will be accrued from building out the infrastructure and systems needed to meet the needs of our clients. Fringe - $11,192 (In-kind) Fringe will be an in-kind expense leveraged from our existing SNAP-Ed grant through the Maine SNAP-Ed. The current fringe rate of 32.75% has been accounted for. Total Indirect - $9,820 CDGB Allocation Indirect - $5,866 Leveraged funds/In-kind contributions - $3,954 Indirect includes everything (Personnel, Travel, Equipment, Supplies, and Other) except Fringe and Contractual X 11.57%

D. Program Budget Detail

Completed by kfaucher@portlandmaine.gov on 11/18/2024 2:04 PM

Case Id: 30577
Name: Immediate Nutritional Support - City of Portland
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.
$56,566.00

D.2. Total Program Budget
$105,886.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Food (Goodwill Meals)	$30,000.00	$30,000.00	$0.00		Pending
Materials & Supplies	$10,000.00	$10,000.00	$0.00		Pending
Mileage Reimbursement	$700.00	$700.00	$0.00		Pending
Program Activity Expenses	$10,000.00	$10,000.00	$0.00		Pending
Salary	$34,174.00	$0.00	$34,174.00	Maine SNAP-Ed	Committed
Indirect	$9,820.00	$5,866.00	$3,954.00		Pending
Fringe	$11,192.00	$0.00	$11,192.00	Maine SNAP-Ed	Committed
	$105,886.00	$56,566.00	$49,320.00		

E. Required Documents

Completed by kfaucher@portlandmaine.gov on 11/18/2024 2:05 PM

Case Id: 30577
Name: Immediate Nutritional Support - City of Portland
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 kfaucher@portlandmaine.gov on 11/18/2024 3:44 PM

Case Id: 30577
Name: Immediate Nutritional Support - City of Portland
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
Kirsten Goodrich
Electronically signed by kfaucher@portlandmaine.gov on 11/18/2024 2:05 PM

Title
Strategic Development Manager

Overview

Completed by ourplaceportland@gmail.com on 11/14/2024 1:07 PM

Case Id: 30583
Name: Youth Mentorship Program and Family Advocacy
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 ourplaceportland@gmail.com on 11/14/2024 1:16 PM

Case Id: 30583
Name: Youth Mentorship Program and Family Advocacy
Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name
Our Place Portland Inc.

A.2. Mailing Address
8 Thurston Lane Scarborough, ME 04074

A.3. Federal ID Number
88-3309336

A.4. Unique Entity Identifier- SAM.GOV
S8LKB653PNT3

APPLICATION POINT OF CONTACT

A.5. Name
Libby Catania

A.6. Phone
(908) 892-4500

A.7. Email
libby@ourplaceportland.com

EXECUTIVE DIRECTOR

A.8. Name
Libby Catania

A.9. Phone
(908) 892-4500

A.10. Email
libby@ourplaceportland.com

PROJECT DIRECTOR

A.11. Name
Fayla Sutton

A.12. Phone
(802) 733-8782

A.13. Email
fayla@ourplaceportland.com

FINANCIAL DIRECTOR

A.14. Name
Carli Labrecque

A.15. Phone
(207) 776-9582

A.16. Email
clabrecque@bernsteinshur.com

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)
Our Place Portland Inc.

B.2. Primary Address Services Are Delivered
76 Congress 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 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:
Creating Economic Opportunity

B.6. Priority Impact Level
The City of Portland CDBG Goals and Priorities:

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

Select the primary goal your program or project addresses:
Neighborhood Investment and Infrastructure: Create strong, safe accessible and vibrant neighborhoods

Beneficiaries

B.7. Describe the beneficiaries or clients served by the program.
Next year, we will serve 75 youth on a weekly basis from 45 different families. Thus, we will serve 75 youth, 45 caregivers, and 55 other neighborhood youth with the same demographics as our youth through our 4 yearly community events and outreach efforts (e.g. this year, Our Place provided free backpacks and water bottles to every basketball player at King Middle School). Of our 75 youth, at least 60% will have IEP plans at school and thus have determined to have a disability. 60% of households will have a single caregiver. All will speak a language other than English at home with 1-10 years of residency in the U.S.. All youth and caregivers will have permanent residence status in the U.S. and less than 10% will be citizens. 90% of youth will speak a language other than English at home.

B.8. How many will be served by the proposed program? (unduplicated -per year)
175

B.9. How many are low to moderate income residents of Portland?
175

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.
The unit of serve is 1 hr of work for our Director of Programs who oversees and leads our Middle School Youth Mentorship Programs including our Mentor-in-Training Leadership Program as well as our Family Advocacy Services which provide 1:1 resource navigation and support for families including with IEP meetings and housing advocacy, while also providing basic needs such as weekly food deliveries, clothing, furniture, and bathing/first aid/hygiene supplies.

B.12. How many units of service will be provided by the program?
2,080

Budget and Organizational Questions

B.13. What percentage of the total budget is CDBG?
26.00%

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?
No

Program Objectives and Outcomes

B.19. Program Objectives
1. 75 Youth (35 middle school youth, 40 younger youth) will receive weekly mentorship through our Youth Mentorship Groups including a Shared Meal, Community Circle, art or science activities, outdoor physical activity, and connections to novel experiences including field trips, connections to travel sports, performing opportunities, etc. 2. 25 Youth will engage in our Mentor in Training Program for 7th and 8th grade students including attending a summer Leadership Training at Our Place to learn professional skills, de-escalation techniques for working with youth, and financial management skills, and an opportunity to work for a small stipend for 1 week in the summer and 6 weeks in the school year (totaling 220$ stipend per year) 3. Youth will improve basic social-emotional skills as outlined in the Building Blocks for Learning Framework including - Attachment, Stress Management, Self-Regulation, Sense of

Belonging, and Resilience 4. Caregivers will engage in 250 hrs of Family Advocacy Services including 1:1 resource navigation meetings, bi-monthly Caregiver Collective dinners and meetings, and weekly food delivery through our Local Love Food Share program with Portland Food Co-op 5. Kennedy Park and surrounding neighborhoods will feel and appear to be more safe was measured by youth, caregivers, and local businesses

B.20. Program Outcomes

1. Youth will show an increase in resilience in at least 5 / 17 categories using the CYRM Survey 2. 70% of Caregivers will show an increased Quality of Life in at least 3 categories every 12 months using the WHO QOL Survey 3. Our Place will serve 1 meal for every youth each day they attend our programs 4. Our Place will host 4 community events with at least 75 attendees 5. Every younger youth will be able to identify at least 2 mentors that they can turn to in their own neighborhood should they need support

B.21. Employees

Program specific, not for the entire organization.

	Totals
How many employees are currently employed in this program?	2
How many employees will be employed in this program if it receives CDBG funding?	2
How many employees will be employed in this program if it does not receive CDBG funding?	1

Documentation

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

This information is collected confidentially and stored on a private password-protected document. It will be collected from caregivers in a 1:1 meeting with program staff.

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

We use Bangor Payroll to track and document employee hours.

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

We measure caregiver quality of life every 12 months using the World Health Organization's Quality of Life Survey. The survey is given in the caregiver's first language and in a 1:1 meeting with program staff. We measure youth resilience through the Child and Youth Resilience Survey from Dalhousie University, which is a multicultural measure of resilience including the idea of community supports contributing to youth resilience. The survey is administered in small groups or 1:1 with English language support every 6 months.

C. Narrative

Please provide the following information.

C.1. Program Description
Describe the Program being proposed.
We provide year-round whole-family services to the East Bayside community through the following programs: (1) Youth Mentorship Programs (2) Family Advocacy Services (3) Community Summer Camps (4) Community Events

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 Maine Integrated Youth Health Survey 2023 (Maine Department of Health and Human Services, Maine Department of Education) found that of middle school youth in Maine (of which Cumberland County makes up 25.4% of respondents), youth in Cumberland County made up ~60% % of total respondents of "yes" for the following statement: “Have you ever felt so sad or hopeless almost every day for two weeks or more in a row that you stopped doing some usual activities?” This indicates a mental health crisis for middle school youth in Portland and beyond. These youth feel alone; more than one-third of respondents in Cumberland County answered "yes" to “I did feel sad or hopeless but I did not seek help.” This was the same for female and male participants. The data shows that youth in Cumberland County are not receiving this support at school (4.7% total) or from a hotline, counselor, or mental health professional (12.3%). Data shows they are most likely to receive help from a friend or other young person (20.7%). Thus, there is a community need for both preventative mental health services that are trauma-informed such as our Youth Mentorship program and to equip youth with tools to help younger youth de-escalate and find support as we do in our Mentor-in-Training Program. Furthermore, we collected data through partnership with the City of Portland Public Health Department about Tobacco and Vape Use amongst immigrant populations. We held focus groups with youth from 4th-8th grades and asked them about the use of these substances, their sources of stress, and what a program to mitigate stress would look like. Youth indicated a high level of stress in interpersonal relationships between family members and at school with peers. They reported handling this stress by sleeping, going outside, and less frequently, engaging in deep breathing, meditation, and religious practices. Youth envisioned a community center within walking distance to Kennedy Park where they could socialize with friends, speak to a mentor and mental health counselor, have access to food and other basic needs, and engage in learning and physical activities. This is exactly what our Youth Mentorship Groups provide. Lastly, the need for Family Advocacy Services is evident in our data collected in April 2024 about caregiver Quality of Life. With the World Health Organization's Quality of Life instrument, we found that 100% of adults expressed some feelings of blue mood, despair, Anxiety, or Depression, indicating the presence of mental health challenges for all caregivers. Furthermore, only 1/10 reported having enough energy to perform daily tasks. 50% said they don’t have enough energy “at all” to make it through the day. Our Family Advocacy Services aim to increase connectedness and mental and physical health for caregivers.

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
1. 80% Youth will show an increase in resilience in at least 5 / 17 categories every 6 months using the CYRM Survey 2. 70% of Caregivers will show an increased Quality of Life in at least 3 categories every 12 months using the WHO QOL Survey 3. Our Place will serve 1 meal for every youth attending our programs 4. Our Place will host 4 community events with at least 75 attendees at each 5. Every younger youth will be able to identify at least 2 mentors that they can turn to in their own neighborhood should they need support 6. Kennedy Park and surrounding neighborhoods will feel and appear to be more safe was measured by youth, caregivers, and local businesses

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**

We meet the goal of Neighborhood Investment and Infrastructure of creating strong, safe, accessible, and vibrant neighborhoods in a variety of ways. We provide youth and families with basic needs including food, social connection, mentorship, sense of belonging, and necessary items such as furniture, sanitary supplies, clothing, shoes, etc. This is the foundational basis of a "safe" neighborhood. We contribute to neighborhood safety by providing the only fully accessible programming for at-risk youth in Portland which is fully inclusive and supportive of youth with behavioral needs or other disabilities (e.g. cleft palette, hearing impairment, cognitive impairment, speech and language impairment). The youth in our programs are selected to participate because they have been observed by our staff, community police, neighbors, community business partners, or school staff, to be otherwise unoccupied and unsupervised after school. At Our Place, give these youth chances to shine and fully participate in their community. This is provided through opportunities for Winter Service Projects of the youth's own design, through our annual He(ART) show featuring visual and performing arts created by youth, through our partnership with XLP Basketball, King Middle School and Portland Recreation Department Athletics, and through the pride that they get in being socially connected to peers both older and younger than themselves. When we are not in program, the Mentors in Training who receive Leadership Training are accessible to younger youth who can identify at least 2 older youth who they can turn to in an emergency or just for someone to play basketball with when they're bored. Because of our authentic relationships with caregivers, we are able to communicate when we see or hear from another youth about their child participating in risky behaviors and can work to resolve this. We partner with the community policing department to find preventative solutions to things like petty theft, property damage, and substance use with youth in the neighborhood as well as to find support for caregivers involved with substance use or who may exhibit borderline neglectful or abusive behaviors towards their children. Our goal is to create a healthy, thriving, strong, safe, vibrant, and connected neighborhood in East Bayside. We have become so popular with youth that our reach now extends also to Bayside in and around the low income homes near the Boys and Girls Club. Finally, we are proud that our youth have reported an increased sense of belonging in the past year in our CYRM survey. From July 2023-2024, youth self-reported increases in 9 categories and maintained one category, with top 2 being: "I feel supported by my friends" and "My friends care about me when times are hard (for example if I am sick or have done something wrong.)" We continue to include 6 families who have been displaced from Kennedy Park due to black mold, living in Sagamore, Front Street, and Westbrook.

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.**

Under the Neighborhood Investment and Infrastructure Goal, it is important to note that we partner with the Community Policing department and are a preventative program for at-risk youth by allowing them to receive support in an inclusive, positive, and outcome-oriented program. We are not police, but we make sure that youth feel that the Community Police officer is a safe person to go to - and they do! We collaborate with the Community Policing Department throughout the year and also in August as for the third summer in a row, we participated in their National Night Out Block Party. We have attached a letter of support from community policing coordinator Bart Donovan which illustrates our partnership. We also provide alternate modes of transportation for youth and families. We have provided youth and caregivers rides to appointments including for citizenship tests and ceremonies, grief services, counseling, police appointments, school appointments, IEP meetings, and more. We also provide youth with transportation from their bus stop to our programs and back home with our passenger van so that working caregivers do not have to worry about their child's whereabouts. We most strongly align with the "inclusive and diverse community centers and engagement programs" aspect of the goal as this underlines exactly what we do - we engage the unengaged and youth at-risk for run-ins with police authorities or unsavory characters in the East Bayside community and give them a safe place to go, receive basic needs, social support, concrete social-emotional and leadership skills, and chances to shine and explore their unique identities. We are diverse in country of origin, race, gender, LGBTQIA+ status, religion, disability status, and more. Additionally, we would like to state that we serve some single grandparents - with our oldest caregiver served being 65+.

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 + Measurable: All families we serve live in public housing / subsidized housing and thus are considered low-income. We use survey data to indicate our impact: the Child and Youth Resiliency Measure is administered every 6 months to youth and the World Health Organization's Quality of Life Survey is administered every 12 months to caregivers in their native language. As the only program inclusive of families regardless of - spoken language, religion, country of origin, immigrant status, disability, behavioral needs, etc., it is important that the City support this work. We also align and collaborate with Community Policing and the idea that we can be proactive in finding solutions to youth and family safety. 2. Diversity and Inclusiveness: We enroll families who have lived all over the world including Africa, Asia, Middle East, and Central America and are the only fully inclusive programming for middle school youth with behavioral disorders in Portland. 3. We only serve families who live in public housing or subsidized housing. 4. We have several other sources of funding including grants from United Way, Peter Alfond Foundation, Machias Savings Bank, Empeople Credit Union, Maine Community Foundation, local businesses, and private grantors. We will also be applying again for Congressionally Directed Spending for a larger community space. Last year, we made it to the second round of the CDS application process through Angus King's office but were then dismissed.

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 have several value-add partnerships. The essential partnerships include those with: (1) Portland Food Co-op: provide us with weekly fresh food for deliveries to 20 families, fresh food for our Shared Meals preparation (2) Wayside Food Programs: provide us with free snacks, drinks, and celebratory foods (3) Partners for World Health: provide us with basic needs supplies including diapers, first-aid supplies, menstruation supplies, and hygiene supplies (3) XLP Basketball: provide youth with no prior training experience entry into travel level play at little to no cost, even bringing 3 of our youth up to play for Team Maine with the highest league for middle schoolers in the country touring around the Eastern U.S.A (4) Portland Ovations: provide 3 free performances for youth at our staff's discretion (5) The Hill Arts: provides us with a classroom to host our programs for $1500 a month until we secure larger space (6) The Locker Project: provides us with service opportunities for youth and goods for celebrations (e.g. pumpkins) (7) PPS and WPS: provide us with opportunities to act as advocates for IEP meetings and in navigating difficult family support situations (8) Bernstein Shur: provide a pro-bono agreement with Carli Labrecque to advise us on non-profit law, family law, immigration law, and other services (9) Falmouth Land Trust: provides us with year-round field trips to explore farms, forests, rivers, and more, with Education Director - curated experiences (10) Portland Public Health - provides us with experiences to table about our programs, participate in research, and shares our impact with the broader community (11) University of Southern Maine Education Department - beginning January 2025 will provide us with Education intern to perform academic tutoring services for elementary-high school students on Fridays (12) University of New England School of Pharmacy - students provide us with site visits, engaging with youth, and providing materials for our STEAM activities especially about the Human Body

C.8. Readiness to Proceed

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

Youth Mentorship Groups: September 2024 - June 2025, Mondays (8th/9th grade boys 3:00-5:00, 6th/7th grade boys 5:00-7:00), Tuesdays (Younger youth 2:30-4:30), Wednesdays (Younger youth 1:30-3:30, 6th-8th grade girls 3:30-5:30), Thursdays (Younger youth 2:30-4:30), ongoing September 2025 - June 2026 and so on Community Summer Camp: July 2025, 75 younger youth, 30 Mentors-in-Training, July 2026 repeats Mentors-in-Training Leadership Training: July 2025 (30 middle school youth), July 2026 repeats Family Advocacy Services: Ongoing, 250 hrs/year by appointment, Bi-monthly Caregiver Collective potluck dinners (dates chosen according to Caregiver availability), Wednesday fresh food deliveries to homes Community Events: August Block Party in Kennedy Park with Community Policing, October Trunk or Treat at Cathedral of the Immaculate Conception parking lot, February He(ART) Show at The Hill Arts, Winter Holiday Dinner at the Root Cellar [events are annually repeating] CYRM - July 2024, January 2025, July 2025, January 2026 WHO QOL - April 2024, 2025, 2026

C.9. Experience Providing Service

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

Please summarize current licensing and accreditations obtained.

Our Executive Director is a certified Special Education Teacher (K-8) in Maine and has her Master's in Education from Harvard University. She has 8+ years experience in teaching, research, inclusive program design, and non-profit leadership in the Portland and Boston areas. Our Director of Programs has her BA in Psychology and minor in Public Health as well as 6+ years experience providing services for at-risk teenagers and working with adults through Housing and Social Services. Our part-time Youth Staff has her School Counselor License in Maine and 10+ years experience as a Special Education Educational Technician for Portland Public Schools. All staff including part-time summer staff have CPR training and Mandated Reporter training. Additionally, the President of our Board of Directors is a lawyer from Bernstein Shur who signed a pro-bono agreement with Our Place to provide us guidance and advise us on critical issues. We also have a public health representative on our Board of Directors who advises us on best practices when it comes to youth health, nutrition, and wellness. Both our Director of Programs and Public Health Representative identify as BIPOC and as women. We have two parent representatives on our Board of Directors who, for a small stipend, provide us with feedback as we build our programs.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

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

The program will continue because it must continue for community safety. However, it will mean that we will have to forgo any part-time staff including youth staff, youth stipends, college interns, and our part-time staff with a School Counselor license, in order to pay for our second full-time staff person - specifically our Director of Programs - who is critical to these programs as she plans and implements our Youth Mentorship Groups, Mentor-in-Training program, and Family Advocacy Services.

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.

Peter Alfond Foundation - $30,000 secured for second year in a row (Oct. 24- Oct. 25), projected for following year (Oct. 25 - Oct. 26) United Way Emerging Leaders United Giving Society - $10,000 secured ($10,000 projection for following year) United Way General Giving - $7,500 secured for 2024-2025 ($20,000 is a low-end projection for following year) Amazon Corporate Giving - $10,000 secured for 2024-2025 ($50,000 projection for following year) Maine Community Foundation - ~$17,500 secured for 2024-2025 ($20,000 projection for following year) Machias Savings Bank - $2,500 secured for 2024-2025 ($2,500 projection for following year) Empeople Credit Union - $2,500 secured for 2024-2025 ($2,500 projection for following year) Coffee by Design - $2,500 secured for 2024-2025 ($2,500 projection for following year) Bangor Savings Bank - $5,000 projection Events - $22,875 raised at annual event November 2024 ($30,000 projection for following year) Private Donors - $10,000 secured for 2024-2025 from 3 donors willing to donate annually ($10,000 projection for following year) Contracts/Projects - e.g. ~$2,000 secured from Tree Street Youth internship project 2024-2025 for USM 1st year intern ($2,000 projection) Miscellaneous - $2,000 from BetterWorld via online donation platform during Giving Tuesday, or other online campaigns ($2,000 projection)

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 funding is explained in C.11. Our budget items are as follows: Transportation - Gas and upkeep for our 12 passenger van Food - Shared Meals, snacks Supplies - science and art supplies, cleaning supplies, first aid Field Trips - transportation costs, food costs, programming costs if not free Furniture - couch and tables for a larger space (buying from ReSTORE) Family Advocacy - clothing, shoes, items of need, moving expenses (e.g. boxes, rental of UHAUL) Family Events - 4 annual events including space rental, decorations, food Summer Camp - 2 weeks of costs (last 2 weeks of June before beginning of new fiscal year), including staff, supplies, field trips, etc. for 75 youth Staff wages - ED and DoP have the same salary Youth stipends - 30 mentors in training for 100$ (summer) and $60 2x during school year Board Member stipends - for parent representatives only, $100 per meeting Development - CPR training, MANP trainings, Quickbooks assistance Rent - approximating $5,000 for a larger space per month (will be applying for CDS funds for this) Technology - subscriptions, staff computer needs, youth device needs Insurance - health insurance for Fayla, business insurance costs Paycheck processing - Bangor Payroll CDBG will pay for Fayla Sutton, our Director of Program's Salary and Benefits stipend. She is a BIPOC-identifying woman with 6+ years of experience working in Housing, youth services, and homeless services. She is eager to learn and achieve her Master's Degree and in the meantime, describes Our Place as her "dream job." She is intelligent, relatable, and highly effective in connecting with youth and caregivers. As this will be her second year in this role and she has proven her impact in East Bayside to be deep and far reaching, I highly recommend that her position be considered for this funding. It is a slight increase from last year as her benefits are ~$3,000 which was a cost that we had to fundraise for. CDBG funds did not fully cover her salary last year of $55,993.60. This increase in our ask also includes an increase of an additional 20 youth added to our program roster and served weekly and 15 more families added to our Family Advocacy Services programs. Thank you for your consideration.

D. Program Budget Detail

Completed by ourplaceportland@gmail.com on 11/14/2024 7:08 PM

Case Id: 30583
Name: Youth Mentorship Program and Family Advocacy
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.
$57,993.60

D.2. Total Program Budget
$222,994.00

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Youth Programming	$13,000.00	$0.00	$13,000.00	United Way	Pending
Family Advocacy Services	$7,000.00	$0.00	$70,000.00	Maine Community Foundation	Pending
Staff Wages	$111,987.00	$55,993.60	$55,993.60	Peter Alfond Foundation	Pending
Other Staff Costs	$8,050.00	$0.00	$8,050.00	Private Donations	Committed
Rent/Utilities	$60,000.00	$0.00	$60,000.00	Corporate Giving, Local Businesses	Pending
Technology	$2,000.00	$0.00	$2,000.00	Miscellaneous Donations	Pending
Insurance	$4,000.00	$2,000.00	$2,000.00	Private Donors	Committed
Paycheck Processing	$1,000.00	$0.00	$1,000.00	Bank Donations	Committed
PO Box	$350.00	$0.00	$350.00	Misc.	Pending
Misc.	$100.00	$0.00	$100.00	Misc.	Pending
	$207,487.00	$57,993.60	$212,493.60		

E. Required Documents

Completed by ourplaceportland@gmail.com on 11/18/2024 12:11 PM

Case Id: 30583
Name: Youth Mentorship Program and Family Advocacy
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 ourplaceportland@gmail.com on 11/18/2024 12:11 PM

Case Id: 30583
Name: Youth Mentorship Program and Family Advocacy
Address: *No Address Assigned

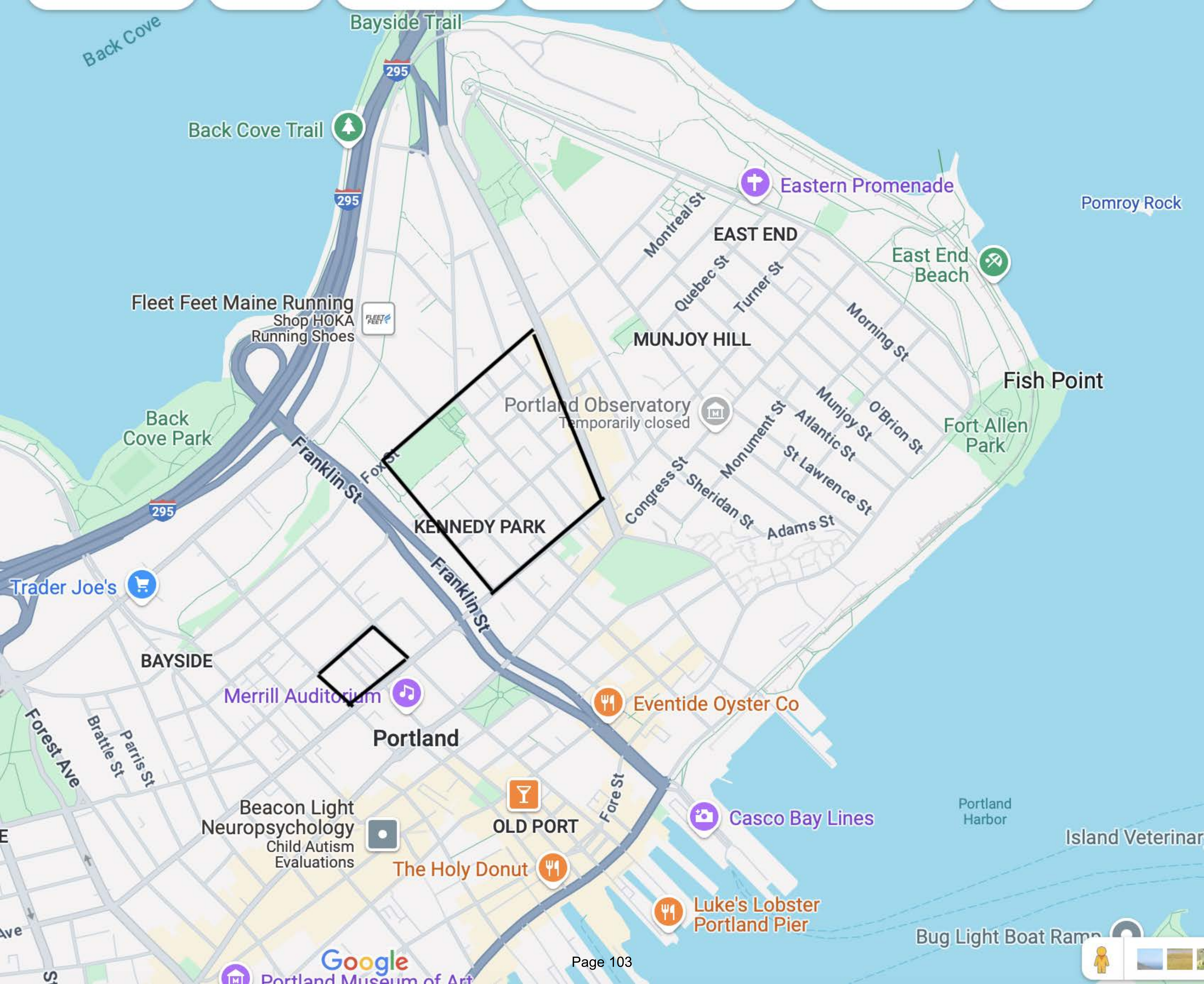
Submit

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

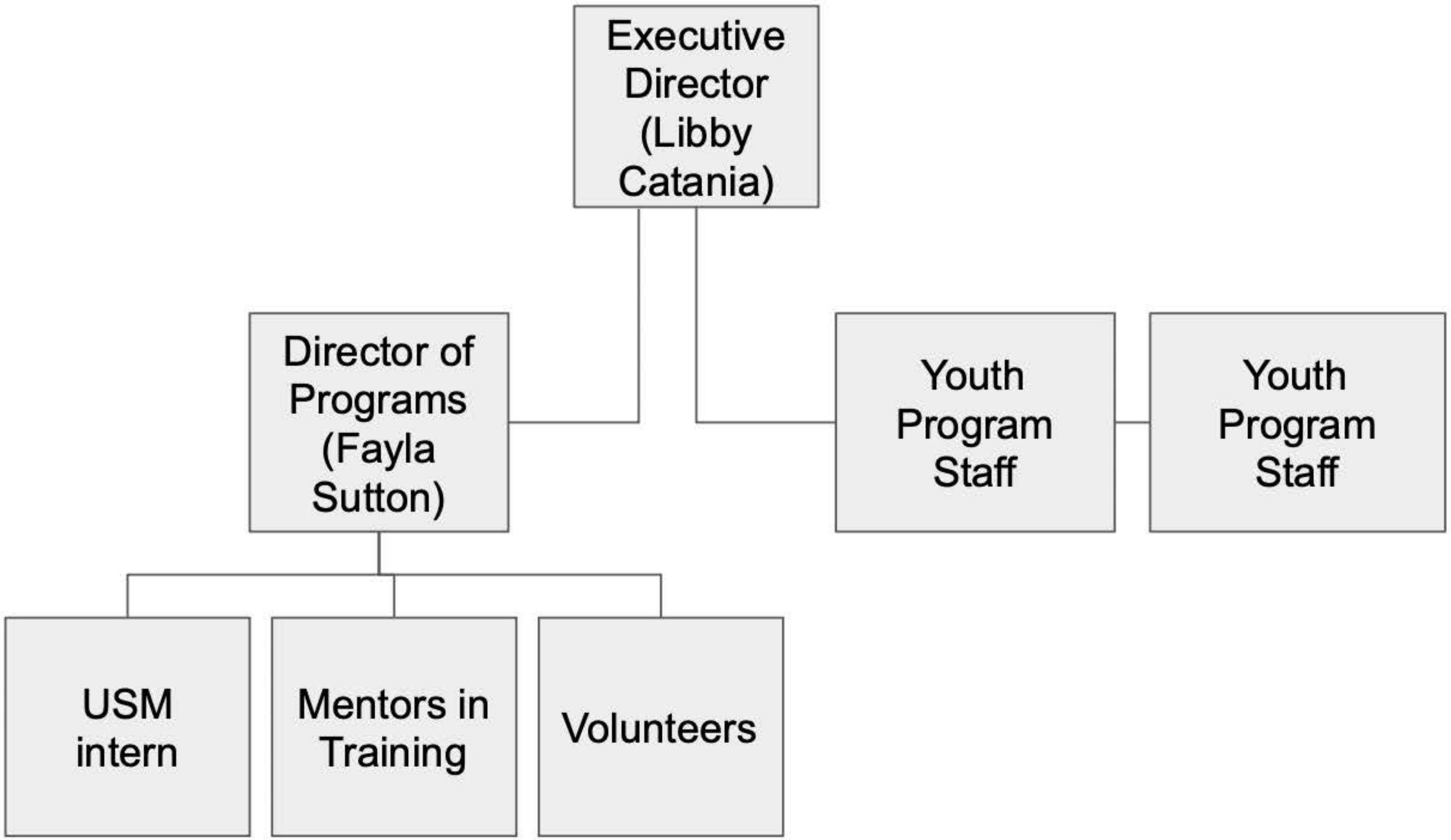
☑ **I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences 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
Elizabeth Catania
Electronically signed by ourplaceportland@gmail.com on 11/18/2024 12:11 PM

Title
Founder, Executive Director


Bayside Trail
Back Cove
295
Back Cove Trail
295
Eastern Promenade
Pomroy Rock
Montreal St
EAST END
East End
Beach
Quebec St
Turner St
Fleet Feet Maine Running
Shop HOKA
Running Shoes
MUNJOY HILL
Morning St
Fish Point
Back
Cove Park
Portland Observatory
Temporarily closed
Munjoy St
O'Brion St
Fort Allen
Park
Monument St
Atlantic St
Franklin St
Fox St
St Lawrence St
Congress St
Sheridan St
295
KENNEDY PARK
Adams St
Franklin St
Trader Joe's
BAYSIDE
Merrill Auditorium
Eventide Oyster Co
Forest Ave
Brattle St
Paris St
Portland
Fore St
Beacon Light
Neuropsychology
Child Autism
Evaluations
OLD PORT
Casco Bay Lines
Portland
Harbor
Island Veterinar
The Holy Donut
Luke's Lobster
Portland Pier
Bug Light Boat Ramp
Google
Portland Museum of Art

Our Place Portland Inc.



Our Place Portland Inc.
Board of Directors

Carli Labrecque, Esq. - President
Bernstein Shur

Caitlin Kalloch - Vice President
AVP, Branch Services, Empeople Credit Union

Lindsey Walker - Treasurer
Machias Savings Bank

Kayla Lewis- Public Health Representative
Upward Consulting

Haloum Suliman - Parent Representative
Opportunity Alliance Head Start
Resident of Kennedy Park

Brandie Ferrar - Parent Representative
MaineHealth Maine Medical Center

NON-PROFIT BYLAWS
OF
OUR PLACE PORTLAND INC.

PREAMBLE

The following Bylaws shall be subject to, and governed by, the Non-Profit Corporation Act of Maine and the Articles of Incorporation of Our Place Portland Inc. In the event of a direct conflict between the herein contained provisions of these Bylaws and the mandatory provisions of the Non-Profit Corporation Act of Maine, said Non-Profit Corporation Act shall be the prevailing controlling law. In the event of a direct conflict between the provisions of these Bylaws and the Articles of Incorporation of Corporation/Organization, it shall then be these Bylaws which shall be controlling.

ARTICLE 1 - NAME

The legal name of the Non-Profit Corporation/Organization shall be known as Our Place Portland Inc. and shall herein be referred to as the "Corporation/Organization."

ARTICLE 2 - PURPOSE

The general purposes for which this Corporation/Organization has been established are as follows:

The purpose for which the Non-Profit Corporation/Organization is formed is set forth in the attached Articles of Incorporation.

The Corporation/Organization is established within the meaning of IRS Publication 557 Section 501(c)(3) Organization of the Internal Revenue Code of 1986, as amended (the "Code") or the corresponding section of any future federal tax code. The Corporation/ Organization shall be operated exclusively to support the healthy development of youth and families using a humanistic, family-centered, and research-based approach.

In addition, this Corporation/Organization has been formed for the purpose of performing all things incidental to, or appropriate in, the foregoing specific and primary purposes. However, the Corporation/Organization shall not, except to an insubstantial degree, engage in any activity or the exercise of any powers which are not in furtherance of its primary non-profit purposes.

The Corporation/Organization shall hold and may exercise all such powers as may be conferred upon any nonprofit organization by the laws of the State of Maine and as may be necessary or expedient for the administration of the affairs and attainment of the purposes of the Corporation/Organization. At no time and in no event shall the Corporation/Organization participate in any activities which have not been permitted to be carried out by a Corporation/ Organization exempt under Section 501(c) of the Internal Revenue Code of 1986 (the "Code"), such as certain political and legislative activities.

ARTICLE 3 - OFFICES

The principal office of the Corporation/Organization shall be located at 8 Thurston Lane, Portland, Maine 04074.

The Corporation/Organization may have other such offices as the Board of Directors may determine or deem necessary, or as the affairs of the Corporation/Organization may find a need for from time to time, provided that any permanent change of address for the principal office is properly reported as required by law.

ARTICLE 4 - DEDICATION OF ASSETS

The properties and assets of the Corporation/Organization are irrevocably dedicated to and for non-profit purposes only. No part of the net earnings, properties, or assets of this Corporation/ Organization, on dissolution or otherwise, shall inure to the benefit of any person or any member, director, or officer of this Corporation/Organization. On liquidation or dissolution, all remaining properties and assets of the Corporation/Organization shall be distributed and paid over to an organization dedicated to non-profit purposes which has established its tax-exempt status pursuant to Section 501(c) of the Code.

ARTICLE 5 - BOARD OF DIRECTORS

General Powers and Responsibilities

The Corporation/Organization shall be governed by a Board of Directors (the "Board"), which shall have all the rights, powers, privileges and limitations of liability of directors of a non- profit corporation organized under the Non-Profit Corporation Act of Maine. The Board shall establish policies and directives governing business and programs of the Corporation/ Organization and shall delegate to the Executive Director and Corporation/Organization staff, subject to the provisions of these Bylaws, authority and responsibility to see that the policies and directives are appropriately followed.

Number and Qualifications

The Board shall have up to 15 members, but no fewer than three (3) Board members. The number of Board members may be increased beyond 15 members by the affirmative vote of a two-thirds majority of the then-serving Board of Directors. A Board member need not be a resident of the State of Maine.

Board Compensation

The Board shall receive no compensation other than for reasonable expenses. However, provided the compensation structure complies with Sections relating to "Contracts Involving Board Members and/or Officers" as stipulated under these Bylaws, nothing in these Bylaws shall be construed to preclude any Board member from serving the Corporation/Organization in any other capacity and receiving compensation for services rendered.

Two (2) parent representatives will serve on the boar and earn a stipend of $100.00 per attended meeting.

Board Elections

The Governance Committee, if created, shall present nomination for new and renewing Board members at the board meeting immediately preceding the beginning of the next fiscal year. Recommendations from the Governance Committee shall be made known to the Board in writing before nominations are made and voted on. New and renewing Board members shall be approved by a two-thirds majority of those Board members at a Board meeting at which a quorum is present. If no Governance Committee is created, then this duty shall fall upon another committee created for that purpose or upon the Board of Directors.

Term of Board

All appointments to the Board, except for the position of Executive Director, shall be for a term of one (1) year. No person shall serve more than 2 consecutive terms unless a majority of the Board, during the course of a Board meeting at which a quorum is present, votes to appoint a Board member to 2 additional year(s). No person shall serve more than 6 consecutive years. After serving the maximum total number of consecutive years on the Board, a member may be eligible for reconsideration as a Board member after 1 years have passed since the conclusion of such Board member's service.

Vacancies

A vacancy on the Board of Directors may exist at the occurrence of the following conditions:

a) The death, resignation, or removal of any director

b) The declaration by resolution of the Board of a vacancy in the office of a director who has been declared of unsound mind by a final order of court, convicted of a felony, found by final order or judgment of any court to have breached a duty pursuant to the Corporation Code and/or Act of the law dealing with the standards of conduct for a director, or has missed 3 consecutive meetings of the Board of Directors, or a total of 4 meetings of the Board during any one calendar year

c) An increase in the authorized number of directors; or

d) The failure of the directors, at any annual or other meeting of directors at which director(s) are to be elected, to elect the full authorized number of directors.

Any vacancy on the Board may be filled by a two-thirds majority of the directors then in office, whether or not the number of directors then in office is less than a quorum, or by vote of a sole remaining director. No reduction of the authorized number of directors shall have the effect of removing any director before that director's term of office expires.

A Board member elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

Resignation

Each Board member shall have the right to resign at any time upon written notice thereof to the Chair of the Board, Secretary of the Board, or the Executive Director. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall not be necessary to make it effective.

Except as provided in this paragraph, any director may resign effective upon giving written notice to the chair of the Board, the president of Corporation/Organization, the secretary of Corporation/Organization, or the Board of Directors, unless the notice specifies a later time for the effectiveness of the resignation. If the resignation is effective at a future time, a successor may be designated to take office when the resignation becomes effective. Unless the Attorney General of Maine is first notified, no director may resign when the Corporation/Organization would then be left without a duly elected director in charge of its affairs.

Removal

The Board of Directors, by way of affirmative vote as provided below, may remove any director without cause at any regular or special meeting, provided that the director to be removed has been notified in writing in the manner set forth in Article 5 – Meetings that such action would be considered at the meeting.

A Board member may be removed, with or without cause, at any duly constituted meeting of the Board, by the affirmative vote of a two-thirds majority of then-serving Board members.

Meetings

The Board's regular meetings may be held at such time and place as shall be determined by the Board. The President of the Board, Executive Director, or any 5 regular Board members may call a special meeting of the Board with 10 days' written notice provided to each member of the Board. The notice shall be served upon each Board member via hand delivery, regular mail, or email. The person(s) authorized to call such special meetings of the Board may also establish the place the meeting is to be conducted, so long as it is a reasonable place to hold any special meeting of the Board.

Minutes

The Secretary shall be responsible for the recording of all minutes of each and every meeting of the Board in which business shall be transacted in such order as the Board may determine from time to time. However, in the event that the Secretary is unavailable, the Chair of the Board shall appoint an individual to act as Secretary at the meeting. The Secretary, or the individual appointed to act as Secretary, shall prepare the minutes of the meetings, which shall be delivered to the Corporation/Organization to be placed in the minute books. A copy of the minutes shall be delivered to each Board member via either regular mail, hand delivered, emailed, or faxed within 2 business days after the close of each Board meeting.

Quorum

At each meeting of the Board of Directors or Board Committees, the presence of 5 persons shall constitute a quorum for the transaction of business. If at any time the Board consists of an even number of members and a vote results in a tie, then the vote of the President of the Board shall be the deciding vote. The act of the majority of the Board members serving on the Board or Board Committees and present at a meeting in which there is a quorum shall be the act of the Board or Board Committees, unless otherwise provided by the Articles of Incorporation, these Bylaws, or a law specifically requiring otherwise. If a quorum is not present at a meeting, the Board members present may adjourn the meeting from time to time without further notice until a quorum shall be present. However, a Board member shall be considered present at any meeting of the Board or Board Committees if during the meeting he or she is present via telephone or web conferencing with the other Board members participating in the meeting.

Voting

Each Director entitled to vote in accordance with the terms and provisions of the Articles of Incorporation and these Bylaws shall be entitled to one vote, in person or by proxy, for each share of stock entitled to vote held by such Directors.

Proxy

At all meetings of the Board, a Director may vote by proxy executed in writing by the share Director or by his duly authorized attorney in fact. Such proxy shall be filed with the secretary of the Corporation before or at three (3) days from the date of its execution, unless otherwise provided in the proxy, but no proxy shall be voted on after three (3) days from its date unless the proxy provides for a longer period.

Board Member Attendance

An elected Board Member who is absent from 3 consecutive regular meetings of the Board during a fiscal year shall be encouraged to reevaluate with the Chair of the Board his/her commitment to the Corporation/Organization. The Board may deem a Board member who has missed 3 consecutive meetings without such a reevaluation with the Chair, to have resigned from the Board.

ARTICLE 6 - OFFICERS

Officers and Duties

The Board shall elect officers of the Corporation/Organization which shall include a President (Chair of the Board), a Vice President, a Secretary, a Treasurer (Chief Financial Officer), and such other officers as the Board may designate by resolution. In addition to the duties in accordance with this Article, officers shall conduct all other duties typically pertaining to their offices and other such duties which may be required by law, Articles of Incorporation, or by these bylaws, subject to control of the Board of Directors, and they shall perform any other such additional duties which the Board of Directors may assign to them at their discretion.

The officers will be selected by the Board at its annual meeting, and shall serve the needs of the Board, subject to all the rights, if any, of any officer who may be under a contract of employment. Therefore, without any bias or predisposition to the rights of any officer that may be under any contract of employment, any officer may be removed with or without cause by the Board. All officers have the right to resign at any time by providing notice in writing to the Chair of the Board, President, and/or Secretary of the Corporation/Organization, without bias or predisposition to all rights, if any, of the Corporation/Organization under any contract to which said officer is a part thereof. All resignations shall become effective upon the date on which the written notice of resignation is received or at any time later as may be specified within the resignation; and unless otherwise indicated within the written notice, a stated acceptance of the resignation shall not be required to make the resignation effective.

Any and all vacancies in any office because of death, resignation, disqualification, removal, or for any other cause, shall be filled in accordance with the herein prescribed Bylaws for regular appointments to such office.

President of the Board (Board Chair)

It shall be the responsibility of the Chair of the Board, when present, to preside over all meetings of the Board of Directors and Executive Committee. The Chair of the Board is authorized to execute, in the name of the Corporation/Organization, any and all contracts or other documents which may be authorized, either generally or specifically, by the Board to be executed by the Corporation/Organization, except when required by law that the President's signature must be provided.

Executive Director

It shall be the responsibility of the Executive Director, in general, to supervise and conduct all activities and operations of the Corporation/Organization, subject to the control, advice and consent of the Board of Directors. The Executive Director shall keep the Board of Directors completely informed, shall freely consult with them in relation to all activities of the Corporation/Organization, and shall see that all orders and/or resolutions of the Board are carried out to the effect intended. The Board of Directors may place the Executive Director under a contract of employment where appropriate. The Executive Director shall be empowered to act, speak for, or otherwise represent the Corporation/Organization between meetings of the Board. The Executive Director shall be responsible for the hiring and firing of all personnel and shall be responsible for keeping the Board informed at all times of staff performance and for implementing any personnel policies which may be adopted and implemented by the Board. The Executive Director, at all times, is authorized to contract, receive, deposit, disburse and account for all funds of the Corporation/Organization, to execute in the name of the

Corporation/Organization all contracts and other documents authorized either generally or specifically by the Board to be executed by the Corporation/ Organization, and to negotiate any and all material business transactions of the Corporation/ Organization.

Vice President

In the absence of the President, or in the event of his/her inability or refusal to act, it shall then be the responsibility of the Vice President to perform all the duties of the President, and in doing so shall have all authority and powers of and shall be subject to all of the restrictions on, the President.

Secretary

The Secretary, or his/her designee, shall be the custodian of all records and documents of the Corporation/Organization, which are required to be kept at the principal office of the Corporation/Organization, and shall act as secretary at all meetings of the Board of Directors, and shall keep the minutes of all such meetings on file in hard copy or electronic format. S/he shall attend to the giving and serving of all notices of the Corporation/Organization and shall see that the seal of the Corporation/Organization, if any, is affixed to all documents, the execution of which on behalf of the Corporation/Organization under its seal is duly authorized in accordance with the provisions of these bylaws.

Treasurer (Chief Financial Officer)

It shall be the responsibility of the Treasurer to keep and maintain, or cause to be kept and maintained, adequate and accurate accounts of all the properties and business transactions of the Corporation/Organization, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements.

The Treasurer shall be responsible for ensuring the deposit of, or cause to be deposited, all money and other valuables as may be designated by the Board of Directors. Furthermore, the Treasurer shall disburse, or cause to be disbursed, the funds of the Corporation/Organization, as may be ordered by the Board of Directors, and shall render to the President of the Board, Executive Director, and directors, whenever they request it, an account of all the Treasurer's transactions as treasurer and of the financial condition of the Corporation/Organization.

Public Health Representative

The Public Health Representatives assesses all Board goings-on with a public health focused lens and propose solutions and/or initiatives to improve programs or budget allocations towards this end. They establish partnerships with public-health focused organizations to increase health and wellness of the population we serve (e.g. medical, food-based, basic needs based, mental health and wellness) and contribute knowledge from working in the public health field with the population we serve to increase the understanding of the full Board. In their role, they also shall remain aware of measures and/or suggest new measures of youth and family health and wellness.

Legal Representative

The Legal Representative assesses all Board goings-on with a law-focused lens and proposes solutions and/or initiatives to improve programs or budget allocations towards this end. He/she is the holder of the ByLaws and is able to present these to the Board. In regards to legal compliance, the Legal Representative will (1) review any legal document for additional insight to legal terminology and concepts (i.e. real estate, compliance, etc.), (2) offer support in re-writing and maintaining Bylaws, (3) refer Executive Director and Director of Programs to legal services beyond purview if requested, (4) assist with filing state/federal documentation, and (5) assure legal compliance & ethical integrity. The legal representative will continue to grow new funding partnerships and diversify fundraising for Our Place, use connections of local lawyers/realtors for donation opportunities or to promote fundraising events, and enhance organization's public standing by being a good ambassador and supporting the organization in the community.

ARTICLE 7 - COMMITTEES

Committees of Directors

The Board of Directors may, from time to time, and by resolution adopted by a majority of the directors then in office provided that a quorum is present, designate one or more committees to exercise all or a portion of the authority of the Board, to the extent of the powers specifically delegated in the resolution of the Board or in these Bylaws. Each such committee shall consist of at least two (3) directors on the Executive Committee (no minimum on other committees) and may also include persons who are not on the Board but whom the directors believe to be reliable and competent to serve at the specific committee. However, committees exercising any authority of the Board of Directors may not have any non-director members. The Board may designate one or more alternative members of any committee who may replace any absent member at any meeting of the committee. The appointment of members or alternate members of a committee requires the vote of a majority of the directors then in office, provided that a quorum is present. The Board of Directors may also designate one or more advisory committees that do not have the authority of the Board. However, no committee, regardless of Board resolution, may:

a) Approve of any action that, pursuant to applicable Law, would also require the affirmative vote of the members of the Board if this were a membership vote.

b) Fill vacancies on, or remove the members of, the Board of Directors or any committee that has the authority of the Board.

c) Fix compensation of the directors serving on the Board or on any committee.

d) Amend or repeal the Articles of Incorporation or Bylaws or adopt new bylaws.

e) Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or repealable.

f) Appoint any other committees of the Board of Directors or their members.

g) Approve a plan of merger, consolidation, voluntary dissolution, bankruptcy, or reorganization; or a plan for the sale, lease, or exchange of all or considerably all of the property and assets of the Corporation/Organization otherwise than in the usual and regular course of its business; or revoke any such plan.

h) Approve any self-dealing transaction, except as provided pursuant to Law.

Unless otherwise authorized by the Board of Directors, no committee shall bind the Corporation/Organization in a contract or agreement or expend Corporation/Organization funds.

Meetings and Actions of Committees

Meetings and actions of all committees shall be governed by, and held and taken in accordance with, the provisions of Article 7 - Committees of these Bylaws, concerning meetings and actions of the directors with such changes in the context of those bylaws as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular meetings of committees may be determined either by resolution of the Board of Directors or by resolution of the committee. Special meetings of committees may also be called by resolution of the Board of Directors. Notice of special meetings of committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of the committee. Minutes shall be kept for each meeting of any committee and shall be filed with the Corporation/Organization records. The Board of Directors may adopt rules not consistent with the provisions of these Bylaws for the governance of any committee.

If a director relies on information prepared by a committee of the Board on which the director does not serve, the committee must be composed exclusively of any or any combination of (a) directors, (b) directors or employees of the Corporation/Organization whom the director believes to be reliable and competent in the matters presented, or (c) counsel, independent accountants, or other persons as to matters which the director believes to be within that person's professional or expert competence.

Executive Committee

Pursuant to Article 7 - Committees, the Board may appoint an Executive Committee composed of a minimum of three (3) directors, to serve on the Executive Committee of the Board. The Executive Committee, unless limited in a resolution of the Board, shall have and may exercise all the authority of the Board in the management of the business and affairs of the Corporation/Organization between meetings of the Board, provided, however, that the Executive Committee shall not have the authority of the Board in reference to those matters enumerated in Article 7 - Committee of Directors. The Secretary of the Corporation/ Organization shall send to each director a summary report of the business conducted in any meeting of the Executive Committee.

Finance Committee

The Finance Committee, if created, shall be responsible for making sure the Company/ Organization's financial reports are accurate. It shall also oversee the budget and perform other duties like establishing reserve funds, lines of credit and investments. In the event that the Board should create a Finance Committee, the members of said Finance Committee must comprise less than one-half (1/2) of the membership of the Audit Committee, and the Chair of the Finance Committee shall not serve on the Audit Committee.

Development Committee

The Board, at its sole discretion, may create a Development Committee (Fundraising Committee) which shall ensure and contribute well-planned fundraising initiatives for the Company/Organization. In addition, this Committee shall identify potential sources of funds, take an active role in enhancing the Board's awareness of fundraising opportunities, explore opportunities for enhanced public relations and fundraising, and provide an annual review of the performance of the Organization's fundraising plan.

ARTICLE 8 - STANDARD OF CARE

General

A director shall perform all the duties of a director, including, but not limited to, duties as a member of any committee of the Board on which the director may serve, in such a manner as the director deems to be in the best interest of the Corporation/Organization and with such care, including reasonable inquiry, as an ordinary, prudent, and reasonable person in a similar situation may exercise under similar circumstances.

In the performance of the duties of a director, a director shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by:

a) One or more officers or employees of the Corporation/Organization whom the director deems to be reliable and competent in the matters presented

b) Counsel, independent accountants, or other persons, as to the matters which the director deems to be within such person's professional or expert competence; or

c) A committee of the Board upon which the director does not serve, as to matters within its designated authority, which committee the director deems to merit confidence,

so long as in any such case the director acts in good faith, after reasonable inquiry when the need may be indicated by the circumstances, and without knowledge that would cause such reliance to be unwarranted.

Except as herein provided in Article 8 - Standard of Care, any person who performs the duties of a director in accordance with the above shall have no liability based upon any failure or alleged failure to discharge that person's obligations as a director, including, without limitation of the following, any actions or omissions which exceed or defeat a public or charitable purpose to which the Corporation/Organization, or assets held by it, are dedicated.

Loans

The Corporation/Organization shall not make any loan of money or property to, or guarantee the obligation of, any director or officer, unless approved by the Maine Attorney General; provided, however, that the Corporation/Organization may advance money to a director or officer of the Corporation/Organization or any subsidiary for expenses reasonably anticipated to be incurred in the performance of the duties of such officer or director so long as such individual would be entitled to be reimbursed for such expenses absent that advance.

Conflict of Interest

The purpose of the Conflict of Interest policy is to protect the Corporation/Organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its officers or directors, or that might otherwise result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable corporations/organizations and is not intended as an exclusive statement of responsibilities.

Restriction on Interested Directors

Not more than 0% (percent) of the persons serving on the Board of Directors at any time may be interested persons. An interested person is (1) any person currently being compensated by the Corporation/Organization for services rendered to it within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director; and (2) any brother, sister, parent, ancestor, descendent, spouse, brother-in-law, sister-in-law, son-in-law, mother-in-law, or father-in-law of any such person. However, any violation of the provisions of this section shall not affect the validity or enforceability of any transaction entered into by the interested person.

Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors who are considering the proposed transaction or arrangement.

Establishing a Conflict of Interest

After the disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the Board meeting while the potential conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

Addressing a Conflict of Interest

In the event that the Board should establish that a proposed transaction or arrangement establishes a conflict of interest, the Board shall then proceed with the following actions:

a) Any interested person may render a request or report at the Board meeting, but upon completion of said request or report the individual shall be excused while the Board discusses the information and/or material presented and then votes on the transaction or arrangement proposed involving the possible conflict of interest.

b) The President of the Board shall, if deemed necessary and appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c) After exercising due diligence, the Board shall determine whether the Corporation/ Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the best interest of the Corporation/Organization, for its own benefit, and whether it is fair and reasonable. It shall make its decision as to whether to enter into the transaction arrangement in conformity with this determination.

Violations of Conflict of Interest Policy

Should the Board have reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, the Board shall then inform the interested person of the basis for such belief and afford the interested person an opportunity to explain the alleged failure to disclose.

If, after hearing the interested person's explanation, and after making further investigation as may be warranted in consideration of the circumstances, the Board determines the interested person intentionally failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Procedures and Records

All minutes of the Board Meetings, when applicable, shall contain the following information:

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

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

Acknowledgement of Conflict of Interest Policy

Each director, principal officer, and member of a committee with Board delegated powers shall be required to sign a statement which affirms that such person:

a) Has received a copy of the conflict of interest policy

b) Has read and understands the policy

c) Has agreed to comply with the policy; and

d) Understands that the Corporation/Organization is charitable, and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Violation of Loyalty - Self-Dealing Contracts

A self-dealing contract is any contract or transaction (i) between this Corporation/Organization and one or more of its Directors, or between this Corporation/Organization and any corporation, firm, or association in which one or more of the Directors has a material financial interest ("Interested Director"), or (ii) between this Corporation/Organization and a corporation, firm, or association of which one or more of its directors are Directors of this Corporation/Organization. Said self-dealing shall not be void or voidable because such Director(s) of corporation, firm, or association are parties or because said Director(s) are present at the meeting of the Board of Directors or committee which authorizes, approves or ratifies the self-dealing contract, if:

a) All material facts are fully disclosed to or otherwise known by the members of the Board and the self-dealing contract is approved by the Interested Director in good faith (without including the vote of any membership owned by said Interested Director(s))

b) All material facts are fully disclosed to or otherwise known by the Board of Directors or committee, and the Board of Directors or committee authorizes, approves, or ratifies the self-dealing contract in good faith—without counting the vote of the Interested Director(s)—and the contract is just and reasonable as to the Corporation/Organization at the time it is authorized, approved, or ratified; or

c) As to contracts not approved as provided in above sections (a) and/or (b), the person asserting the validity of the self-dealing contract sustains the burden of proving that the contract was just and reasonable as to the Corporation/Organization at the time it was authorized, approved, or ratified.

Indemnification

To the fullest extent permitted by law, the Corporation/Organization shall indemnify its "agents," as described by law, including its directors, officers, employees and volunteers, and including persons formerly occupying any such position, and their heirs, executors and administrators, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," and including any action by or in the right of the Corporation/Organization, by reason of the fact that the person is or was a person as described in the Non-Profit Corporation Act. Such right of indemnification shall not be deemed exclusive of any other right to which such persons may be entitled apart from this Article.

The Corporation/Organization shall have the power to purchase and maintain insurance on behalf of any agent of the Corporation/Organization, to the fullest extent permitted by law, against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, or to give other indemnification to the extent permitted by law.

ARTICLE 9 - EXECUTION OF CORPORATE INSTRUMENTS

Execution of Corporate Instruments

The Board of Directors may, at its discretion, determine the method and designate the signatory officer or officers, or other person or persons, to execute any corporate instrument or document, or to sign the corporate name without limitation, except when otherwise provided by law, and such execution or signature shall be binding upon the Corporation/Organization.

Unless otherwise specifically determined by the Board of Directors or otherwise required by law, formal contracts of the Corporation/Organization, promissory notes, deeds of trust, mortgages, other evidences of indebtedness of the Corporation/Organization, other corporate/ organization instruments or documents, memberships in other corporations/organizations, and certificates of shares of stock owned by the Corporation/Organization shall be executed, signed, and/or endorsed by the Executive Director.

All checks and drafts drawn on banks or other depositories on funds to the credit of the Corporation/Organization, or in special accounts of the Corporation/Organization, shall be signed by such person or persons as the Board of Directors shall authorize to do so.

Loans and Contracts

No loans or advances shall be contracted on behalf of the Corporation/Organization and no note or other evidence of indebtedness shall be issued in its name unless and except as the specific transaction is authorized by the Board of Directors. Without the express and specific authorization of the Board, no officer or other agent of the Corporation/Organization may enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation/Organization.

ARTICLE 10 - RECORDS AND REPORTS

Maintenance and Inspection of Articles and Bylaws

The Corporation/Organization shall keep at its principal office the original or a copy of its Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the directors at all reasonable times during office hours.

Maintenance and Inspection of Federal Tax Exemption Application and Annual Information Returns

The Corporation/Organization shall keep at its principal office a copy of its federal tax exemption application and its annual information returns for three years from their date of filing, which shall be open to public inspection and copying to the extent required by law.

Maintenance and Inspection of Other Corporate Records

The Corporation/Organization shall keep adequate and correct books and records of accounts and written minutes of the proceedings of the Board and committees of the Board. All such records shall be kept at a place or places as designated by the Board and committees of the Board, or in the absence of such designation, at the principal office of the Corporation/ Organization. The minutes shall be kept in written or typed form, and other books and records shall be kept either in written or typed form or in any form capable of being converted into written, typed, or printed form. Upon leaving office, each officer, employee, or agent of the Corporation/Organization shall turn over to his or her successor or the Chair of the Board or President, in good order, such corporate/organization monies, books, records, minutes, lists, documents, contracts or other property of the Corporation/Organization as have been in the custody of such officer, employee, or agent during his or her term of office.

Every director shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the Corporation/ Organization and each of its subsidiary corporations/organizations. The inspection may be made in person or by an agent or attorney and shall include the right to copy and make extracts of documents.

Preparation of Annual Financial Statements

The Corporation/Organization shall prepare annual financial statements using generally accepted accounting principles. Such statements shall be audited by an independent certified public accountant, in conformity with generally accepted accounting standards. The Corporation/Organization shall make these financial statements available to the Maine Attorney General and members of the public for inspection no later than 60 days after the close of the fiscal year to which the statements relate.

Reports

The Board shall ensure an annual report is sent to all directors within 60 days after the end of the fiscal year of the Corporation/Organization, which shall contain the following information:

a) The assets and liabilities, including trust funds, of this corporation at the end of the fiscal year.

b) The principal changes in assets and liabilities, including trust funds, during the fiscal year.

c) The expenses or disbursements of the Corporation/Organization for both general and restricted purposes during the fiscal year.

d) The information required by the Non-Profit Corporation Act concerning certain self- dealing transactions involving more than $50,000.00 or indemnifications involving more than $10,000.00 which took place during the fiscal year.

The report shall be accompanied by any pertinent report from an independent accountant or, if there is no such report, the certificate of an authorized officer of the Corporation/Organization that such statements were prepared without audit from the books and records of the Corporation/Organization.

ARTICLE 11 - FISCAL YEAR

The fiscal year for this Corporation/Organization shall end on June 30.

ARTICLE 12 - AMENDMENTS AND REVISONS

These Bylaws may be adopted, amended, or repealed by a two-thirds majority of the directors then in office. Such action is authorized only at a duly called and held meeting of the Board of Directors for which written notice of such meeting, setting forth the proposed bylaw revisions with explanations, therefore, is given in accordance with these Bylaws. If any provision of these Bylaws requires the vote of a larger portion of the Board than is otherwise required by law, that provision may not be altered, amended or repealed by that greater vote.

ARTICLE 13 - CORPORATE/ORGANIZATION SEAL

The Board of Directors may adopt, use, and alter a corporate/organization seal. The seal shall be kept at the principal office of the Corporation/Organization. Failure to affix the seal to any corporate/organization instrument, however, shall not affect the validity of that instrument.

ARTICLE 14 - CONSTRUCTION AND DEFINITIONS

Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the Non-Profit Corporation Act as amended from time to time shall govern the construction of these Bylaws. Without limiting the generality of the foregoing, the masculine gender includes the feminine and neuter, the singular number includes the plural and the plural number includes the singular, and the term "person" includes a Corporation/ Organization as well as a natural person. If any competent court of law shall deem any portion of these Bylaws invalid or inoperative, then so far as is reasonable and possible (i) the remainder of these Bylaws shall be considered valid and operative, and (ii) effect shall be given to the intent manifested by the portion deemed invalid or inoperative.

CERTIFICATE OF SECRETARY

I, ______________, certify that I am the current elected and acting Secretary of the Corporation/Organization, and the above Bylaws are the bylaws of this Corporation/ Organization as adopted by the Board of Directors on _____, ___, 2024, and that they have not been amended or modified since the date above.

EXECUTED on this _____ day of _______________________________, in the County of Cumberland in the State of Maine.

__________________________________ (Duly Elected Secretary)

April 20, 2024

Dear Senator King,

I am writing this letter to express support for Our Place Youth and Community Services programming and to advocate that these vital programs are able to provide ongoing services to the youth and families in Portland who benefit from them. As a Community Services Coordinator for the Community Policing Unit in the East Bayside neighborhood of Portland, I have first hand experience appreciating the positive impact that Our Place programs have had on some of the most vulnerable and at risk youth and families in this community.

Our Place and the Community Policing Unit I work for consistently interact with many of the same youth and families in the highly diverse neighborhood that is East Bayside in Portland. Through Our Place services, Mrs. Catania has done a wonderful job identifying and offering her program activities to many youth, who, perhaps for a variety of reasons, may not be able to engage in some of the other services offered to youth in this area. Many children in this neighborhood live in public housing, may be low income, and lack a means of transportation. Libby meets children in their own neighborhood, provides transportation, and customizes youth activities that are creative, fun, and meet the interests of a wide range of children.

I believe Our Place is a vital program that helps the youth of Portland enhance their feeling of self-worth, improves confidence and social skills, and has a positive impact on the community as a whole. I hope you consider funding their full proposal so this program is able to continue serving the youth and families that depend on it.

Sincerely,

Bart Donovan

Community Services Coordinator
Portland Police Department
bdonovan@portlandmaine.gov

18 April 2024

Dear Senator King,

I am writing to you as the Executive Director in New England of the Peter Alfond Foundation to express our wholehearted support for Our Place Portland's request for Federal funding. For the past year, the Peter Alfond Foundation has supported Our Place Portland due to its exceptional leadership, innovative and adaptive approaches, and its direct, positive impact on the communities it serves.

Our Foundation is currently dedicated to advancing the youth development field and its crucial role in providing positive experiences for middle and high school-aged youth. This age group is often underserved by both philanthropic and governmental initiatives, and this is a critical period when disparities and inequities, particularly those related to class and race, begin to worsen if left to the status quo.

The Our Place stands out as an exemplary organization in demonstrating the significant difference that a community-based organization can make. They serve as a vital safety net for numerous young people and their families by providing a secure environment, caring adults, engagement opportunities, emotional growth, and connections to various resources. These positive childhood experiences are essential components of human development that some may take for granted, but they can have an even greater impact on young people's lives and outcomes than adverse childhood experiences.

Our Place Portland clearly needs a larger space to adequately serve the needs of children and families in Kennedy Park and these needs are not being met elsewhere. Investing in this organization will undoubtedly yield positive returns for generations to come.

I would be more than happy to discuss my experience with and support for Our Place Portland with you at your convenience.

Sincerely,

Adam Burk

Executive Director, New England

207.233.1920 | adam@intentionalphilanthropy.com

East End Community School

195 North Street, Portland, Maine
Phone #: 207.874.8228 | Fax #: 207-874-8234

Boyd Marley, Principal
Kelly Thornhill, Assistant Principal

April 17, 2024

Dear Senator King,

It is with great pleasure that I recommend Our Place Portland Inc. for Congressionally Directed Spending to support their programming for FY 2025.

I am an administrator for Portland Public Schools and have been the Principal of East End Elementary School in East Bayside Portland for 7 years. At our school, over 50% of children are English Language Learners and 18 % have identified special needs. Due to our population, all students qualify for free and reduced price lunch. I met the founder and Executive Director of Our Place, Libby Catania, in 2021, when we were searching for a part-time Special Education Teacher and Case Manager. Libby quickly rose to the challenge of taking on some of our most challenging and complex student cases, handling them with the utmost professionalism and expertise. She has a particular strong skill in connecting with students and ensuring that they feel fully included in their school and community. At the time I met Libby, she was also working for Portland Housing Authority at their Study Center in Kennedy Park, the largest public housing community that our school serves. I was impressed to see that she had developed strong relationships with families including parents and youth of all ages - not just elementary school children - and was dedicated to their success and inclusion in our community.

After two years of Libby's work as a Special Education Teacher and Case Manager, she was able to garnish enough funding to work at Our Place full-time and with chagrin, we supported her in moving to this opportunity as we know how much inclusive programming impacts our families.
I've supported Our Place in a few ways. First off, Libby and I are in communication when it comes to student and family issues and Our Place is a community partner when it comes to advocacy for families. We have become natural colleagues, running into each other at events such as the MANP annual event and others. I know that our students love coming to Our Place as they wear their sweatshirts regularly and enjoy telling staff about what experiences they have had there. Recently, I was able to attend their He(ART) Show in February and was impressed to see the turn-out. They had about 75 community members at the event including our Special Ed. Teachers, some classroom teachers, and many families who less frequently attend our school programs.

Our Place programming is vital to our school community because they offer free, inclusive programming that serves both students and parents. We worry less about the safety of students in our community when we know that they are able to have touch-points with Our Place staff in their neighborhood and community and are proud to see that some of our students who have struggled the most in school are very engaged in their programming, some even leading programming as Mentors in Training.
Please consider funding their proposal for Congressionally Directed Spending so that we are able to continue to provide these high-quality and necessary programs for our school community.

With gratitude,

Boyd Marley

Principal, East End Community School
marlebo@portlandschools.org

OUR PLACE PORTLAND INC.	Operating Budget FY 24-25
Income	
Government Grants	52,801
Other Grant Support	75,000
United Way	14,500
Local Business	7,500
Events	19,000
Private donors	10,000
Banks	15,000
Miscellaneous/Unsolicited	2,000
Contracts / Projects	2,000
TOTAL	**195,801**
Expenses	
YOUTH PROGRAMMING	
Transportation	5,000
Food	8,000.00
Supplies	5,000.00
Field Trips	2,000.00
Furniture	500
FAMILY ADVOCACY SERVICES	
Family Advocacy	10,000
Family Events	5,000
COMMUNITY SUMMER CAMP (2 weeks)	
Overall Costs	12,000
STAFF	
Staff Wages (and taxes)	106,000.00
Youth Stipends	3,500.00
Board Member Stipends	1,200
Development	250
ADMINISTRATIVE	
Rent + Utilities	24,000.00
Legal	0
Technology	2,000
Insurance	4,000
Paycheck Processing	1,000
PO Box and Shipping	350
Misc.	100
TOTAL	**189,900**
NET FUNDS	**5,901**

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

OUR PLACE PORTLAND INC
8 THURSTON LANE
SCARBOROUGH, ME 04074

Date:
11/22/2022
Employer ID number:
88-3309336
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
June 13, 2022
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053720004682

Dear Applicant:

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

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

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

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

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

Sincerely,

Stephen a. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

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

Form **8879-TE**

Department of the Treasury
Internal Revenue Service

IRS E-file Signature Authorization for a Tax Exempt Entity

For calendar year 2023, or fiscal year beginning ____________, 2023, and ending ____________, 20__

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

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

OMB No. 1545-0047

2023

Name of filer: OUR PLACE PORTLAND, INC

EIN or SSN: 88-3309336

Name and title of officer or person subject to tax: ELIZABETH CATANIA
EXECUTIVE DIRECTOR

Part I Type of Return and Return Information

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

1a	**Form 990** check here	[ ]	b **Total revenue,** if any (Form 990, Part VIII, column (A), line 12)	1b	
2a	**Form 990-EZ** check here	[X]	b **Total revenue,** if any (Form 990-EZ, line 9)	2b	74717.
3a	**Form 1120-POL** check here	[ ]	b **Total tax** (Form 1120-POL, line 22)	3b	
4a	**Form 990-PF** check here	[ ]	b **Tax based on investment income** (Form 990-PF, Part V, line 5)	4b	
5a	**Form 8868** check here	[ ]	b **Balance due** (Form 8868, line 3c)	5b	
6a	**Form 990-T** check here	[ ]	b **Total tax** (Form 990-T, Part III, line 4)	6b	
7a	**Form 4720** check here	[ ]	b **Total tax** (Form 4720, Part III, line 1)	7b	
8a	**Form 5227** check here	[ ]	b **FMV of assets at end of tax year** (Form 5227, Item D)	8b	
9a	**Form 5330** check here	[ ]	b **Tax due** (Form 5330, Part II, line 19)	9b	
10a	**Form 8038-CP** check here	[ ]	b **Amount of credit payment requested** (Form 8038-CP, Part III, line 22)	10b	

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

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

PIN: check one box only

[X] I authorize LEONARDO & CO., P.A., C.P.A. (ERO firm name) to enter my PIN 48431 (Enter five numbers, but do not enter all zeros)

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

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

Signature of officer or person subject to tax ____________ Date ____________

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN. 01084801378 (Do not enter all zeros)

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

ERO's signature ____________ Date 09/30/24

ERO Must Retain This Form - See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So

For Privacy Act and Paperwork Reduction Act Notice, see instructions. Form **8879-TE** (2023)

LHA 302521 01-05-24

Project Timeline
Our Place Portland Inc.

Youth Mentorship Groups: September 2024 - June 2025, Mondays (8th/9th grade boys 3:00-5:00, 6th/7th grade boys 5:00-7:00), Tuesdays (Younger youth 2:30-4:30), Wednesdays (Younger youth 1:30-3:30, 6th-8th grade girls 3:30-5:30), Thursdays (Younger youth 2:30-4:30), ongoing September 2025 - June 2026 and so on

Community Summer Camp: July 2025, 75 younger youth, 30 Mentors-in-Training, July 2026 repeats

Mentors-in-Training Leadership Training: July 2025 (30 middle school youth), July 2026 repeats
Family Advocacy Services: Ongoing, 250 hrs/year by appointment, Bi-monthly Caregiver Collective potluck dinners (dates chosen according to Caregiver availability), Wednesday fresh food deliveries to homes

Community Events: August Block Party in Kennedy Park with Community Policing, October Trunk or Treat at Cathedral of the Immaculate Conception parking lot, February He(ART) Show at The Hill Arts, Winter Holiday Dinner at the Root Cellar [events are annually repeating]

CYRM - July 2024, January 2025, July 2025, January 2026

WHO QOL - April 2024, 2025, 2026

OUR PLACE PORTLAND INC.	Operating Budget FY 25-26
Income	
Government Grants	55,994
Other Grant Support	25,000
United Way	30,000
Local Business	10,000
Corporate Giving	50,000
Events	30,000
Private donors	10,000
Banks	10,000
Miscellaneous/Unsolicited	2,000
Contracts / Projects	2,000
TOTAL	**222,994**
Expenses	
YOUTH PROGRAMMING	
Transportation	2,000
Food	5,000.00
Supplies	3,000.00
Field Trips	2,000.00
Furniture	1,000
FAMILY ADVOCACY SERVICES	
Family Advocacy	5,000
Family Events	2,000
COMMUNITY SUMMER CAMP (2 weeks)	
Overall Costs	15,000
STAFF	
Staff Wages (and taxes)	111,987.00
Youth Stipends	6,600.00
Board Member Stipends	1,200
Development	250
ADMINISTRATIVE	
Rent + Utilities	60,000.00
Legal	0
Technology	2,000
Insurance	4,000
Paycheck Processing	1,000
PO Box and Shipping	350
Misc.	100
TOTAL	**222,487**
NET FUNDS	**507**

Overview

Completed by aortiz@presentemaine.org on 11/18/2024 12:47 PM

Case Id: 30584
Name: Presente! Maine: Emergency Services & Food
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 aortiz@presentemaine.org on 11/18/2024 12:48 PM

Case Id: 30584
Name: Presente! Maine: Emergency Services & Food
Address: *No Address Assigned

A. Agency Information

Please provide the following information.

AGENCY INFORMATION
A.1. Agency Name
Presente! Maine

A.2. Mailing Address
PO Box 4202 622 Congress St Portland, ME 04101

A.3. Federal ID Number
87-3756331

A.4. Unique Entity Identifier- SAM.GOV
XKRQNRCNJVP3

APPLICATION POINT OF CONTACT
A.5. Name
Adriana Ortiz Burnham

A.6. Phone
(207) 800-7399

A.7. Email
aortiz@presentemaine.org

EXECUTIVE DIRECTOR
A.8. Name
Crystal Cron

A.9. Phone
(207) 671-9496

A.10. Email
ccron@presentemaine.org

PROJECT DIRECTOR
A.11. Name
Keyko Torres

A.12. Phone
(207) 870-7382

A.13. Email
ktorres@presentemaine.org

FINANCIAL DIRECTOR
A.14. Name
Karen Castillo

A.15. Phone
(207) 800-5200

A.16. Email
kcastillo@presentemaine.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)
Presente! Maine: Emergency Services & Food Assistance For Homeless & Housing-Insecure Immigrant Communities

B.2. Primary Address Services Are Delivered
795 Congress Street 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 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:
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.
Afro/Indigenous-Latine immigrants, residing primarily in Portland's Parkside and Valley Street Neighborhoods, or in shelters. Largely families, caregivers, and LGBTQ2S survivors.

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

B.9. How many are low to moderate income residents of Portland?
500

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.
9360 hours of staff time (hours); 100,000 pounds of food distributed; 200 families reached info materials

distributed/reviewed

B.12. How many units of service will be provided by the program?
109,560

Budget and Organizational Questions

B.13. What percentage of the total budget is CDBG?
39.00%

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?
$231,953.60

B.17. In your organization's preceding completed fiscal year, did it receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?
No

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

Program Objectives and Outcomes

B.19. Program Objectives
1. Increase the number of immigrant tenants in Maine who access legal assistance when facing eviction or other legal issues related to housing stability. 2. Divert immigrant tenants in Maine from eviction proceedings to maintain housing stability and increase economic security. 3. Increase food security in Low Income Areas by distributing fresh, nutritious, culturally appropriate foods on a regular basis.

B.20. Program Outcomes
1. Target at least two outreach and education events each month either hosting know-your-rights trainings for immigrants, providing tenants' rights information at immigrant community events, or training service providers that work with immigrants in Maine, in addition to creating online education materials. 2. Provide culturally and linguistically appropriate stabilization services to prevent eviction, including identifying legal and non-legal solutions for clients' housing issues and providing warm referrals as appropriate. 3. Expand Despensa Solidaria distribution by 25%, increasing distribution to 125000 pounds of culturally relevant food yearly through Despensa.

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

	Totals
How many employees are currently employed in this program?	3

How many employees will be employed in this program if it receives CDBG funding?	4
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?
Community Health Workers (CHWs) will conduct interview-based intakes and ongoing check-ins. This data will be stored in Casebook, our case management software. Additionally, attendance and participation rates will be tracked by CHWs and stored in an organizational database.

B.23. How will the units of service be tracked and documented?
Staff time will be tracked via timesheets, which employees fill out on Gusto, our human resources software. Outreach and informational materials will be stored in a publicly accessible digital archive. Attendance at all pantries, support groups, and clinics will be tracked and stored in a member-restricted database on Google Workspace. Pounds of food distributed will be accounted for by weighing. All data is stored in a member-restricted cloud database.

B.24. How will the outcomes be measured, collected, and documented?
Our community health workers will lead data collection, supported by the Community Health and Wellness Lead. Weekly check-ins will identify and document successes, challenges, and progress notes. Data collection such as pounds of food distributed, and attendance rates will be tracked throughout the year, for comparison. Feedback will be requested after outreach events to collect qualitative data and be taken into consideration to influence strategies and content. Additionally, we will track how many referrals result in adequate housing solutions, including finding or retaining sustainable housing. Distributions of physical and virtual documents and information will be tracked and monitored in our member-restricted cloud database.

C. Narrative

Completed by aortiz@presentemaine.org on 11/18/2024 3:46 PM

Case Id: 30584
Name: Presente! Maine: Emergency Services & Food
Address: *No Address Assigned

C. Narrative

Please provide the following information.

C.1. Program Description

Describe the Program being proposed.

We are requesting funding for a year-long outreach and intervention campaign, beginning in July 2025, focused on case management, offering urgent housing supports and direct food assistance to homeless/housing-insecure individuals and families In the short term, the campaign will address the immediate needs of Afro/Indigenous-Latine community members in Portland by connecting them to critical resources such as MaineCare, Women, Infants, and Children (WIC), Supplemental Nutrition Assistance Program (SNAP), General Assistance (GA), Temporary Assistance for Needy Families (TANF), and assistance with obtaining driver licenses. For those ineligible for state or federal resources, we will provide support including culturally appropriate food assistance, crisis intervention, tenant advocacy, vaccination outreach, and navigation support for complex healthcare systems. Our approach emphasizes holistic support and culturally responsive solutions to improve the overall quality of life for our community members. Grounded in Indigenous traditions, our Health and Wellness, or Bienestar, program emphasizes a holistic approach to wellness, addressing physical, social, emotional, spiritual, and cultural needs. Through culturally and linguistically tailored health education, medical case management, and care coordination, we work with our community to reduce inequities in Maine's healthcare system. For example, our community health workers (CHWs) collaborate with caregivers in the community to address maternal health disparities and empower families with knowledge and tools for improving overall well-being. Our campaign goes beyond meeting immediate needs by empowering community members to build their power and create a self-sustaining sense of safety and well-being. Through workshops, co-learning spaces, and advocacy campaigns, we aim to equip our community with the tools, knowledge, and confidence needed to organize and lead efforts for systemic change. Key activities include: Providing case management and advocacy services to help low-income immigrant families access healthcare, housing, and public benefits. Expanding Despensa Solidaria, our culturally responsive food assistance program, to serve over XX families biweekly, offering fresh, nutritious, and culturally relevant produce from our community farm and area partners. Hosting co-learning workshops on family planning, maternal health, tenant rights, and navigating healthcare systems. This campaign builds on our ongoing efforts to challenge inequitable systems while creating immediate stability for those most at risk. By emphasizing communal leadership and by focusing on caregivers, we aim to mitigate the harmful narratives of shame and blame and instead focus on ownership, dignity, and self-determination agency. This proposal aligns directly with the CDBG program's goals of serving low-income individuals, preventing and reducing homelessness, and advancing equity through culturally rooted programming.

C.2. Community Need Description

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

FOOD ASSISTANCE: Our organization was founded in March 2020 in response to the vast and complex community needs of Afro & Indigenous Latine Maine residents. Primarily undocumented seafood-processing, agricultural, and hospitality industry workers, Latine immigrants are the backbone of Maine's booming tourist and export economies. While Latines make up the largest percentage of minorities in Maine, we face some of the harshest living conditions in our state, even within communities that are highlighted in national publications as #1 Places to Visit in the United States. In Maine, 179,680 people are facing hunger - and 45,790 are children. Based on trends in the statewide hunger relief network, Good Shepherd Food Bank expects even higher rates of food insecurity as data from 2023 comes to light, as pandemic-era SNAP benefits were rolled back in the first quarter of 2023, compounding the impacts of inflation, and reducing household financial security. A sampling of data from 40 community food pantries shows double-digit percentage increases in both visits and households served between 2022 and 2023, with some partners anecdotally sharing even sharper increases. Presente's work is a critical component of addressing the food needs of Afro & Indigenous Latine communities in Maine. Existing charitable food organizations and enrollment in SNAP are not enough to overcome the food barriers that our communities face. HOUSING NEED: According to a report done by the Maine Affordable Housing Coalition, only 20% of tenants in Maine receive legal representation in evictions, and positive case outcomes for tenants were strongly correlated with whether a tenant had legal representation. This project will provide resources for an intervention that no civil legal services provider or community-based organization in Maine has been able to systematically take on, which is targeted education and outreach for immigrant tenants to ensure that more access legal help and come to eviction court, rather than moving out before court, to assert their rights and potentially maintain their tenancy. With the funding provided by this project, many of the growing numbers of asylum seekers and other immigrants in Maine would receive education and outreach, stabilizing services, and legal help including representation in evictions and related matters. Community Health Workers in our organization are often contacted by community members who are facing eviction and do not understand their rights nor know where to turn to. Their often complicated immigration status hinders their ability to access services from local legal aid resources.

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

First, this project would fund a critical effort to expand outreach and education on tenants' rights targeting immigrant tenants in Maine. Presente! Maine would target at least two outreach and education events each month either hosting know-your-rights trainings for immigrants, providing tenants' rights information at immigrant community events, or training service providers that work with immigrants in Maine, in addition to creating online education materials. With more community knowledge to identify housing legal issues and more access points to legal help, the project will increase the number of immigrant tenants who seek and connect to legal aid for eviction and other housing issues. Second, the project will provide culturally and linguistically appropriate stabilization services to prevent eviction. Presente will identify legal and non-legal solutions for clients' housing issues and provide warm referrals as appropriate. Non-legal strategies by Presente will include assisting clients with applications for rental assistance and public benefits and alternate housing; providing financial counseling; and engaging landlords as cultural brokers as appropriate to resolve miscommunications and misunderstandings with tenants and avoid eviction. Legal strategies will include advice and representation in obtaining public benefits and negotiating with landlords before court–all with the expected outcome of avoiding eviction filings for immigrant tenants. Third, Presente will expand Despensa Solidaria, our culturally responsive food assistance program, to meet the urgent unmet nutritional needs of immigrant families. By June 2026, this program aims to expand distribution by 25%, increasing distribution to 125000 pounds of culturally relevant food yearly through Despensa. Every two weeks, families will receive food that reflects their culinary traditions, reducing the stress of food insecurity while supporting dignity and cultural connection. By combining food assistance with access to additional stabilization services, this project will strengthen the overall resilience of immigrant families and reduce the risk of eviction caused by financial strain.

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**

Maine faces an unprecedented housing crisis with soaring rents, a post-pandemic aid vacuum, and a 25% surge in evictions - and people of color and immigrants are disproportionately affected. This campaign directly addresses the growing challenges faced by immigrants and low-income tenants at risk of homelessness. Through a combination of tenant rights education, food assistance, and emergency housing support, the program will actively work to stabilize housing and reduce the likelihood of homelessness for housing-insecure families living in Low Income Areas. Our program proactively addresses the root causes of eviction by educating immigrant tenants about their rights under Maine law, empowering them to recognize illegal practices and advocate for themselves. This knowledge can prevent unjust evictions and improve tenants' ability to secure and maintain housing. The program also meets the unique needs of the Afro-Indigenous Latine immigrant community, a population often underserved by mainstream housing support services. By offering culturally and linguistically appropriate services, Presente bridges the gap between immigrant families and critical resources, preventing displacement caused by language barriers, systemic discrimination, or lack of accessible services. Through this work, our program will also address food insecurity as a driver of homelessness. Our Despensa Solidaria provides reliable, barrier-free, and culturally relevant food assistance to anyone who needs it. By reducing financial strain caused by food insecurity, this program enables families to allocate resources toward housing costs, thereby lowering their risk of eviction and homelessness. By focusing on education, stabilization, and resource access, our program exemplifies a holistic approach to preventing and reducing homelessness, providing both immediate support and long-term solutions for immigrant families disproportionately impacted by housing instability.

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.

Presente's work emphasizes the importance of identifying root causes, tailoring programs to address the community's specific needs, and connecting individuals facing similar challenges within the community. Our core strength lies in maintaining consistent communication with the community and adapting programs in real-time to address evolving needs. Our staff is predominantly Black, Indigenous, and People of Color, or BIPOC, with a majority identifying as Indigenous and Latine, and most identifying as women. The staff encompasses a range of backgrounds, including first and second-generation immigrants, varying levels of formal education, and different levels of proficiency in English. Like the larger community, we have experienced dehumanization and encountered poverty while striving to survive. This project will permit Presente to expand its existing work which has been shown to effectively help immigrant tenants maintain stable housing. Since 2020, Presente has served the Latine community in Maine. Its work emphasizes the importance of identifying root causes, tailoring programs to address the community's specific needs, and connecting individuals facing similar challenges within the community. Our community health workers provide critical tenant and eviction education, as well as housing navigation and legal support in eviction cases and other tenant/landlord disputes. Presente works to identify eviction cases in its community and then educate the tenants on their rights as renters. Team members assist community members in preparing for, attending, and following up on their court appointments, serving as important liaisons and cultural brokers between the individual and their attorney. Presente supports individuals as they tease out the most important facts of their case, and helps them present their situation accurately and effectively. If an agreement is reached to prevent eviction, Presente helps them follow through on the agreed-upon next steps. Presente works to support the Latine community outside of the courtroom setting, by serving as mediators for difficult conversations with landlords. As regards food assistance – we are the only Indigenous Latinx-led food aggregator and distributor in the region. Our Despensa Solidaria is integral to the food ecosystem in Maine, relied on by state and local agencies and governmental bodies to reach vulnerable and disenfranchised communities that other programs miss. In the past five years, we have grown and distributed more than 20,000 pounds of healthy, fresh food. We have purchased or rescued and distributed an additional 80,000 pounds per year, bringing our total to 500,000 pounds distributed over five years to housing-insecure or homeless immigrants of color.

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. Presente's Outreach and Intervention Campaign activities are directly in line with the established high priority items stated by the city – food assistance and emergency resources to prevent homelessness. Our approach and methods are also directly in line with the City of Portland's six themes as laid out in the 2030 City Plan: Equitable, Sustainable, Connected, Authentic, Secure, Dynamic. As the City of Portland commits to remaining an open and inclusive city that is welcoming and safe for our residents, our activities provide

concrete opportunities to extend this promise to the the displaced Afro/Indigenous- Latine community that we serve. 2. Presente's community, displaced Afro and Indigenous Latines in Maine, are among those experiencing the most financial hardship, with 59% of Black and 44% of Hispanic households in Maine below the ALICE Threshold in 2021, compared to 41% of White households. Most households in our community are young, single-female-headed households.United for ALICE data shows that by age, the youngest (under age 25) households faced the highest rates of hardship, and by household composition, single-female-headed families with children were more likely to be below the threshold than single-male-headed or married-parent households, or than single or cohabiting households without children with 75% of single-female-headed families below ALICE Threshold of Financial Survival. 3. Presente serves Mainers with income below 200% of the federal poverty level ($43,920 a year for a family of three). Focusing on creating accessible resources and programming allows us to foster authentic connection that has tangible results, including increased program participation and retention. We've had enormous success historically thanks to our unique approach to social service work, centering the experience and perspective of those most proximate to the issue. 4. All other project funds have been committed by Maine Community Foundation, Good Shepherd Food Bank, United Way, and Investing in Immigrant-Led Organizations. Other funding sources constitute 61% of the total project budget.

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.

WIC - Presente began a partnership with The Opportunity Alliance WIC program in 2022. Since 2023, we have been co-hosting after hours clinics to support community members who are often unable to keep appointments during regular business hours. In addition to offering time slots that are more convenient and accessible, Presente CHWs are available on site to help community members to navigate the enrollment process, and to help WIC staff understand language and processes that are most equitable to community members. Our partnership with WIC counselors is an ongoing relationship to benefit our shared communities. The Locker Project (TLP) – Presente and TLP's collaboration began in 2020 when TLP became a main source of gleaned and rescued food for Presente's Food Brigade Project. TLP recognized that Presente could fill a need that no other organization could, and they prioritized contributing over 1,000 lbs of local produce weekly to our distribution, delivering it directly to our warehouse. Since 2023, we have partnered with TLP to make household-size boxes to distribute at our Despensa Solidaria. Maine Immigrants' Rights Coalition (MIRC) – MIRC and Presente have a long-standing relationship, with MIRC serving as the fiscal sponsor of the first iteration of Presente. Since becoming an independent organization, MIRC and Presente have worked closely together to advance equity for all immigrant populations in Maine including the most vulnerable like undocumented, homeless, and LGBTQ community members. MEJ – MEJ and Presente have a history of successful collaboration. They have been coalition partners in the All Means All campaign to expand immigrant access to Medicaid in Maine. The coalition meets regularly, strategizes, and makes decisions on the campaign together, and in 2021, we successfully passed coverage for pregnant people and children under 21 regardless of status. Since 2020, Presente has partnered with Maine Equal Justice to address housing destabilization and widespread evictions in vulnerable communities. Through partnership and referrals, Presente has provided critical tenant and eviction education, as well as housing navigation and legal support in eviction cases and other tenant/landlord disputes. Presente works to identify eviction cases in its community and then educate the tenants on their rights as renters. Team members assist community members in preparing for, attending, and following up on their court appointments, serving as important liaisons and cultural brokers between the individual and their attorney. Presente supports individuals as they tease out the most important facts of their case, and helps them present their situation accurately and effectively. If an agreement is reached to prevent eviction, Presente helps them follow through on the agreed-upon next steps. Presente works to support the Latine community outside of the courtroom setting, by serving as mediators for difficult conversations with landlords.

C.8. Readiness to Proceed

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

We seek funding for a year-long outreach and intervention campaign, beginning in July of 2025. July - August 2025 : Program Planning This includes following up with community partners including MEJ, MIRC, PTLA & Locker Project. We will share a work plan, and get input on both the housing stabilization and food access components, asking for their commitment to accept and make referrals, and to support eviction cases. August - October 2025 : Outreach and Community Clinics Given that summer months are often busy for our community who is made up primarily of seasonal seafood processing workers, we will focus our outreach are targeted evening events at times that are most accessible for community members and their families. Success means we will host at least 6 events over summer and early fall including a Know Your Rights training, Tenants Rights & Eviction Prevention training, How-to enroll in Eviction Prevention Program. Fresh, culturally relevant food will be provided at all events merging our regular bi-weekly resource fairs and pantry with these events to resource more community members and create incentive for our educational events. October 2025 - April 2026 : Deployed Housing Navigation Supports & Despensa Solidaria As the seafood processing season winds down, we will conduct community outreach to identify those families most at risk for eviction and/or inability to pay rent. Community Health Workers will begin enrollment in the Maine Housing Eviction Prevention Program, general assistance, DHHS benefits, and other social services for which our community members are eligible. Education will remain a key component of this outreach with an emphasis on tenants rights, and what to do if your housing is at risk. Many community members do not know there are legal processes and avenues to address eviction or other conflicts with landlords. In collaboration with our partners, we will hold a six-month series of workshops including housing safety, tenants rights, code enforcement and navigating tenant court cases. Despensa solidaria, our community pantry, will be held at our Main Offices with food offerings increasing to include more protein sources including eggs, dairy, legumes and fresh fish. Each family will receive an average of 40 lbs of food per event. The benefit of la despensa is two-fold – fresh, culturally relevant food that is not being provided to our community at any other pantry, and it is a key outreach hub where we are able disseminate information about workshops and events, programs and policy changes, and anything else that impacts our community. May - June 2026 : Continued support & Evaluation Our outreach and education offerings will continue. At this phase in the project we will move into a parallel evaluation process where we will: Meet with community leaders to assess outcomes and overall campaign success; Create multi-part report outlining successes and challenges of the campaign; Distribute report to area stakeholders

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.

Since Presente’s infancy, we have been a leader in Maine’s Food Ecosystem. We’ve centered a people-to-people approach that focuses on not only access to food but power and agency in the shaping of our foodways and land-based livelihoods. While state government, philanthropic, and nonprofit sectors have been at times paralyzed in bureaucratic processes, and lack of direct connection to and knowledge of communities most impacted by poverty and hunger, Presente has been on the ground providing access to good food and building sustainable community infrastructure for long term food aggregation and distribution. In 2020, Presente! Maine was born as an emergency, mutual aid, food delivery program called Food Brigade. Despite having only $500 in the bank, we were soon managing referrals from institutions like Portland Public Schools, the City of Portland, and The Opportunity Alliance. Presente's strategic approaches begin to take root at the state and regional level less than one short year after inception. In Maine's "Roadmap to End Hunger by 2030, Goal B: To Ensure Consistent, Easy, & Equitable Access to Healthy & Culturally Appropriate Food", Presente is highlighted as the model for "Strategy 3: [to] Transform Food Assistance Programs with an Increasingly User-Centered, Culturally Responsive, Low Barrier, and Equity-Driven Approach". For the past four fiscal years, we have successfully managed five state government contracts, spearheading COVID response in both Portland and Lewiston. Both state and local entities rely on us to meet community needs that no other organization is fulfilling. Food Sovereignty is a critical arm of our work. We believe in the right of all peoples to healthy and culturally appropriate food produced through ecologically sound and sustainable methods, and their right to define their own food and agriculture systems, an approach that moves beyond caloric sufficiency. Through our Collective Farm in Greene, ME, we aim to restore cultural foodways and our rightful place as land stewards. We have turned a once overgrown pasture into a two-acre farm made up of a vegetable and culinary herb garden, a medicinal herbs and plants sanctuary, and a mixed fruit orchard where we host gatherings, commune over meals, share the harvests, and relearn ancestral food growing practices. Over five seasons, we have distributed more than 100,000 pounds of our own crops to our greater Portland community at no cost, becoming a reliable source of fresh and culturally responsive produce.

C.10. Financial Need

Describe why CDBG funds are necessary to this program.

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

The CDBG funds are crucial for Presente's proposed program as they would enable us to expand the scope of our outreach, tenant advocacy, and food assistance efforts. These funds are especially necessary to support staffing costs, which are our most critical resource for delivering services to our growing community. With the addition of a staff member primarily funded by CBDG, we would be able to increase our capacity for outreach, conducting more know-your-rights tenant workshops, resource navigation, and one-on-one tenant advocacy sessions. Without CDBG funds, this program would continue on a smaller scale, but its impact would be significantly limited. Our existing staff is already stretched thin, and while we remain committed to serving our community, the absence of additional funding would prevent us from hiring another staff member to expand our efforts. Operating under this reduced capacity would mean that current staff would be unable to meet the growing demand for services, resulting in fewer families receiving timely eviction prevention support. Despite these challenges, Presente remains deeply committed to this work. If CDBG funds are not awarded, we would continue to leverage existing partnerships, seek alternative funding sources, and rely on the dedication of our current staff and area partners to sustain the program and meet the urgent and growing needs of our community, albeit in a reduced capacity.

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 other project funds have been committed by Maine Community Foundation, Good Shepherd Food Bank, United

Way, and Investing in Immigrant-Led Organizations. Presente will be offering an in-kind donation of office space. Other funding sources constitute 61% of the total project budget. CDBG finding sources constitute 39% of the total project budget.

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.

CBDG Funds will go to primarily covering the staff time for our Community Health Worker team who will be implementing the majority for the project. Throughout the different phases of the project, staff will focus on the following: July - August 2025 : Program Planning Outreach, scheduling and preparation for community partner meetings 1:1 meetings with community partners Following up with additional information or asks to our partners Program implementation preparation Compiling and translating resources Creating high visual, low text Spanish language documents Flyering for summer and fall events and conducting 1:1 outreach August - October 2025 : Outreach and Community Clinics Event logistics and planning Staff coordination, agenda & facilitation development Collaboration with community partners and guest speakers Event staffing Ongoing outreach and follow-up October 2025 - April 2026 : Deployed Housing Navigation Supports & Despensa Solidaria Targeted outreach for recruitment to workshop series Housing navigator services to most vulnerable and impacted community members Volunteer recruitment and orientation for despensa solidaria Events logistics, planning and execution May - June 2026 : Continued support & Evaluation Meet with community leaders to assess outcomes and overall campaign success Create multi-part report outlining successes and challenges of the campaign Distribute report to area stakeholders, including community members, healthcare providers, peer organizations

D. Program Budget Detail

Completed by aortiz@presentemaine.org on 11/18/2024 1:13 PM

Case Id: 30584
Name: Presente! Maine: Emergency Services & Food
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.
$148,833.60

D.2. Total Program Budget
$231,953.60

D.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
(4) 0.5 FTE, Community Health Worker 20 hrs. per week x 52 weeks @ $28.00/hour	$116,480.00	$58,240.00	$58,240.00	Maine Health Access Foundation	Committed
(1) .25 FTE, Community Health and Wellness Lead 10 hrs. per week X 52 weeks @ $32.00/hour	$16,640.00	$8,320.00	$8,320.00	Maine Community Foundation	Committed
Fringe Benefits at 30%	$39,963.00	$19,968.00	$19,968.00	Maine Community Foundation	Committed
Office space rental (in kind)	$48,000.00	$0.00	$48,000.00	Presente! Maine	Committed
Outreach travel ($.50 per mile)	$3,000.00	$0.00	$3,000.00	Maine Community Foundation	Committed
Outreach telephone services	$4,800.00	$0.00	$4,800.00	Investing in Leaders of Color	Committed
Printing illustrated outreach materials	$8,500.00	$3,500.00	$5,000.00	Maine Community Foundation	Committed
Food services	$30,000.00	$30,000.00	$0.00		Pending
Community Event/Clinic Value-Added/Participation Incentives	$8,300.00	$4,000.00	$4,300.00	United Way	Committed
Indirect costs	$105,131.20	$24,805.60	$80,325.60	Good Shepherd,	Committed

				Maine Community Foundation	
	$380,814.20	$148,833.60	$231,953.60		

E. Required Documents

Completed by aortiz@presentemaine.org on 11/18/2024 3:51 PM

Case Id: 30584
Name: Presente! Maine: Emergency Services & Food
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 aortiz@presentemaine.org on 11/18/2024 3:51 PM

Case Id: 30584
Name: Presente! Maine: Emergency Services & Food
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
Adriana M Ortiz Burnham
Electronically signed by aortiz@presentemaine.org on 11/18/2024 3:51 PM

Title
Development Lead

PRESENTE! MAINE
CONFLICT OF INTEREST POLICY

A. Purpose

The purpose of this conflict of interest policy ("Policy") is to protect the interests and charitable assets of Presente! Maine, a Maine nonprofit corporation (the "Corporation) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a director, officer or committee member of the Corporation or might result in a possible excess benefit transaction described in the Internal Revenue Code and regulations, or a similar interested party transaction described under state law. The Corporation is a public charity, and each director, officer and committee member owes it a fiduciary duty of loyalty and stewardship, and in such role must act in good faith and with due diligence in the best interests of the Corporation. This Policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest and pecuniary benefit transactions applicable to nonprofit and charitable organizations.

B. Definitions

The following terms have the meaning ascribed to them below for purposes of this Policy:

1. Interested Person: An "Interested Person" is any of the Corporation's directors, officers or members of a committee with powers delegated to it by the Corporation's Board of Directors ("Board"), who has a direct or indirect financial interest, as defined below. This Policy will apply equally to Interested Persons whether they are volunteers or employees of the Corporation.

2. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

(a) An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement;

(b) A compensation arrangement with the Corporation or with an entity or individual with which the Corporation has a transaction or arrangement; or

(c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Section C(2) below, a person who has a financial interest may have a conflict of interest only if the Board or a committee thereof decides that a conflict of interest exists.

C. Procedures

1. Duty to Disclose.

(a) Each of the Corporation's directors, principal officers and committee members will submit to the President prior to taking such position and annually thereafter a list of all businesses or other organizations of which he or she is an officer, director, trustee, member, owner, shareholder, employee, or agent, or in which he or she otherwise has an ownership, investment or other financial interest, and with which the Corporation has or in the future might reasonably enter into a relationship or transaction in which the Interested Person would have conflicting interest. The President will become familiar with such lists to guide his or her conduct if a conflict arises. Such list will be accompanied by a statement from each director, officer and committee member that he or she has received a copy of this Policy, understands it, and agrees to be bound by its terms.

(b) When any matter comes before the Board or a committee that may give rise to a conflict of interest, the Interested Person will make known to the Board or committee the potential conflict, whether or not previously disclosed to the President under Section C(1)(a) above, and provide the Board or committee with all material facts.

2. Determining Whether a Conflict of Interest Exists. After disclosure of the interest and all material facts, and after any discussion with the involved Interested Person, the Interested Person will leave the meeting and the remaining trustees or committee members will decide if a conflict of interest exists. If a conflict of interest is identified by a committee, then the matter will be presented to the Board for a determination under Section C(3) below and approval under Section C(4) below.

3. Addressing the Conflict of Interest. A transaction or arrangement in which an Interested Person has a Financial Interest is permissible only if it meets all of the following conditions:

(a) the Board determines that it is in the best interests of the Corporation;

(b) the transaction or arrangement is for goods and services purchased, or benefits provided, in the ordinary course of business of the Corporation consistent with its purposes;

(c) the transaction or arrangement is for the actual or reasonable value of the goods or services or for a discounted value;

(d) the transaction or arrangement is fair to the Corporation;

(e) it is approved by the directors who are not Interested Persons, in the manner described in Section C(4) below; and

(f) the Board obtains and relies upon appropriate data as to comparability prior to making the decision:

(i) in the case of compensation for services or goods, this includes:

- compensation levels at similarly situated organizations for comparable services or goods;
- availability of similar services in the geographic area of the Corporation;
- current compensation surveys compiled by independent firms; or
- actual written offers from similar entities competing for the services.

(ii) in the case of compensation for property, this includes:

- a current independent appraisal of the value of the property to be transferred; or
- offers received as part of an open and competitive bidding process.

4. Approval Process. The process below must be followed in approving a transaction or arrangement in which an Interested Person has a conflict of interest:

(a) the full Board must receive written notice prior to the meeting that the transaction/arrangement in question will be discussed and considered at the meeting;

(b) the material facts of the transaction/arrangement must be fully disclosed to the Board and there must be full discussion of the matter prior to any vote;

(c) the Interested Person may not participate in, vote on or be physically present during the discussion and voting, except that s/he may answer questions from the Board about the proposed transaction/arrangement, after which s/he must leave the room;

(d) in transactions involving more than $500, the transaction must be approved by an affirmative vote of at least two-thirds (2/3) of all the directors who are not Interested Persons, provided the quorum requirement under the Corporation's Bylaws is met.

5. Statutory Requirements; Publication. The Board will comply with all the applicable requirements of Maine law when conflicts of interest or pecuniary benefits are involved, including but not limited to the requirements of Title 13B, c.7, §713-A of the Maine statutes, as such may be amended from time to time.

D. Record of Proceedings

The Board must document its decision and the basis for its determination in the minutes of the meeting on or before the next Board meeting or within sixty (60) days after the vote, whichever is earlier. Documentation must include:

(a) the terms of the approved transaction and the date approved;

(b) the directors who were present during the debate and those who voted on the transaction;

(c) the comparability data that was relied upon in making the decision and how it was obtained; and

(d) actions taken by any Interested Person. (For example, the documentation may note that the Interested Person met with the Board or committee for questions, but then left the room and was absent at all times during the discussion and vote.)

The documentation must be approved by the Board (those Trustees who participated in the process) within a reasonable time after it has been prepared.

E. Compensation

No director, officer or committee member who receives or has received compensation from the Corporation, directly or indirectly, for services provided to the Corporation may vote on matters pertaining to, or serve on any committee whose responsibility includes the establishment of, that director's, officer's or committee member's compensation for such services.

F. Loans/Real Estate

The Corporation will not loan money or property to any director, officer or committee member or enter into any sale, lease or purchase of any real estate or interest in real estate to or from a director, officer or committee member.

G. Violations of the Conflict of Interest Policy

(a) If the Board or committee has reasonable cause to believe an Interested Person has failed to disclose an actual or possible conflict of interest, it will inform the Interested Person of the basis for such belief and afford the Interested Person an opportunity to explain the alleged failure to disclose; and

(b) If, after hearing the Interested Person's response and after making further investigation as warranted by the circumstances, the Board or committee determines the Interested Person has failed to disclose an actual or possible conflict of interest, it will defer the matter to the full Board take appropriate disciplinary and corrective action.

Adopted: December __, 2021

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PRESENTE! MAINE
APPENDICES TO CONFLICT OF INTEREST POLICY

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I, a director, standing committee member and/or officer of Presente! Maine have received a copy of the Presente! Maine Conflict of Interest Policy (the "Policy), and that I understand and will comply with the Policy.

Dated:____________________ ____

Name:

Title:

3375087_1

PRESENTE! MAINE

Conflict of Interest Report

Name: ____

I acknowledge that I, a director, standing committee member or officer of Presente! Maine, have reviewed the Presente! Maine Conflict of Interest Policy before signing this report.

I hereby disclose information on all associations (all business and charitable organizations) which may involve a possible conflict of interest and will furnish further details upon request. (If none, so state. Do not leave blank.) Feel free to attach additional sheets if necessary.

____________________________________ ____________________________________

____________________________________ ____________________________________

____________________________________ ____________________________________

____________________________________ ____________________________________

____________________________________ ____________________________________

I also understand that I am required to disclose any other situation from which a possible conflict of interest might arise in the future.

____
Signature

Name:______________________________

Date: _______________________________

3375087_1

Good Shepherd
FOOD BANK OF MAINE

Nov 14, 2024

To Whom it May Concern,

It is an honor to write this letter on behalf of Presente! Maine in support of their application to the City's Community Development Block Grant program. Good Shepherd Food Bank of Maine has been building a relationship with Presente! over the past four years and continues to invest in their work as we see the direct impact of their efforts in addressing food insecurity within the Afro-Indigenous and Latinx communities here in Maine. Aligned with CDBG's purpose, Presente! has consistently demonstrated a commitment to developing a food production model that prioritizes fair labor practices, while leveraging investments to scale up production and distribution of traditional foods to Maine's Afro-Indigenous and Latinx communities.

The Food Bank has worked closely with Presente! Maine over the past 2 years on the implementation of a grant from Feeding America addressing racial disparities in food access. Presente! proposed a clear and realistic scope of work in their initial proposal, which was successfully funded amidst a national pool of highly qualified projects. Presente! has stewarded this investment with great care, meeting all of their proposed benchmarks in a timely manner, and investing in key initial infrastructure to support production. Given the success in implementation, Presente! was recently awarded supplemental funding from Feeding America, allowing them to continue building capacity for their ongoing work.

These investments, and others, position Presente! to be a strong candidate for CDBG funding, allowing them to build off recent progress while making necessary infrastructure improvements and expansion in support of streamlined and safe food production and distribution.

Good Shepherd Food Bank recognizes that we alone will not end food insecurity in Maine, and that success in meeting our mission to end hunger relies on partnership with organizations like Presente! Maine. On behalf of the Food Bank, I highly recommend and support Presente! Maine as a candidate for funding from the Community Development Block Grant program.

Sincerely,

Meg Taft
Vice President, Equity and Impact
Good Shepherd Food Bank
mtaft@gsfb.org

Presente! Maine

Independent Accountants' Review Report and Management's Financial Statements

December 31, 2022

Ron L. Beaulieu & Company

CERTIFIED PUBLIC ACCOUNTANTS

PRESENTE! MAINE

DECEMBER 31, 2022

CONTENTS

Ron L. Beaulieu & Company

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors of
Presente! Maine
Portland, Maine

We have reviewed the accompanying financial statements of Presente! Maine (a nonprofit organization), which comprise the statement of financial position as of December 31, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of entity management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

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

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of Presente! Maine and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Ron L. Beaulieu & Co.

Portland, Maine
September 09, 2024

PRESENTE! MAINE
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2022

ASSETS

CURRENT ASSETS	
Cash	$ 835,292
Accounts receivable, net	161,623
Security deposits	3,400
Total current assets	1,000,315
NON-CURRENT ASSETS	
Right-of-use operating leases	-
Fixed assets:	
Vehicles	39,068
Less - accumulated depreciation	(651)
Net fixed assets	38,417
Total non-current assets	38,417
TOTAL ASSETS	$ 1,038,732

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES	
Accounts payable	$ 822
Accrued payroll	6,628
Lease liability - operating leases	-
Total current liabilities	7,450
NON-CURRENT LIABILITIES	
Lease liability - operating leases	-
Loans payable	-
Total non-current liabilities	-
TOTAL LIABILITIES	7,450
NET ASSETS	
Without donor restrictions	1,031,282
With donor restrictions	-
Total net assets	1,031,282
TOTAL LIABILITIES AND NET ASSETS	$ 1,038,732

See accompanying independent accountants' review report and management's notes to financial statements.

PRESENTE! MAINE
STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2022

REVENUE AND OTHER SUPPORT	
State contracts	$ 419,724
Private grants	582,601
Contributions	19,552
Miscellaneous	6,565
Total revenue and other support	1,028,442
EXPENSES	
Program expenses	483,481
Support expenses	105,585
Total expenses	589,066
Change in net assets without donor restrictions	439,376
NET ASSETS AT BEGINNING OF YEAR	591,906
NET ASSETS AT END OF YEAR	$ 1,031,282

See accompanying independent accountants' review report and management's notes to financial statements.

PRESENTE! MAINE
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED DECEMBER 31, 2022

	Program Services			Support Services		
	Health & Wellness	Food & Land Access	Community Power	Management & General	Fundraising	Total Expenses
EXPENSES						
Payroll	$ 242,551	$ -	$ 57,955	$ 41,664	$ -	$ 342,170
Payroll taxes	34,815	-	-	(647)	-	34,168
Fringe benefits	37,948	-	-	(1,255)	-	36,693
Occupancy	10,192	-	-	1,975	-	12,167
Professional fees	1,249	31,655	-	2,519	-	35,423
Supplies and materials	15,312	21,093	1,060	3,347	24,024	64,836
Office expenses	3,118	-	150	15,300	-	18,568
Travel	7,396	1,431	137	3,004	2,708	14,676
Insurance	-	-	-	6,241	-	6,241
Depreciation	-	-	-	651	-	651
Professional development	900	-	-	1,798	-	2,698
Emergency relief	13,670	-	-	359	-	14,029
Miscellaneous	1,613	468	768	3,897	-	6,746
Total expenses	$ 368,764	$ 54,647	$ 60,070	$ 78,853	$ 26,732	$ 589,066

See accompanying independent accountants' review report and management's notes to financial statements.

PRESENTE! MAINE
STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2022

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in net assets	$ 439,376
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	651
(Increase)decrease in operating assets:	
Accounts receivable	211,887
Security deposits	(3,400)
Prepaid expenses	-
Right of use operating lease	-
Increase(decrease) in operating liabilities:	
Accounts payable	822
Accrued payroll	6,628
Lease liability - operating lease	-
NET CASH PROVIDED/(USED) BY OPERATING ACTIVITIES	655,964
CASH FLOWS FROM INVESTING ACTIVITIES	
Purchases of fixed assets	(39,068)
NET CASH PROVIDED/(USED) BY INVESTING ACTIVITIES	(39,068)
CASH FLOWS FROM FINANCING ACTIVITIES	
Proceeds from loans	-
NET CASH PROVIDED/(USED) BY FINANCING ACTIVITIES	-
NET INCREASE (DECREASE) IN CASH	616,896
BEGINNING CASH AND CASH EQUIVALENTS	218,396
ENDING CASH AND CASH EQUIVALENTS	$ 835,292
SUPPLEMENTAL DISCLOSURE OF CASH FLOWS	
Cash paid during the year for:	
Interest	$ -

See accompanying independent accountants’ review report and management’s notes to financial statements.

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

Presente! Maine (the Corporation) is a non-profit corporation located in Portland, Maine. The Corporation works to empower displaced Afro/Indigenous and Latinx peoples of Maine through survival programs, community power building, cultural celebration, and transformative healing practices. The Corporation derives most of its revenues from governmental contracts and private grants.

Basis of Accounting

The financial statements of the Corporation have been prepared on the accrual basis of accounting.

Basis of Presentation

The Corporation 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 without donor restrictions and net assets with donor restrictions. Net assets without donor restrictions are resources available to support operations and not subject to donor restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the Corporation, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations.

Cash Equivalents

For purposes of the statement of cash flows, the Corporation considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Fixed Assets

Fixed assets acquired by the Corporation are capitalized at cost or, if donated, at the approximate fair value at the date of donation. It is the Corporation's policy to capitalize new fixed asset items with a purchase price or donation value of $5,000 or more.

Depreciation

Fixed assets are depreciated over their estimated useful lives using the straight-line method.

NOTE 2 – CHANGE IN ACCOUNTING PRINCIPLE

Adoption of New Accounting Standards

Effective January 1, 2022, the Corporation adopted Financial Accounting Standards Board Accounting Standards Codification (ASC) Topic 842, *Leases* (Topic 842). The standard was issued to increase transparency and comparability among organizations by recognizing lease assets and lease liabilities on the statement of net position and disclosing key information about leasing arrangements. There was no effect on the change in net assets for the current period, or prior periods, as a result of the change. For periods prior to January 1, 2022, leases continue to be reported in accordance with the Corporation's historical accounting treatment.

NOTE 3 - RISKS AND UNCERTAINTIES

Nature of Operations

The Corporation is operated in a heavily regulated environment. The operations of the Corporation are subject to the administrative directives, rules, and regulations of federal, state, and local regulatory agencies. Such administrative directives, rules, and regulations are subject to change by an act of Congress or Legislature. Such changes may occur with little notice or inadequate funding to pay for the related costs, including the additional administrative burden, to comply with a change.

Current Vulnerabilities Due to Certain Concentrations

The Corporation maintains its cash balances at financial institutions located in Maine. The balances are insured by the Federal Deposit Insurance Corporation and the balances may exceed the insured limit. It is the opinion of management that the solvency of the referenced financial institution is of no particular concern at this time. As of December 31, 2022, uninsured cash balances totaled $547,579.

Of the revenue received by the Corporation in the year ended December 31, 2022 approximately 41% is funded by state contracts and 56% are funded by private grants.

Changes in reimbursement methods or reductions in available funds could adversely affect operations if alternative funding sources are not readily available.

Estimates

Management uses estimates and assumptions in preparing financial statements. Estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

NOTE 3 - RISKS AND UNCERTAINTIES (CONTINUED)

Significant Estimates

None of the estimates used in preparing the financial statements are considered significant.

NOTE 4 – CASH

Presente! Maine maintains its deposits in a financial institution located in Maine. The cash of the Corporation consisted of the following as of December 31, 2022:

Checking accounts	833,579
Savings accounts	-
Money market accounts	-
Certificates of deposit	-
Petty cash	1,713
	$ 835,292

NOTE 5 - ACCOUNTS RECEIVABLE

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year-end. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The allowance for doubtful accounts was estimated at $0 on December 31, 2022.

NOTE 6 – LIQUIDITY AND AVAILABILITY

Financial assets consist of the Corporation’s cash and accounts receivable. Financial assets available to meet cash needs for general expenditures within one year consist of the following at December 31, 2022:

Financial assets, at year-end	$ 996,915
Financial assets availale to meet cash needs for general expenditures within one year	$ 996,915

NOTE 7 - LEASES

The Corporation has entered into various operating lease commitments for space. These leases expire in 2023.

Operating lease maturity analysis:		
2024	$	-
2025		-
2026		-
2027		-
2028		-
Thereafter		-
Total		-
Less: Imputed Interest		-
Total Lease Liability	$	-

Reported on Statement of Financial Position:		
Lease Liability, current portion	$	-
Lease Liability, non-current portion		-
Total	$	-

Other Information	
Weighted-average remaining lease term:	n/a
Weighted-average discount rate	n/a

The Corporation has elected to use the practical expedient to not include any short-term leases within the recognized operating lease right-of-use asset and lease liability.

The total lease cost for the year ended December 31, 2022 is as follows:

Lease Cost		
Operating leases	$	-
Short-term leases		11,025
Total	$	11,025

NOTE 8 - NET ASSETS

The Corporation 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 and net assets with donor restrictions.

All of the Corporation's net assets are without donor restrictions.

NOTE 9 - INCOME TAXES

The Corporation has been determined to be exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code within the meaning of Section 509(a) of the code.

NOTE 10 – SUBSEQUENT EVENTS

The FASB has issued the following Accounting Standards Updates (ASU), which may be applicable to the Corporation, and which may require adoption subsequent to December 31, 2022. The Corporation has not yet adopted these updates, and the implication on the Corporation's fiscal practices and financial reports is being evaluated.

ASU No.	Document	Effective Date (FY) Begins After
2022-03	*Fair Value Measurement (Topic 820)*	12/15/24
2022-04	*Liabilities – Supplier Finance Programs*	12/15/22
2022-05	*Financial Services – Insurance (Topic 944)*	12/15/24
2023-01	*Leases (Topic 842): Common Control Arrangements*	12/15/23
2023-02	*Investments–Equity Method & Joint Ventures(Topic 323)*	12/15/23

NOTE 11 - MANAGEMENT REVIEW

Management has reviewed subsequent events as of September 09, 2024, the date the financial statements were available to be issued. At that time, there were no material subsequent events.

Ron L. Beaulieu & Company
CERTIFIED PUBLIC ACCOUNTANTS

www.rlbco.com
accting@rlbco.com
41 Bates Street
Portland, Maine 04103
Tel: (207) 775-1717
Fax: (207) 775-7103

INDEPENDENT ACCOUNTANTS' REVIEW REPORT ON SUPPLEMENTARY INFORMATION

To the Board of Directors of
Presente! Maine
Portland, Maine

Our report on our review of the basic financial statements of Presente! Maine for 2022 appears on page 1. The review was made primarily for the purpose of expressing a conclusion that there are no material modifications that should be made to the financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

The supplementary information included in the accompanying schedule of expenditures of department agreements is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and do not express an opinion on such information.

Ron L. Beaulieu & Co.

Portland, Maine
September 09, 2024

PRESENTE! MAINE
SCHEDULE OF EXPENDITURES OF DEPARTMENT AGREEMENTS
DECEMBER 31, 2022

Department Office	Agreement Number	Agreement Amount	Agreement Period	Agreement Service	Agreement Status	Federal Expenses	State Expenses	Total Department Expenses
DHHS								
DHHS	CDM-23-1518	15,222	10/01/22 - 12/15/22	Health Equity	Final	$ 15,222	$ -	$ 15,222
DHHS	COM-22-5739A	206,965	01/01/22 - 09/30/22	Vaccine Equity	Final	191,861	-	191,861
DHHS	MH4-22-102	241,040	01/01/22 - 12/31/22	Community Health Outreach Worker	Final	48,269	164,373	212,642
Total (DHHS)						$ 255,352	$ 164,373	$ 419,725

See accompanying independent accountants' review report on supplementary information.

NOTE 1 - BASIS OF PRESENTATION

The accompanying schedule of expenditures of department agreements includes the state agreement activity of Presente! Maine, and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of *Maine Uniform Accounting and Auditing Practices for Community Agencies*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in preparation of, the basic financial statements.

NOTE 2 - FEDERAL SINGLE AUDIT

The Corporation is not required to have a federal Single Audit.

NOTE 3 - AGREEMENTS TESTED

Agreements tested include: None.

NOTE 4 - PERCENTAGE OF AGREEMENTS TESTED

The percentage of major agreements tested in relation to total Department expenses is not applicable.

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
PO BOX 2508
CINCINNATI, OH 45202

PRESENTE MAINE
622 CONGRESS STREET - PO BOX 4202
PORTLAND, ME 04101-3368

Date:
01/07/2022
Employer ID number:
87-3756331
Person to contact:
Name: S. WAN
ID number: 31052
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:
November 22, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053761008181

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.

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
PO BOX 2508
CINCINNATI, OH 45202

PRESENTE MAINE
622 CONGRESS STREET - PO BOX 4202
PORTLAND, ME 04101-3368

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

WHISTLEBLOWER PROTECTION

It is illegal for your employer to fire you, threaten you, retaliate against you, or treat you differently because:

1. You reported a violation of the law;
2. You reported something that risks someone's health or safety;
3. You have refused to do something that will endanger your life or someone else's life and you have asked your employer to correct it; or
4. You have been involved in an investigation or hearing held by the government.

You are protected by this law ONLY if:

1. You tell your supervisor or human resources about the problem and allow a reasonable time for it to be corrected; or
2. You have good reason to believe that your employer will not correct the problem. Employees are required to report any suspected violations, unsafe conditions or practices, or other illegal acts immediately to their supervisor or human resources to give Presente! Maine a reasonable opportunity to investigate the incident and take corrective action if necessary. For more information, please refer to the labor poster available at your worksite.

ANTI-DISCRIMINATION POLICIES

Harassment Prevention Policy

PM is committed to maintaining a work environment that is pleasant, comfortable, supportive, and free from intimidation, hostility, or other violence directed towards employees and members of the community. Discrimination or harassment of any kind—verbal, physical, or visual—will not be tolerated.

Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not only sexual in nature. Harassment-related problems may take many forms, intentional and unintentional, and may occur among co-workers or in a supervisor/worker relationship. In some cases, it may involve a client or customer. Harassment can be blatant or extremely subtle and can be committed by persons of any gender. Victims may be of the same or different gender as their alleged harasser.

Harassment of employees or non-employees such as clients, vendors, or other outside parties is prohibited. In addition, no PM employee should tolerate harassment from persons outside PM. Should you experience harassment of that nature, you should report it promptly to your Circle Lead, the Executive Director, the People & Culture Lead, or the Board Chair.

Harassment is strictly prohibited within our workplace as well as any and all work related events, including at any client or other work location, business trips, business meetings, and business related social events.

Sexual Harassment

Harassment on the basis of sex is a violation of Federal and State laws. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, and physical conduct of a sexual nature whenever:

a. Submission to the conduct is made either in explicit or implicit condition of employment;

b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or

c. Harassing conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment.

Examples of Conduct Constituting Sexual Harassment

Sexual harassment can involve an almost infinite variety of conduct. Such examples include, but are not limited to, the following:

a. Unwelcome physical contact with sexual overtones;

b. Sexually offensive comments such as slurs, jokes, epithets, and innuendo;

c. Inappropriate, repeated, or unwelcome sexual flirtations, advances, or propositions;

d. Inappropriate or suggestive comments about another person's physical appearance, characteristics or dress;

e. Exchanging or offering to exchange any kind of employment benefit for a sexual concession, e.g., promising a promotion or raise in exchange for sexual favors; or

f. Withdrawing or threatening the withdrawal of any kind of employment benefit for refusing to grant a sexual favor.

Sexual harassment undermines the integrity of the employment relationship. Sexual harassment refers to behavior, which is not welcome, which is personally offensive, which damages morale, and which ultimately interferes with work effectiveness. Such conduct, whether committed by supervisors or non-supervisory personnel is expressly prohibited.

Other Harassment

Other types of harassment consist of any verbal, visual, or physical conduct that denigrates, shows hostility or aversion to an employee based on an employee's race, color, religion, national origin or ancestry, gender, physical or mental disability, sexual orientation, age, military status or military service record, genetic information, hair texture or hair style, status as a Vietnam-era or special disabled veteran, or any other basis which may be protected by law. Such conduct has the purpose or effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with an employee's work performance, or otherwise adversely affecting an employee's employment opportunities. Harassment can take many forms. It may be, but is not limited to: slurs, signs, jokes, pranks, negative stereotyping, or insulting or degrading words or actions. Threatening, intimidating, or violent acts directed against an employee are also harassment. Harassment may be present in written materials including cartoons or jokes. PM prohibits these and all forms of harassment and bullying and may result in **immediate termination**.

Complaint Procedure

Any employee who believes they are being harassed should report it immediately to their Circle Lead, the Executive Director, the People & Culture Lead, or the Board Chair. All complaints will be treated seriously. Investigation of complaints will be prompt and will be conducted with regard for the sensitivity of the issues and privacy of everyone involved. Interviews with the reporter, alleged harasser, and potential witnesses may be conducted and related documents and information may be reviewed. After completing the investigation, the employees involved will be notified of the results of the investigation. Investigations may be outsourced to an independent third party.

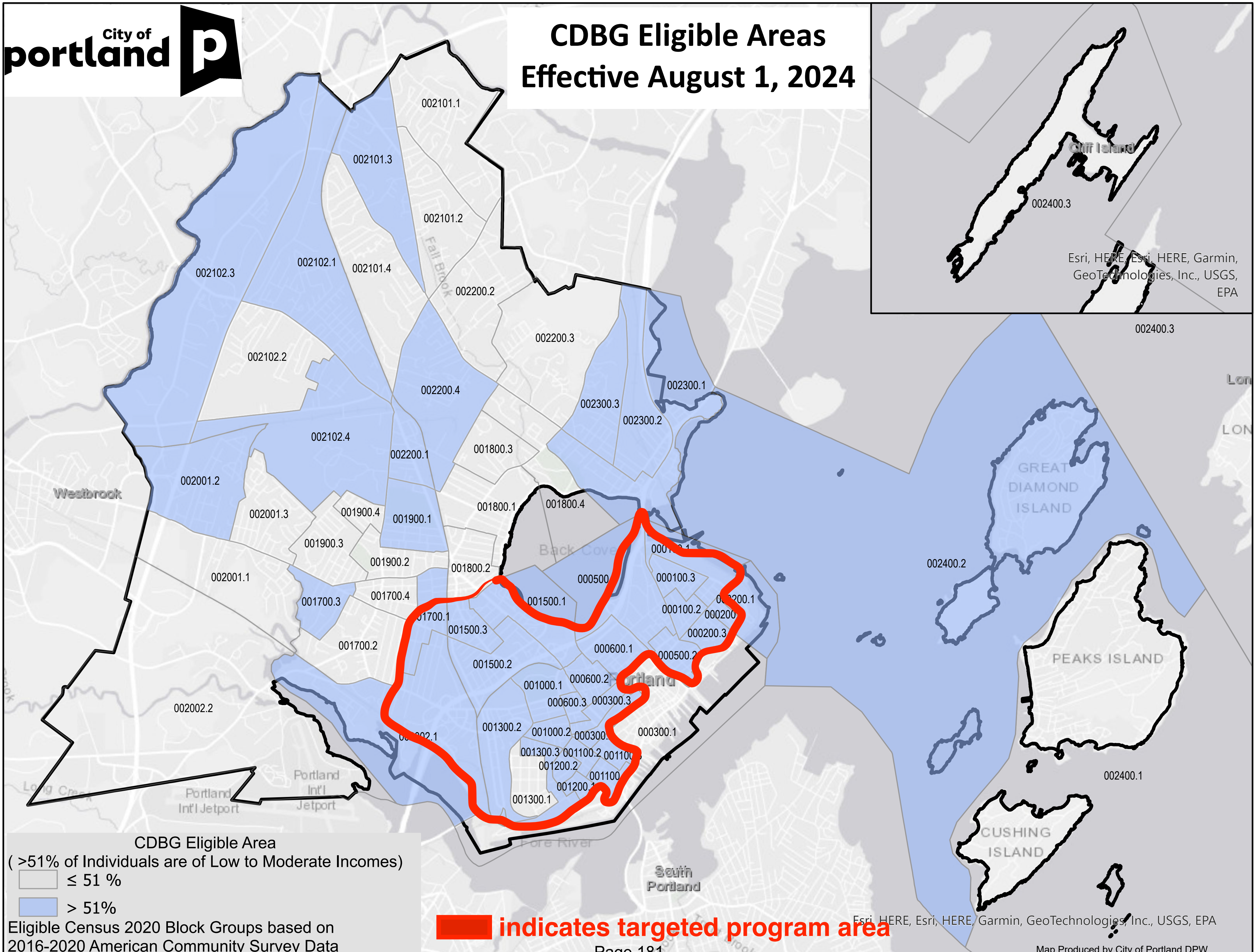
Protection Against Retaliation

Retaliation against an individual who in good faith raised concerns about, or filed a complaint of harassment or discrimination, or who has cooperated in an investigation is unlawful and will not be tolerated. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

If any employee feels they are experiencing retaliation, they should reach out to the Board President, Malvina Gregory (malvinita@gmail.com).

	2024
Revenue	
Billable Expenditure	$0.00
Corporate Donations	$0.00
Restricted Foundation Grants	$477,500.00
Unrestricted Foundation Grants	$32,000.00
Federal Government Contracts	$345,600.00
State Government Contracts	$452,800.00
Grassroots Donations	$36,000.00
Merch Donations	
Uncategorized Income	
Total Revenue	**$1,343,900.00**
Interest	$17,000.00
Reserve Funds Used	
Expenditures	
Contractors	$20,000.00
Emergency Relief	$12,000.00
Donation Expense	$0.00
Employee Reimbursement	$0.00
General Administrative Expenses	$37,393.00
Meals	$11,150.00
Occupancy	$43,020.00
Outreach Telephone Services	$4,800.00
Employee Benefits Expense	$119,073.30
Payroll Processing Fees	$2,400.00
Payroll Tax Expense	$55,083.43
Salaries & Wages	$847,672.90
Worker's Comp	$2,500.00
Professional Development	$11,250.00
Accounting and Legal Fees	$60,000.00
Capital Expenses	$22,000.00
Supplies & Materials	$25,000.00
Staff Travel & Transportation	$4,200.00
Outreach Travel & Transportation	$13,200.00
Vehicle Expenses	$6,300.00
Total Expenditures	**$1,297,042.62**
Net Revenue	**$46,857.38**

CDBG Eligible Areas Effective August 1, 2024



CDBG Eligible Area
(>51% of Individuals are of Low to Moderate Incomes)

- ≤ 51 %
- > 51%

Eligible Census 2020 Block Groups based on 2016-2020 American Community Survey Data

indicates targeted program area

PRESENTE! Maine

CDBG FUNDS – PROPOSED PROJECT TIMELINE

July - August 2025 : Program Planning

This includes following up with community partners including MEJ, MIRC, PTLA & Locker Project. We will share a work plan, and get input on both the housing stabilization and food access components, asking for their commitment to accept and make referrals, and to support eviction cases.

August - October 2025 : Outreach and Community Clinics

Given that summer months are often busy for our community who is made up primarily of seasonal seafood processing workers, we will focus our outreach are targeted evening events at times that are most accessible for community members and their families.

Success means we will host at least 6 events over summer and early fall including a Know Your Rights training, Tenants Rights & Eviction Prevention training, How-to enroll in Eviction Prevention Program.

Fresh, culturally relevant food will be provided at all events merging our regular bi-weekly resource fairs and pantry with these events to resource more community members and create incentive for our educational events.

October 2025 - April 2026 : Deployed Housing Navigation Supports & Despensa Solidaria

As the seafood processing season winds down, we will conduct community outreach to identify those families most at risk for eviction and/or inability to pay rent. Community Health Workers will begin enrollment in the Maine Housing Eviction Prevention Program, general assistance, DHHS benefits, and other social services for which our community members are eligible. Education will remain a key component of this outreach with an emphasis on tenants rights, and what to do if your housing is at risk. Many community members do not know there are legal processes and avenues to address eviction or other conflicts with landlords. In collaboration with our partners, we will hold a six-month series of workshops including housing safety, tenants rights, code enforcement and navigating tenant court cases.

Despensa solidaria, our community pantry, will be held at our Main Offices with food offerings increasing to include more protein sources including eggs, dairy, legumes and fresh fish. Each family will receive an average of 40 lbs of food per event. The benefit of la despensa is two-fold – fresh, culturally relevant food that is not being provided to our community at any other pantry, and it is a key outreach hub where we are able disseminate information about workshops and events, programs and policy changes, and anything else that impacts our community.

May - June 2026 : Continued support & Evaluation

Our outreach and education offerings will continue. At this phase in the project we will move into a parallel evaluation process where we will:

- Meet with community leaders to assess outcomes and overall campaign success
- Create multi-part report outlining successes and challenges of the campaign
- Distribute report to area stakeholders, including community members, healthcare providers, peer organizations

Presente! Maine

2025 Organizational/Supervisory Chart

STATE OF MAINE
Department of the Secretary of State
Bureau of Corporations, Elections and Commissions
101 State House Station
Augusta, Maine 04333-0101

November 29, 2021

LAURA HARTZ
ORR & RENO
45 S. MAIN STREET
CONCORD NH 03301

ATTESTED COPIES
WR DCN: 2213282220026

Enclosed please find copies of documents recently placed on file with our office. Each copy has been attested as a true copy of the original and serves as your evidence of filing. We recommend that you retain these permanently with your records.

Charter#: 20220229ND Legal Name: PRESENTE! MAINE

ARTICLES OF INCORPORATION

DCN: 2213282220027 Page(s) 4

Total Pages 4

File No. 20220229ND Pages 4
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11/22/2021

Deputy Secretary of State

A True Copy When Attested By Signature

Deputy Secretary of State

DOMESTIC
NONPROFIT CORPORATION

STATE OF MAINE

ARTICLES OF INCORPORATION

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

FIRST: The name of the corporation is Presente! Maine.

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

☑ The corporation is organized as a public benefit corporation for the following purpose or purposes:
See attached Exhibit A.

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

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

☐ Commercial Registered Agent CRA Public Number: ____________

____
(name of commercial registered agent)

☑ Noncommercial Registered Agent

Crystal Cron
(name of noncommercial registered agent)

117 North Street, Portland, ME 04101
(physical location, not P.O. Box – street, city, state and zip code)

____
(mailing address if different from above)

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

Form No. MNPCA-6 (1 of 3)

FIFTH: The number of directors (not less than 3) constituting the initial board of directors of the corporation, if the number has been designated or if the initial directors have been chosen, is 6.

The minimum number of directors (not less than 3) shall be 3 and the maximum number of directors shall be 11.

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

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

SEVENTH: **(Optional)** [x] (Check if this article is to apply.)

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

EIGHTH: **(Optional)** [x] (Check if this article is to apply.)

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

Incorporators | **Dated** 11-15-2021

Crystal N Cron (signature) | Street 117 North Street (address)

Crystal Cron (type or print name) | Portland, ME 04101 (city, state and zip code)

Sarah Brajtbord (signature) | Street 49 Chapel Street, Apt. 1 (address)

Sarah Brajtbord (type or print name) | South Portland, ME 04106 (city, state and zip code)

(signature) | Street 180 Woodlawn Avenue (address)

Christina Ocampo (type or print name) | Portland, ME 04106 (city, state and zip code)

Form No. MNPCA-6 (2 of 3)

For Corporate Incorporators*

Name of Corporate Incorporator ____

By ______________________________ Street ______________________________
(signature of officer) (principal business location)

______________________________ ______________________________
(type or print name and capacity) (city, state and zip code)

Name of Corporate Incorporator ____

By ______________________________ Street ______________________________
(signature of officer) (principal business location)

______________________________ ______________________________
(type or print name and capacity) (city, state and zip code)

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

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

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

Submit completed form to:

Secretary of State
Division of Corporations, UCC and Commissions
101 State House Station
Augusta, ME 04333-0101
Telephone Inquiries: **(207) 624-7752** Email Inquiries: CEC.Corporations@Maine.gov

Form No. MNPCA-6 (3 of 3) Rev. 9/6/2018

Articles of Incorporation of Presente! Maine

Exhibit A

ARTICLE SECOND: The corporation is organized as a public benefit corporation for the following purposes:

> To empower displaced indigenous and afro-Latinx peoples of Maine through survival programs, community power building, cultural celebration, and transformative healing practice. Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE SEVENTH: No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Second hereof. As stated in Article Seventh, 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 publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE EIGHTH: Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

welcome home

Congratulations on starting your business in the great State of Maine!

The Maine Department of Economic & Community Development is here for you and your business - to serve as a resource, liaison, partner, and guide as you navigate the programs which the State and its partners offer to businesses, communities, and individuals. Have questions about a specific program or incentive? We can help.

We also maintain important partnerships with other publicly supported organizations, often providing the key matching funds needed to bring Federal programs into Maine.

The SBA provides free business advice and counseling through three partner organizations in Maine. There is no wrong option and you can try out any and all of them at no cost to you.

Maine SBDC – Counselors are available statewide and remotely and you can request advising on the SBDC website. The website also has a wealth of information on starting a business. You can find SBDC at https://www.mainesbdc.org/

SCORE – With chapters around the State, SCORE is a free, volunteer-led service and has both general business mentors and subject area experts. The chapter in Portland has been named the nation's best chapter for two years running! https://portlandme.score.org/.

Maine Women's Business Center – WBC is also statewide and both WBC and SBDC are hosted by CEI - https://www.ceimaine.org/advising/ - Request a business advisor through their website and also access events and programs specific to women business owners.

Finally, determine what additional steps are needed to establish your business in Maine through our Business Answers Program. This service provides entrepreneurs and business owners with startup and expansion resources through the Maine Resource Compass. Join the online community to connect with Maine's entrepreneurial community. Business Answers also serves as a "One-Stop Business Licensing Center" with information on any and all state licenses and permits your business needs to operate in Maine.

Department of Economic
& Community Development

Business Answers: 207 624-9818
Business.answers@maine.gov

FILING REQUIREMENTS REMINDER

Once your legal entity has been accepted for filing by the Secretary of State's office, it is important that you keep the following filing requirements in mind in order to maintain the good standing status of your entity.

ANNUAL REPORT FILING:

- An annual report is required to be filed every year in order to maintain a good standing status with this office. The **legal filing deadline is June 1st.**
- The first annual report filing must be filed between January 1st and June 1st of the year following the calendar year in which the entity was incorporated, formed or qualified. Subsequent annual reports must be delivered to the Secretary of State between January 1st and June1st of the following calendar years. **Examples:**

    Articles filed between **January 1, 2020** to **December 31, 2020**, the first annual report is due by June 1, 2021.
    Articles filed between **January 1, 2021** to **December 31, 2021**, the first annual report is due by June 1, 2022.

- This annual report is required to be filed every year in order to maintain a good standing status with this office.
- It is the entity's responsibility to file the annual report in a timely manner. Your annual report can be filed quickly and easily using Maine's online filing system, simply visit SOSonline.org and click on the Interactive Corporate Services link. Payment may be made by Visa, MasterCard, Discover, American Express, electronic check or subscriber account. The annual report fee is $85 for domestic business entities, $150 for foreign business entities and $35 for domestic and foreign nonprofit corporations.
- If you must file using a paper annual report form, you may download your entity's preprinted paper form by using our "Create a Preprinted Annual Report Form" also available at SOSonline.org under the Interactive Corporate Services link.
- Our office does not mail a reminder to file annual reports. As a courtesy, our office does send email reminders to the email address on file for the entity. If you would like to receive an email filing reminder notification, you must provide our office with a valid email address and keep it current at all times. The email will come from CEC.Corporations@Maine.gov so you should update your spam filter to add this email address as a non-spam email. Our office is aware that emails coming from this email address often go into a spam folder in email systems.
- If you file paper annual report forms, it is **very important** that you put a reminder on your calendar to file subsequent annual reports in a timely manner.
- If the report is not received by the filing deadline, there will be a late filing penalty assessed. Failure to pay the late filing penalty will result in the administrative dissolution or revocation of your legal entity.

NONCOMMERCIAL CLERK OR NONCOMMERCIAL REGISTERED AGENT ADDRESS CHANGE:

A noncommercial clerk or noncommercial registered agent can change their address online. This online service allows the noncommercial clerk or noncommercial registered agent the functionality to change their address on file with our office. To change the address of the noncommercial clerk or registered agent, simply visit "Change of Address Online Service" available at www.SOSonline.org under the Interactive Corporate Services link.

COMMERCIAL CLERK OR COMMERCIAL REGISTERED AGENT CHANGE

A commercial clerk or commercial registered agent can maintain the data associated with its listing and manage the relationships to its represented entities online at www.SOSonline.org under the "Commercial Clerk & Commercial Registered Agent Online Listing & Management Service" Interactive Corporate Services link. In order to use this online service, the commercial clerk or commercial registered agent must have an InforME subscriber account login and password.

PRINCIPAL OR HOME OFFICE ADDRESS CHANGE FOR FOREIGN ENTITIES

An authorized individual of a foreign entity (organized outside of Maine) can change the principal or home office address online. To change the principal or home office address on a foreign entity online, simply visit "Change of Address Online Service" available at www.SOSonline.org under the Interactive Corporate Services link.

APPLICATION FOR EXCUSE:

- Any domestic business or nonprofit corporation that is currently in good standing but not conducting business, which wishes to be put in an inactive status, may file an application for excuse.
- To avoid having to submit an annual report, the excuse form may be filed at any time prior to the next annual report filing deadline. Once a corporation is excused, it is not required to file reports until a certificate of resumption is submitted.

NONPROFIT COMPENSATION INFORMATION REQUIREMENT:

- A public benefit corporation that receives at least 25% of its total funding from one or more municipal, county, state or federal sources shall provide to the public information about the total compensation paid by the corporation to any director or officer of the corporation if the compensation exceeds $250,000 in any 12-month period. The corporation shall make the information available by posting the information on its publicly accessible website or through other comparable means. "Compensation" includes all remuneration and benefits.

To contact a customer service representative for filing assistance, please contact the Division of Corporations, UCC & Commissions at (207) 624-7752.

Form No. CORP-10

PO Box 4202
Portland, ME 04101
(207)800-7453
info@presentemaine.org

2023 - 2024 Board of Directors

Name	Occupation	Title	Qualifications	Hours	Town of Residence	Contact	Length of Service
Malvina Gregory	Director of Interpreter Services at ME Health, Mother	Board Member, President	Lived experience, respected community leader	5/mo	Portland, Maine	malvinita@gmail.com	12/2021 - Present
Edier Ramirez	Farm Manager, Wild Mountain Cooperative, Father	Board Member, Secretary	Lived experience, respected community leader	5/mo	Portland, Maine	eramirez@presentemaine.org	12/2021 - Present
Maria Sanchez	Indigenous Healing & Bodywork Expert, Homemaker, Mother, Grandmother	Board Member	Lived experience, respected community leader	5/mo	Portland, Maine	incaroots@yahoo.com	12/2021 - Present
Sarah Harden	private practice LCSW, Mother	Board Member	Lived experience, respected community leader	5/mo	Portland, Maine	sarah.harden@spurwink.org	12/2021 - Present

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2023 - 2024 Board of Directors

‘Food from people to people’: Mutual aid program feeds thousands with barrier-free aid

ROBBY LEWIS-NASH FEBRUARY 22, 2021

Once a week, the storeroom behind Gateway Community Services on Forest Avenue in Portland is transformed and the empty space becomes a cornucopia. By mid-morning, 50-pound bags of black beans, lentils, and rice are stacked high on pallets, alongside countless boxes of bananas, limes, fresh herbs, and vegetables. Volunteer “rationers” stand at tables spaced 10 feet apart, portioning the bulk foods into family-sized shares.

By afternoon, the rationers are joined by volunteer delivery drivers, who by the evening have cleared the space once again, having distributed thousands of pounds of food to hundreds of families in need.

This weekly act of community care is accomplished by Presenté Maine's Food Brigade, a mutual-aid project that began in March 2020 in response to the onset of the COVID-19 pandemic.

Presenté Maine is a community organization that advocates for the Latinx people in the state. The Food Brigade is organized by Presenté and powered by volunteers who offer their labor as an act of solidarity, guided by a principle of barrier-free aid: "No eligibility screenings, no burdensome applications, just food from people to people."

The success of the Food Brigade in meeting the urgency of the moment and providing for communities has led local institutions to refer people to their services, prompting organizers to ask: Why can't our state and local institutions meet community needs on their own?

'Food from people to people'

When the COVID-19 pandemic first arrived last March, organizers with Presenté were quick to recognize the crisis' impending impacts on Latinx communities, people of color, and poor people across the state. Just days after the first COVID case was recorded in the state, Presenté launched the Food Brigade, a mutual-aid project that delivers weekly food rations to people in need.

Since its first week of operation, during which rations were distributed to 50 people, the Food Brigade's capacity has grown massively: every week, the project now delivers 15,000 pounds of food to 2,200 people in Portland, Lewiston and surrounding towns.

Organizers credit the Food Brigade's success to its community-led approach and commitment to barrier-free aid.

"We're providing resources that have been needed in the community for a long time," said Crystal Cron, president of

A Presente volunteer drops off food in May 2020. | Presente Maine, Facebook

Presenté, “and providing them at the direction of the community.”

In a sign of the program’s reputation, local Portland institutions constitute the Food Brigade’s second largest source of referrals for aid.

“Despite Presenté starting off with $500 in the bank at the start of the pandemic, our help was solicited by caseworkers at established and resourced organizations and institutions like: Portland Public Schools, The City of Portland, and The Opportunity Alliance," reads Presenté's recently released Interim Pandemic Report.

When asked about the referrals, Lily Lynch, vice president of communications at the Opportunity Alliance, Cumberland County's designated community action agency, said the organization "is grateful for all of our amazing community partners that have worked together over the past year to meet the increased need of individuals and families across Maine."

Portland Public Schools, the largest source of referrals from these groups, did not respond to *Beacon*'s request for comment.

"We know how to find people, and connect to people, in ways that mainstream organizations don't even think about," explained Cron, who added that these institutions have multi-million dollar budgets and yet, "it seems, the last budget line is always direct support."

'Identifying the barriers that exist for all'

With close ties to the local Latinx community, the Food Brigade began with the specific intent of mitigating potential harm to undocumented people, who face unique challenges in the pandemic. In Maine, undocumented people are ineligible for social programs like unemployment, MaineCare, SNAP, and General Assistance, despite paying into the tax revenue that funds them. Without access to these programs during the pandemic, many undocumented people are unable to safely shelter at home: if you don't work, you can't afford to feed your family or keep a roof over your head.

Despite Presenté's focus on advocating for Latinx and undocumented people, the Food Brigade does not limit aid to those communities. In Maine, more than one in 10 people are food insecure or live below the poverty line. This circumstance disproportionately affects people of color, with 28% of families of color in Maine classified as food insecure — more than twice the rate of white households — according to a 2019 report by the Maine Center for Economic Policy.

“We invest a lot of time working with immigrant leaders, African American leaders, and white poor people, and making those connections across communities and identifying the barriers to access that exist for all of us,” said Cron. While personal identity and ties to the Latinx community are important to her, she said, “I also understand that what we’re really striving to do is transform and liberate ourselves and connect all poor people.”

The labor behind the mutual-aid project comes from volunteer “brigadists,” who say they contribute as an act of solidarity – not charity – holding to the belief that the current structure of public health and food systems fail to meet the needs of all people.

“Participating in this work has forced me to grapple with why the Food Brigade exists in the first place,” said Tophe Thorne, a volunteer brigadist. “We shouldn’t have to rely on organizers like Crystal to provide our communities with food and resources, to help them survive, amid a pandemic.”

Thorne believes that this responsibility to provide community aid should be met by government social programs, which are often the first cut, and that action with the Food Brigade is as much about providing aid as it is about working to transform our food systems and society.

When the Food Brigade began, Cron said it’s purpose was to deliver the immediate necessities for survival to communities in need. Now nearly a year later, Cron said the Food Brigade serves an additional purpose: to model a different approach to social services that includes community-led and barrier-free, direct support, which has proven its success in an unprecedented time of crisis.

“What we really want is for our government to make these changes and to meet our needs, and to put people first,” says Cron, “to follow this model where we’re trusting in community and trusting people with direct experience to lead that transformation.”

Photo: A Presente volunteer stacks boxes in the organization’s warehouse. | Presente! Maine, Facebook

COVID19 》 CRYSTAL CRON 》 ECONOMY 》 FOOD 》 HUMAN RIGHTS 》 ORGANIZING 》 PRESENTE! MAINE 》 PUBLIC ASSISTANCE

ABOUT ROBBY LEWIS-NASH

Robby Lewis-Nash is a freelance writer and activist living in Portland, Maine.

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