

# City of Portland

## CDBG Allocation Committee



Thursday, January 15, 2026 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. The CDBG Allocation Committee will conduct this meeting remotely via Zoom pursuant to the Remote Meeting Policy adopted by the Portland City Council. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live either in person or via Zoom, a recording will be available in the Agenda Center following the meeting. For public comment via Zoom, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit \*9. You will be unmuted by the host when it is time for public comment. This particular meeting will not take public comment.

Please click the link below to join the webinar: <https://portlandmaine-gov.zoom.us/j/81655040957>

1. Open Meeting and Roll Call
2. Address to the Committee from City Manager, Danielle West
3. Review Development Activities Applications
  - a. Portland Parks, Recreation, and Facilities Department
  - b. Greater Portland Family Promise
4. Review Social Service Applications
  - a. Preble St - Youth Street Outreach
  - b. Preble St - Nourish Initiative
  - c. Maine Needs
  - d. Catholic Charities
5. Review Scoring Categories and Procedure
6. Next Steps
7. Adjournment

# Program Overview

Completed by jkurilla@portlandmaine.gov on 11/6/2025 3:05 PM

**Case Id:** 30668

**Name:** Parks Department at the City of Portland - 2026

**Address:** North Street Community Garden, 195 North

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## Program Overview

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Please provide the following information.



## City of Portland Construction Grant Application

**Housing & Economic Development  
Department**  
HCD Program Manager  
389 Congress St  
Portland, ME 04101  
207-874-8731  
[cdbg@portlandmaine.gov](mailto: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 a program 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 this round of CDBG funding, and encourage all applicants to review a recent [Addendum](#) to our HUD Agreement to ensure compliance.

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. Application Cover Page

Completed by jkurilla@portlandmaine.gov on 11/14/2025 10:08 AM

Case Id: 30668

Name: Parks Department at the City of Portland - 2026

Address: North Street Community Garden, 195 North

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### A. Application Cover Page

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

#### AGENCY INFORMATION

**A.1. Agency Name**

Department of Parks, Recreation, and Facilities

**A.2. Mailing Address:**

212 Canco Road Portland, ME 04103

**A.3. Federal ID Number**

16,000,032

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

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#### APPLICATION POINT OF CONTACT

**A.5. Name**

Jodi Kurilla

**A.6. Phone**

(207) 808-5487

**A.7. Email**

jkurilla@portlandmaine.gov

#### EXECUTIVE DIRECTOR

**A.8. Name**

Ethan Hipple

**A.9. Phone**

(207) 808-5441

**A.10. Email**

ehipple@portlandmaine.gov

#### PROJECT DIRECTOR

**A.11. Name**

Alex Marshall

**A.12. Phone**

(207) 808-5442

**A.13. Email**

amarshall@portlandmaine.gov

#### FINANCIAL DIRECTOR

**A.14. Name**

Amber Brooks

**A.15. Phone**

(207) 808-5426

**A.16. Email**

asb@portlandmaine.gov

## B. Construction and Economic Development

Case Id: 30668

Name: Parks Department at the City of Portland - 2026

Address: North Street Community Garden, 195 North

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### B. Construction and Economic Development

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Please provide the following information.

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#### HUD NATIONAL OBJECTIVES:

- **Prevention and Elimination of Slum or Blight** to address conditions that is detrimental to public health, safety, or welfare (SB) Slum or blight must be documented & submitted with the application.
- **Low and Moderate Income Area Benefit (LMA):** an activity which is available to benefit all the residents of an eligible area/census
- **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualify as LMI Portlanders. Does this activity benefit a population that HUD presumes to be low to moderate income, including abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers?
- **Low and Moderate Income Job Creation (LMJC):** an activity that creates or retains permanent jobs where at least 51% will be made available to LMI Portland residents.
- **Low and Moderate Income Micro-enterprises (LMCMC):** activity that benefit micro-enterprise owners/ developers who are LMI Portland residents.
- **Low and Moderate Income Housing Project (LMH):** an an activity to provide or improve permanent residential structures that will be

**B.1 HUD National Objective: Indicate which National Objective this program activity will address, choose one. Refer to the National Objective description for additional information.**

Low and Moderate Income Area Benefit (LMA)

**What neighborhoods will be served by this project (LMA only)?**

000100.1 (Casco Bay Community Garden), 001200.1 & 0001100.1 (Clark Street Garden), 002300.1 (Payson Park Garden), 000100.3 (North Street Garden), 001300.2 (Lower Valley Street), 000500.1 (Boyd Street Community Garden)



**Location of Service Area-on the Map (for LMA only)**

Community Gardens\_LMI Map 2024.pdf

**B.2. HUD Program Objectives. Indicate which HUD program objective this program will address; choose one:**

Creating a Suitable Living Environment

**B.3 Primary Goal. Indicate the primary goal your program or project addresses; choose one.**

Neighborhood Investment and Infrastructure

occupied by LMI Portland residents.

#### HUD PROGRAM OBJECTIVES

- **Creating a Suitable Living Environment**
- **Providing Decent Housing**
- **Creating Economic Opportunity**

#### PRIMARY GOAL

- **Neighborhood Investment and Infrastructure:**  
Create strong, safe accessible and vibrant neighborhoods
- **Housing Availability:** Increase housing availability and affordability
- **Economic Opportunity:** Create economic opportunities to transition people out of poverty
- **Address the Needs of the Growing Homeless Population:** Prevent and reduce homelessness

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#### Documentation

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#### Project Map of Service Area (for LMA Only)

Community Gardens\_LMI Map 2024.pdf

## C. Project Specific Information

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Case Id: 30668

Name: Parks Department at the City of Portland - 2026

Address: North Street Community Garden, 195 North

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## C. Project Specific Information

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

### C.1. Select an Application Type:

- **Construction Application:** For clearance, infrastructure improvement, renovation or construction of community facilities, non-profit rehabilitation, housing , etc.
- **Development Activity Application:** For non-construction projects including acquisition, disposition, relocation, renter or homeowner assistance, etc.
- **Economic Development Application:** For microenterprise or business assistance programs, special economic development activities, etc. (Note individual businesses are not eligible to apply)

Construction Application

### C.2. Project Name (Note: If you are applying for funding for multiple programs, please submit an application for each distinct program)

Portland's Community Gardens Rebuild Equity Project

### C.3. Project Address

North Street Community Garden, 195 North Street Clark Street Community Garden, 32 Salem Street Portland, ME

### C.4. Are there additional project addresses? (Note: Staff may request separate submissions for each project location)

Yes

Payson Park Community Garden, 842 Baxter Boulevard Valley Street Community Garden, 138 Valley Street, Casco Bay Community Garden, 285 Eastern Promenade, Boyd Street Community Garden, 58 Boyd Street Portland, ME

**Beneficiaries.** Describe the beneficiaries or clients served by the program.

### C.5. Describe the beneficiaries or clients served by the program or project.

Portland's community gardens provide food security and outdoor recreation opportunities that ultimately benefit all the residents of the nearby neighborhood who live near or visit any of Portland's 11 community gardens. Garden development has focused on areas with limited access to greenspace and higher low to moderate income residents, targeting areas such as the Munjoy Hill and Back Cove neighborhoods. Since Cultivating Community began its

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partnership with the city, low-income participation has increased from 7% to 20%, halfway to the shared goal of 40%. Additionally, this final phase of a three-part project aims to improve garden conditions by addressing safety, climate resilience, and accessibility concerns.

**C.6. How will the beneficiaries' information be collected and documented?**

Beneficiaries' information is collected from the U.S. Department of Housing and Urban Development Low and Moderate Income Map Application. Each community garden is located within a public park serving adjacent areas like Munjoy Hill, East Bayside, West End, and the Back Cove neighborhoods. The community gardens specifically do outreach and prioritize low to moderate-income populations. Based on data from the U.S. Department of Housing and Urban Development, the Casco Bay Community Garden serves 235 low to moderate-income residents within its census tract (Block Group 1, Census Tract 1). The North Street Community Garden serves 740 low to moderate-income residents within its census tract (Block Group 3, Census Tract 1). The Clark Street Community Garden serves 665 low to moderate-income residents within its census tract (Block Group 1, Census Tract 3). The Payson Park Community Garden serves 600 low to moderate-income residents within its census tract (Block Group 1, Census Tract 23). The Valley Street Community Garden serves 510 low to moderate-income residents within its census tract (Block Group 2, Census Tract 13). The Boyd Street Community Garden serves 975 low to moderate-income residents within its census tract (Block Group 1, Census Tract 5). Cultivating Community, in partnership with the City of Portland, maintains an annually reconfirmed and updated waiting list as well as fills each available plot every growing season through a registration and orientation process.

**C.7. How many will be served by the proposed program or project?**

5,630

**C.8. How many are residents of Portland?**

5,630

**C.9. How many are low to moderate income residents of Portland?**

3,725

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

66.16%

**Budget and Organizational Questions**

**C.11. What percentage of the total budget is CDBG?**

0.00%

**C.12. Program Objectives and Outcomes. Please list below:**

Create strong, safe, accessible and vibrant neighborhoods. The City of Portland offers eleven community gardens for access by Portland residents. Community gardens promote healthy lifestyles, community collaboration, and food security for its users. Community gardens encourage residents to come together and participate toward a common goal. This project will ensure safe and accessible facilities for gardeners across the Portland network.

**C.13. How will the outcomes be measured, collected, and documented?**

1.Portland residents and volunteer groups will have the opportunity to volunteer and participate in learning to build and fill around 300 new raised garden beds up to USDA National Resource Conservation Service Safe Urban Growing Standards including the installation of a geotextile barrier to prevent any potential contamination of the garden from historic land use or presence of urban fill Cultivating Community registers all volunteer participants and provides hands on instruction and literature on the construction of raised garden beds and safe growing practices. 2.By the end of Summer 2028, all four community gardens will have raised garden bed plots and at least one ADA garden bed. Every rebuilt garden plot will be filled with a new gardener on the waitlist or a returning gardener. Project success will

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be measured by the number of beds completed in alignment with the project timeline. 3.By the end of Summer 2028, new fencing will be installed at the Casco Bay Community Garden and the Payson Park Community Garden. Project success will be measured by the number of beds completed in alignment with the project timeline. 4.By the end of Summer 2028, a new shed will be installed at the Boyd Street Community Garden. Project success will be measured by the shed installation in alignment with the project timeline. 5.Feedback will be gathered following the end-of-season survey and post-event surveys, and a report provided to the City on project/program outcomes.

## **Location**

### **C.14. What census tract is the project located? See map.**

000100.1, 001100.1, 002300.1, 000100.3, 001300.2, 000500.1

### **C.15. Is the project located in a historic district? Contact City of Portland Historic Preservation Office for more information.**

Yes

## D. Project Narrative

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Case Id: 30668

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Address: North Street Community Garden, 195 North

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### D. Project Narrative

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Please provide the following narrative information. Be as direct and specific as necessary.

**Don't forget to SAVE your work before exiting this screen**

#### D.1. Narrative: Project Description/Scope of Work

**Describe the proposed program or project. Describe the scope, goals, and any project plans or designs that have been developed to date.**

In line with CDBG's Goals to create strong, safe, accessible, and vibrant neighborhoods, this project seeks to complete the third and final phase of brownfield and soil contamination remediation across Portland's Community Garden Program. This project addresses three key concerns: soil contamination, a growing waitlist, and accessibility for limited mobility garden users. In the Spring of 2024, following soil contamination found at the Libbytown Community Garden, the City had TRC Companies conduct a series of soil condition tests for Casco Bay, North Street, and Payson Park because of historic land use in the respective areas. The test results concluded that there were slight elevations of harmful compounds in select locations of the gardens. Consistent with recommendations from TRC Companies and Maine Centers for Disease Control and Prevention to discontinue in-ground gardening within five years, this project aims to install soil barriers, renovate fencing at key gardens, replace a shed at Boyd Street and Payson Park, and raise garden beds at North Street, Payson Park, Clark Street, and Valley Street to improve accessibility and increase safety in neighborhoods for residents and visitors. Five out of the eleven community gardens in Portland have been identified by TRC Companies and the Maine CDC as top priority for soil safety concerns. These five community gardens, North Street, Payson Park, Casco Bay, and Valley Street, are located in low to moderate-income census tracts, with the exception of Clark Street. The gardens in the City are managed alongside local nonprofit Cultivating Community and provide plots for more than 485 registered gardeners and their families in various City neighborhoods. In 2013, the City of Portland and Cultivating Community began a mutual partnership to manage and expand gardens throughout the City. Since the development of the partnership, the number of gardens has expanded from 4 to 11. Accessibility for limited mobility and aging gardeners was the primary concern identified by Community Garden participants in the 2023 and 2024 end of season surveys. In line with Portland Plan 2030's future strategies to "improve ADA accessibility in and to public open spaces", the five identified gardens are receiving improvements for aisleway widths and raised bed heights (Department of Planning and Urban Development, page 59). The design of the raised garden beds is intentionally designed to address multiple compounding concerns, and this project will widen garden aisleways, make ADA accessibility improvements, expand the number of beds at Payson, and make fencing improvements at the Casco Bay garden by making gate latches accessible for wheelchair users across the gardens. Additionally, creating a standardized raised garden bed type at gardens across the City is essential to ensure equitable access to these vital community resources. Lastly, CDBG funds would provide a one-time investment to bring the remaining gardens into Maine CDC compliance and complete garden remediation efforts. The order in which these four currently in-ground gardens will be converted to raised beds was determined using these three main key factors: level of soil contamination (or potential for contamination), number of mobility-challenged gardeners, and garden population. Payson Park Community Garden will be the first to be converted

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because plans to expand it to meet waitlist needs, and we know this site is a former landfill with high potential for urban fill. We also know that the current gardener population is aging and would benefit greatly from raised beds. North Street garden is the second to be converted because contaminated soils were found in the adjacent school garden, and to ensure the safety of current gardeners, conversion to raised beds should happen quickly. Valley Street garden and Clark St. garden will be third and fourth for conversion; and Valley Street will be first between these two due to the number of gardeners actively gardening there. The scope of work includes new raised garden beds and fencing at the following locations: Payson Park Community Garden: Fencing for garden expansion, a shed, soil barriers and raised garden beds are needed here. North Street Community Garden: Soil barriers and raised garden beds are needed here. Valley Street Community Garden: Soil barriers and raised garden beds are needed here. Clark Community Garden: Soil barriers and raised garden beds are needed here. Casco Bay Community Garden: New fencing and accessible gate latches are needed here. The fence has aged to the point of deterioration of the wooden supports. Gardeners have improvised some repairs to keep the gates operational but complete replacement is needed. Boyd Street Community Garden: This shed needs replacement as its exterior is starting to crumble and experience dry rot along the base.

## **D.2. Readiness to Proceed and Complete**

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

This is the third and final phase of a five year project to bring community gardens to Maine CDC compliance. The first two phases have been successfully completed with NRSC general assistance grant funding and a partnership with the Portland Office of Sustainability, with project management led by Cultivating Community and City of Portland Parks staff. This project has also been informed by and has the buy-in, support, and participation of the garden community. In preparation for construction in Spring 2026, Parks Project Manager Jodi Kurilla has begun securing quotes from soil, lumber, and fencing companies. Once funding is obtained, the garden rebuilds will have to be put out to bid for Contractor services. Construction is expected to begin in Spring 2026 and be completed by the end of Summer 2028. As detailed in the Project Timeline (see Appendix Project Timeline Document) , the garden installations will be completed in general order of priority. Installation of soil barriers, fencing at Payson and Casco Bay, and raised beds will be constructed simultaneously at each site in order to minimize disruption for the gardeners.

**D.3. Provide a short narrative description of the budget and expenses for the project or program. Describe exactly what CDBG will pay for in this program or project. Please ensure that budget amounts listed in the narrative match the cover page, summary, and budget worksheet**

The CDBG budget estimate includes construction to clear and prepare the existing gardens, place soil barriers, install two sheds, replace compost bins, replace signage at various gardens, replace fencing at Payson and Casco Bay and installation of raised garden beds at North Street, Clark Street, Valley Street, and Payson Park Community Gardens. This will also include demolition and disposal of existing garden beds and leveling of the garden site. Because of the size of the project, the gardens will be out to a competitive bid process to Contractors such as Fresh Food Gardens, Papi and Romano Builders, and Maine Foodscapes. The expenses listed on the budget worksheet are secured based on an estimate from Hillside Lumber, Benson Farm, Burns Fencing, and Shed Happens, and may change once competitive bids are secured.

## **D.4. Leveraged Funds, Financial Need**

**What other funding do you have to support this project? Will this project go forward without CDBG funding?**

The first two phases of this project were funded with state and private funding secured by Cultivating Community in 2024, from grants which are no longer available following changes in federal administration priorities. Cultivating Community and the City of Portland have also leveraged in-kind donations of tools, materials, and volunteer hours, however, without CDBG funding, this project will not be able to continue on the timeline that has been set by the Maine CDC to ensure the safety and accessibility of this vital food security and community wellbeing program.

#### D.5. Goal

Choose and describe how this program meets one of the goals of the CDBG program:

- 1) **Neighborhood Investment and Infrastructure - Create strong, safe, accessible and vibrant neighborhoods;**
- 2) **Housing Availability –Increase Housing availability and affordability;**
- 3) **Economic Opportunity – Create economic opportunity to transition people out of poverty;**
- 4) **Address the needs of the growing homeless population- prevent and reduce homelessness**

This project meets the goal of creating strong, safe, accessible, and vibrant neighborhoods. This project addresses three key concerns: soil contamination, a growing waitlist, and accessibility for limited mobility garden users. In aiming to create a healthier city, Portland’s Plan 2030 identified a future strategy under the area of environment to “increase the total number of community garden plots to provide equitable access and to meet demand” (Department of Planning and Urban Development, page 20). This project aligns with City goals to broaden food security and increase access to healthy food for all Portland residents. Raising our garden beds, bringing in new organic soil, and providing soil barriers is consistent with recommendations from the Maine Center of Disease Control and thus ensures Portland residents have the best possible access to food sources. Improving garden access and redesigning beds helps to increase the total number of community garden plots to provide equitable access and meet waitlist demands.

#### D.6. Priority Impact Level

Choose and describe how this program best addresses one of the priority impacts level activities. (See table [here](#)).

The project addresses ADA compliance, public infrastructure in targeted neighborhoods and recreation facilities. This project will address accessibility across all five gardens by raising the beds and creating standard aiseways along the garden plots. Currently, the identified community gardens struggle with tight pathways and in ground beds that are not ADA accessible. Current garden beds require one to kneel and bend over in order to tend to the bed. We are proposing to raise the beds to 20” and 30”, an ADA accessible height, to accommodate more users of different abilities and ages. Additionally, the improved garden designs aim to increase at least one aisleway within the space to be ADA-compliant and accessible by a wheelchair. By redeveloping aiseways and beds to be ADA accessible, we are improving equitable access to gardens. We have seen the success of this design at the newly completed raised beds Boyd Street Community Garden, where power wheelchair users are now fully able to participate in the community garden program. The community gardens are not only places for food production but also serve as gathering spaces where community members socialize and build strong bonds. Gardening is a way for folks to get outside, use their body, and interact with others. Over the course of the City’s and Cultivating Community’s partnership, increases in funding to garden partnership has led to more stewardship and engagement in the community. These are multigenerational gathering spaces that foster community and connection. This project is an example of a participatory, community-based solution that is both impactful in the short term and long term.

#### D.7. Community Need Description

**Why is this project needed? How does the project address the community’s diversity and create a culture of belonging? If applicable, describe how the programs offered in the renovated space give priority to lower incomes.**

This project first and foremost addresses the soil contamination that potentially puts community gardeners at risk. The five project community gardens are in areas or serve areas (Clark Street Garden) that are determined to be low to moderate income by the 2024 census tract map. This project is needed because it aims to create safer and more inclusive gardening conditions with a raised bed and aisleway circulation redesign. The City of Portland and Cultivating

Community are invested in the long-term development of these garden spaces. When gardens are maintained well and tended to, it provides the space for community members to come together and build relationships. With Cultivating Community's support and the City's garden design update, folks will obtain beds with increased accessibility, clean and fertile soil, and increased produce yield, which in turn decreases food insecurity. They will also have obtained instruction on raised beds and container gardening, with the potential to replicate these practices at home. Lastly, Portland's community garden provides immeasurable benefits to the entire City - not just gardeners themselves. Garden development has helped to bring more folks outside and have a physical presence in parks to keep watch of community activity. For instance, "Boyd Street Community Garden, created in 2009, was built in partnership between the City of Portland, Kennedy Park Tenants' Council, and Cultivating Community. Previously a contaminated site that required City soil remediation efforts, the garden now has an orchard of 25 fruit trees, raspberry and blackberry bushes, honey bees, and a separate youth garden run by high school students to grow food for Cultivating Community's Elder Share CSA Program" (Department of Planning and Urban Development, page 59).

#### **D.8. Measurable Community Impact**

**What impact will this project have on the community? For City Infrastructure projects, describe how the Location of this project complements or completes currently or previously funded projects. For non-profit rehabilitation, describe how the renovation project makes the building more energy efficient.**

The CDBG program has funded four community garden projects in Portland over the past 15 years, including two of the gardens, Boyd Street in the Bayside Neighborhood and North Street in the East End. Back in 2022, the City of Portland received CDBG grant funding to replace four community tool sheds and six community garden fences. This project builds on the CDBG funding, which was instrumental in creating and expanding the garden program by ensuring its safety and accessibility. The specific focus of this project aims to complement those improvements made to fencing and sheds by raising garden beds, replacing fencing at two community gardens, installing two sheds, and improving aisle and garden bed ADA compliance in five community gardens. This has a significant impact on increasing the number of community members who can use garden facilities and grow fresh and safe produce. This project increases food security and a sense of community belonging and inclusivity. Additionally, this project allows residents to participate in volunteer raised bed building events and technical assistance workshops to empower communities to come.

#### **D.9. Experience Providing Service**

**Describe your organization's experience in managing construction projects. Give specific examples of past projects completed on time and within budget. Does your organization have experience managing projects with Davis Bacon and Related Acts or other crosscutting federal requirements (like Lead-Based Paint Hazard, Build America Buy America, and Section 3)?**

The Portland Parks Department manages a park system that includes 70 parks and 30 playgrounds, 40+ miles of trails, 13 cemeteries and dozens of athletic fields and courts. The Parks Crew helps to manage all community gardens and extends to maintenance of all eleven community gardens. Examples of past projects that the Parks Department has managed, completed on time and within budget have been the Bicycle Skills Course at Riverton Trolley Park, the public toilets throughout Portland, and basketball court at Talbot Community School. The Riverton Bike Skills Course serves a low to moderate income neighborhood and has provided a unique public amenity to a place that historically never had a bike skills course. The public toilets have helped to provide Portland residents access to bathrooms free of charge. Additionally, the updated basketball court at Talbot Community School has helped to generally improve school amenities for students. The City of Portland adheres to all Davis Bacon and Related Acts when required.

#### **D.10. Partnership/Collaboration**

**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.**

**OR**

**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.**

Cultivating Community and the City of Portland are applying as a partnership and have a longstanding MOU agreement. Cultivating Community leads all administrative processes, gardener correspondence, community engagement, and provides technical assistance to gardeners. They also support 3 open-pick community orchards throughout the City. The City's Parks, Recreation, and Facilities Department leads all infrastructure improvement and maintenance for the gardens, provides garden materials such as wood chips and compost, and supports larger projects. Both the City of Portland and Cultivating Community work together annually to meet each of these goals and provide the program the necessary resources it needs to properly succeed. Some examples of this partnership include the construction of raised beds, placing of soil barriers, and spreading of woodchips at the Libbytown and Commonshare community garden which utilized city staff, in direct response to Maine CDC guidance and contaminated soil concerns. Through phases 1 and 2 this project has also had the guidance and support of the Maine Cooperative Extension's master gardeners, State Soil Scientist Matthew Boucher, and Carrick Gambell, the NRCS Urban Agriculture specialist, providing in-person technical assistance to gardeners at the community garden rebuilds and project design expertise. The City and CC share the goal of making gardening programs accessible. We welcome all people and leverage our combined resources to meet the diverse needs of the communities we serve.

## E. Program Budget Detail

Completed by jkurilla@portlandmaine.gov on 11/17/2025 9:32 AM

Case Id: 30668

Name: Parks Department at the City of Portland - 2026

Address: North Street Community Garden, 195 North

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### E. Program Budget Detail

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

**E.1. Grant Amount Requested - for construction or development activities the minimum amount requested is \$10,000 and Maximum is \$250,000 (public infrastructure projects are exempt from cap).**  
\$250,000.00

**E.2. Total Program Budget**  
\$250,000.00

**E.3. Please complete the table below.**

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Construction Costs	\$0.00	\$182,800.00	\$0.00		
Construction Contingency - 15%	\$0.00	\$30,240.00	\$0.00		
Escalation - 4%	\$0.00	\$8,064.00	\$0.00		
Contractor Mobilization - 5%	\$0.00	\$10,080.00	\$0.00		
Community Engagement and Site Coordination	\$0.00	\$18,800.00	\$0.00		
	\$0.00	\$249,984.00	\$0.00		

## F. Required Documents

Completed by jkurilla@portlandmaine.gov on 11/17/2025 11:29 AM

Case Id: 30668

Name: Parks Department at the City of Portland - 2026

Address: North Street Community Garden, 195 North

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## F. Required Documents

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

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## Documentation

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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**

PRF Organization Chart Q4 2025.drawio.pdf

Authorization to Request Funds and/or Designation of Authorized Official

Required if the Authorized Official is not the one completing this application.

*\*\*No files uploaded*

Complete List of Board Members (required for non-profits)

A list of the current board of directors or other governing body of the agency must be submitted for non-profits.

*\*\*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**

**Most Recent Audit**

**If not available, submit most recent 990 Financial Statement.**

*\*\*No files uploaded*

**Non-Discrimination Policy**

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

*\*\*No files uploaded*

**Plans, Designs, and/or Pictures**

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

CDBG Community Garden Rebuilds - Plans and Pictures.pdf

**Project Timeline including specific dates and milestones \*Required**

CDBG Community Garden Rebuilds - Project Timeline.pdf

**Scope of Work and Estimate**

**Required for Construction applications.**

CDBG Community Garden Rebuilds\_ScopeofWork&CostEstimate.pdf

**Verification of 501(c)3 Status**

**Required for non-profits.**

*\*\*No files uploaded*

**Verification of contact with City Historic Preservation Staff**


**Required for Construction applications.**

2025 - Parks - Multiple Community Gardens.pdf

**Whistleblower Policy**

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

*\*\*No files uploaded*

 **Other Document Type**

CDBG Community Garden Rebuilds - Citation Page.pdf

## Submit

Completed by [jkurilla@portlandmaine.gov](mailto:jkurilla@portlandmaine.gov) on 11/17/2025 11:30 AM

**Case Id:** 30668

**Name:** Parks Department at the City of Portland - 2026

**Address:** North Street Community Garden, 195 North

---

## Submit

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

**Don't forget to SAVE your work before exiting this screen**

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:**

Jodi Kurilla

*Electronically signed by [jkurilla@portlandmaine.gov](mailto:jkurilla@portlandmaine.gov) on 11/17/2025 11:29 AM*

# Program Overview

Completed by michelle@gpfamilypromise.org on 11/14/2025 10:00 AM

**Case Id:** 30676

**Name:** Greater Portland Family Promise - 2026

**Address:** 22 Pleasant Ave, Portland, ME 04103

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## Program Overview

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Please provide the following information.



### City of Portland Construction Grant Application

**Housing & Economic Development  
Department**

HCD Program Manager

389 Congress St

Portland, ME 04101

207-874-8731

[cdbg@portlandmaine.gov](mailto: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 a program 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 this round of CDBG funding, and encourage all applicants to review a recent [Addendum](#) to our HUD Agreement to ensure compliance.

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. Application Cover Page

Completed by michelle@gpfamilypromise.org on 11/14/2025 10:05 AM

Case Id: 30676

Name: Greater Portland Family Promise - 2026

Address: 22 Pleasant Ave, Portland, ME 04103

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### A. Application Cover Page

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

#### AGENCY INFORMATION

**A.1. Agency Name**

Greater Portland Family Promise

**A.2. Mailing Address:**

P.O. Box 11048 Portland, ME 04104

**A.3. Federal ID Number**

812,565,353

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

T8T9ML6W4RH7

#### APPLICATION POINT OF CONTACT

**A.5. Name**

Michelle Lamm

**A.6. Phone**

(207) 200-7327

**A.7. Email**

michelle@gpfamilypromise.org

#### EXECUTIVE DIRECTOR

**A.8. Name**

Michelle Lamm

**A.9. Phone**

(207) 200-7327

**A.10. Email**

michelle@gpfamilypromise.org

#### PROJECT DIRECTOR

**A.11. Name**

Michelle Lamm

**A.12. Phone**

(207) 200-7327

**A.13. Email**

michelle@gpfamilypromise.org

#### FINANCIAL DIRECTOR

**A.14. Name**

Amy Holland

**A.15. Phone**

(207) 841-3627

**A.16. Email**

amy@gpfamilypromise.org

## B. Construction and Economic Development

Case Id: 30676

Name: Greater Portland Family Promise - 2026

Address: 22 Pleasant Ave, Portland, ME 04103

Completed by michelle@gpfamilypromise.org on 11/14/2025 10:06 AM

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### B. Construction and Economic Development

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

#### HUD NATIONAL OBJECTIVES:

- **Prevention and Elimination of Slum or Blight** to address conditions that is detrimental to public health, safety, or welfare (SB) Slum or blight must be documented & submitted with the application.
- **Low and Moderate Income Area Benefit (LMA):** an activity which is available to benefit all the residents of an eligible area/census
- **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualify as LMI Portlanders. Does this activity benefit a population that HUD presumes to be low to moderate income, including abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers?
- **Low and Moderate Income Job Creation (LMJC):** an activity that creates or retains permanent jobs where at least 51% will be made available to LMI Portland residents.
- **Low and Moderate Income Micro-enterprises (LMCMC):** activity that benefit micro-enterprise owners/ developers who are LMI Portland residents.
- **Low and Moderate Income Housing Project (LMH):** an an activity to provide or improve permanent residential structures that will be

**B.1 HUD National Objective: Indicate which National Objective this program activity will address, choose one. Refer to the National Objective description for additional information.**

Low and Moderate Income Housing Project (LMH)

**B.2. HUD Program Objectives. Indicate which HUD program objective this program will address; choose one:**

Providing Decent Housing

**B.3 Primary Goal. Indicate the primary goal your program or project addresses; choose one.**

Address the Needs of the Growing Homeless Population

occupied by LMI Portland residents.

#### HUD PROGRAM OBJECTIVES

- **Creating a Suitable Living Environment**
- **Providing Decent Housing**
- **Creating Economic Opportunity**

#### PRIMARY GOAL

- **Neighborhood Investment and Infrastructure:**  
Create strong, safe accessible and vibrant neighborhoods
- **Housing Availability:** Increase housing availability and affordability
- **Economic Opportunity:** Create economic opportunities to transition people out of poverty
- **Address the Needs of the Growing Homeless Population:** Prevent and reduce homelessness

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#### Documentation

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**Project Map of Service Area (for LMA Only)**

*\*\*No files uploaded*

## C. Project Specific Information

Completed by michelle@gpfamilypromise.org on 11/17/2025 12:07 PM

Case Id: 30676

Name: Greater Portland Family Promise - 2026

Address: 22 Pleasant Ave, Portland, ME 04103

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## C. Project Specific Information

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

### C.1. Select an Application Type:

- **Construction Application:** For clearance, infrastructure improvement, renovation or construction of community facilities, non-profit rehabilitation, housing , etc.
- **Development Activity Application:** For non-construction projects including acquisition, disposition, relocation, renter or homeowner assistance, etc.
- **Economic Development Application:** For microenterprise or business assistance programs, special economic development activities, etc. (Note individual businesses are not eligible to apply)

Construction Application

### C.2. Project Name (Note: If you are applying for funding for multiple programs, please submit an application for each distinct program)

Family Promise Transitional Housing

### C.3. Project Address

22 Pleasant Ave Portland, ME 04103

### C.4. Are there additional project addresses? (Note: Staff may request separate submissions for each project location)

No

**Beneficiaries.** Describe the beneficiaries or clients served by the program.

### C.5. Describe the beneficiaries or clients served by the program or project.

Beneficiaries are families with low-income to no income experiencing homelessness or at risk of homelessness.

### C.6. How will the beneficiaries' information be collected and documented?

Beneficiary information will be collected through the program's intake and case quarterly visits. Case managers gather and document household demographics using standardized forms. All information will be entered into Family Link, our secure case management database, where ongoing services, referrals, case notes, and housing outcomes are recorded.

**C.7. How many will be served by the proposed program or project?**

64

**C.8. How many are residents of Portland?**

64

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

64

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

100.00%

### **Budget and Organizational Questions**

**C.11. What percentage of the total budget is CDBG?**

11.00%

**C.12. Program Objectives and Outcomes. Please list below:**

- Prevent and reduce homelessness by providing transitional housing.
- Support with basic needs, benefit access, and other community resources.
- Assist families in accessing safe, affordable, permanent housing through housing navigation case management, and housing application support.
- Provide supportive services including food support, rental assistance, and household items/furniture.
- Promote housing stability and self-sufficiency through tenant education, landlord mediation, and housing stabilization case management.
- Support family well-being by addressing the educational, economic, and social needs of children and parents.

**C.13. How will the outcomes be measured, collected, and documented?**

Greater Portland Family Promise evaluates outcomes through ongoing data collection and analysis from intake/baseline data, quarterly check-ins and an exit evaluation when families leave the program. GPF staff review outcome data regularly to support continuous improvement and ensure the program adapts to emerging needs.

### **Location**

**C.14. What census tract is the project located? See map.**

tract 22

**C.15. Is the project located in a historic district? Contact City of Portland Historic Preservation Office for more information.**

No

## D. Project Narrative

Completed by amy@gpfamilypromise.org on 11/17/2025 2:31 PM

Case Id: 30676

Name: Greater Portland Family Promise - 2026

Address: 22 Pleasant Ave, Portland, ME 04103

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### D. Project Narrative

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Please provide the following narrative information. Be as direct and specific as necessary.

**Don't forget to SAVE your work before exiting this screen**

#### D.1. Narrative: Project Description/Scope of Work

**Describe the proposed program or project. Describe the scope, goals, and any project plans or designs that have been developed to date.**

Greater Portland Family Promise (GFPF) plans to build a new 4-unit transitional housing building at 22 Pleasant Ave in Portland, Maine. GFPF currently owns the property, which includes a single-family home on a large lot with significant potential for expansion or subdivision. The existing home already serves as transitional housing, accommodating two families or up to eight unrelated individuals at a time. The proposed project will expand GFPF's capacity to serve families experiencing or at risk of homelessness, directly addressing the City of Portland and CDBG priorities to prevent and reduce homelessness, increase housing stability, and ensure equitable access to services. The new building will add four units, housing up to eight families (32 individuals) at a time. With an average six-month turnover, GFPF expects to serve 16 families (64 individuals) annually. By providing safe, temporary housing combined with comprehensive supportive services, this project reduces reliance on emergency shelters, shortens episodes of homelessness, and promotes long-term family self-sufficiency. GFPF is exploring innovative, cost-effective modular housing solutions, following successful models implemented by Family Promise affiliates nationwide. Preliminary project plans include evaluating lot development options, refining existing modular designs for multi-family use, and ensuring compliance with local zoning, building codes, and Planning Board regulations. The property is in the RN-3 Neighborhood Residential zone, which allows up to four dwelling units, plus two accessory dwelling units (ADUs). A density bonus for low-income or workforce housing could increase the total allowable units to twelve, providing flexibility for future expansion. Maximum building height is 35 feet, lot coverage is limited to 60%, and setbacks must comply with RN-3 requirements. A boundary survey and site plan will be completed prior to construction to confirm property lines and design compliance. By leveraging modular construction, expanding housing capacity, and integrating housing navigation, case management, and wraparound supportive services, this project maximizes its impact on families in Greater Portland experiencing or at risk of homelessness. It aligns with CDBG priorities by preventing homelessness, increasing access to safe and affordable housing, reducing reliance on emergency shelters, and promoting long-term family stability and community well-being.

#### D.2. Readiness to Proceed and Complete

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

Greater Portland Family Promise is fully prepared to proceed with the transitional housing project upon securing funding. A project timeline has been developed to ensure efficient planning, procurement, permitting, and construction while meeting all CDBG requirements. GFPF has strong organizational capacity to manage this project and will contract out for other needed expertise. From 2017-2024 GFPF operated emergency shelter programs for families. GFPF currently operates two transitional housing programs, one at 22 Pleasant Ave and another in partnership with First

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Parish Church in Gorham. This long-standing experience demonstrates GPF's ability to oversee complex projects, coordinate supportive services, and effectively house families experiencing homelessness. In preparation for this new transitional housing project, GPF has actively engaged in preliminary fact-finding conversations with several contractors and a modular construction company to understand the nuances of modular building design, cost structures, and project logistics. GPF has met with legal counsel to ensure compliance with fair housing laws and lease requirements at our existing housing on the property at 22 Pleasant Ave, which will help to inform us of what legal work we will need for the new transitional housing project. Additionally, GPF has consulted with an engineer to understand the need for and timing of a full land survey to capture the parcel's precise boundary, existing structures, and utilities. This information will serve as a map for future engineering and permitting drawings required for City approval. GPF also consulted the City of Portland Zoning Office to confirm development potential for the property and to understand what the current zoning allows for. Upon receiving funding, the project will begin with the environmental review and execution of the subrecipient agreement, anticipated in July 2026. From July through September 2026, GPF will initiate and complete the procurement process to hire the architect, engineer, attorney, and other needed consultants, during which engineering site plans and architectural designs will be drafted and finalized. The construction project will be released for competitive bid in September 2026, with contractor selection completed in early October. Following selection, the general contractor will prepare and submit construction plans to the City of Portland Planning Board for review and permitting; while this public process can vary in length, GPF anticipates approvals in early 2027. Groundbreaking is projected for spring 2027, followed by site preparation, modular unit delivery and installation, interior finishes, utility connections, and inspections. The project timeline supports occupancy and the delivery of supportive services beginning in January 2028. This schedule ensures all procurement and municipal review steps are met, showing GPF is ready to deliver safe, high-quality transitional housing.

**D.3. Provide a short narrative description of the budget and expenses for the project or program. Describe exactly what CDBG will pay for in this program or project. Please ensure that budget amounts listed in the narrative match the cover page, summary, and budget worksheet**

Greater Portland Family Promise is requesting \$221,000 in CDBG funding to support the development of a new 4-unit transitional housing project at 22 Pleasant Ave. The total project budget is \$2,000,000, funded through a combination of federal, local government, and private sources. CDBG funds will support eligible soft costs essential to the pre-development, planning, and compliance requirements of the project. Specifically, CDBG funding will pay for:

Architectural, engineering, and environmental services: design development, site engineering, environmental review preparation, and the technical studies required for permitting and HUD compliance. Legal Services: Support with fair housing compliance, lease development, and Davis-Bacon and BABA requirements. Project Management and Development Consultation: Oversight of scheduling, budgeting, contractor coordination, reporting to the City of Portland, and ensuring alignment with CDBG and other federal funding requirements. These soft costs are essential to advance the project through design, permitting, engineering, and compliance prior to and throughout construction.

Sources of Funding HUD Community Project Funding - \$432,000 (secured) HOME-ARP Development Funding - \$479,000 (secured) HOME-ARP Development Funding - \$600,000 CDBG Funding - \$221,000 Private Donation - \$100,000 (secured) Fundraising - \$168,000 TOTAL DEVELOPMENT FUNDS - \$2,000,000 Uses of Development Funds Construction Costs Contractor Contract Amount: \$1,700,000 Landscaping: \$5,000 Project Contingency: \$50,000 Subtotal – Construction Related Costs: \$1,755,000 Developer Soft Costs (CDBG-eligible activities) Developer Project Management: \$41,000 Developer Consultant: \$80,000 Architectural, Engineering, Legal, and other Professional Services: \$100,000 Subtotal – Soft Costs: \$221,000 Total: \$2,000,000 The requested \$221,000 in CDBG funds will directly support the professional and administrative services needed to finalize design, engineering, permitting, compliance documentation, and project oversight activities that are required to bring the transitional housing project to construction readiness. By funding critical soft costs, CDBG enables GPF to leverage \$1.7 million in construction funding and bring new, safe, supportive housing online for vulnerable families in Portland.

#### **D.4. Leveraged Funds, Financial Need**

##### **What other funding do you have to support this project? Will this project go forward without CDBG funding?**

Greater Portland Family Promise has secured approximately half of the funding for this transitional housing project through Community Project Funding, HOME-ARP, and private fundraising. We are seeking additional support for pre-development soft costs needed to advance the project into permitting and construction readiness. The requested \$221,000 in CDBG funding would fill this critical gap, covering architectural and engineering work, environmental review, legal compliance, and project management. CDBG's investment is essential to leverage other funds and bring this new transitional housing opportunity online for families experiencing homelessness. In addition to the CDBG funding, we are applying for additional funding through HOME-ARP. Without CDBG funding, GPF would need to continue identifying alternative sources and raise additional funds to cover these soft costs, potentially delaying the project's progress and the delivery of much-needed housing for local families.

#### **D.5. Goal**

**Choose and describe how this program meets one of the goals of the CDBG program:**

- 1) Neighborhood Investment and Infrastructure - Create strong, safe, accessible and vibrant neighborhoods;**
- 2) Housing Availability –Increase Housing availability and affordability;**
- 3) Economic Opportunity – Create economic opportunity to transition people out of poverty;**
- 4) Address the needs of the growing homeless population- prevent and reduce homelessness**

The proposed project to build transitional housing at 22 Pleasant Ave directly meets the CDBG goal of addressing the needs of the growing homeless population by preventing and reducing homelessness. GPF seeks to expand its capacity to serve families experiencing or at risk of homelessness in Greater Portland by constructing a 4-unit transitional housing building. The project will provide safe, temporary housing for up to 8 families (32 individuals) at a time, with an average of a 6-month' turnover expected to serve approximately 16 families and 64 individuals annually. By providing families with secure housing coupled with wraparound supportive services, including housing navigation, rental and move-in assistance, benefits access, case management, and housing stabilization, this project reduces the duration and recurrence of homelessness. Families will gain the stability and resources needed to secure permanent, affordable housing, increase self-sufficiency, and promote long-term family well-being. This project aligns with the City of Portland's and the Continuum of Care's priorities to prevent families and individuals from entering the shelter system, rapidly rehouse those who do, and ensure equitable access to housing and supportive services. By decreasing reliance on emergency shelters and reducing the time families spend without stable housing, the project strengthens neighborhood stability and community resilience. Moreover, the project incorporates innovative, cost-effective modular construction solutions, allowing GPF to maximize housing capacity while ensuring compliance with local zoning, building codes, and accessibility standards. In the RN-3 Neighborhood Residential zone multi-family units are a conditional use, providing flexibility to address the urgent housing needs of vulnerable families while complementing the character of the neighborhood. Overall, the project directly prevents homelessness, increases housing stability, and supports families in achieving independence, fully supporting CDBG priorities for addressing the needs of the growing homeless population while contributing to stronger, safer, and more resilient communities.

#### **D.6. Priority Impact Level**

**Choose and describe how this program best addresses one of the priority impacts level activities. (See table [here](#)).**

Greater Portland Family Promise addresses the needs of the growing homeless population by increasing temporary housing availability for families. The proposed 4-unit transitional housing project at 22 Pleasant Ave directly supports the

CDBG goal of preventing and reducing homelessness, providing safe, stable, and supportive housing for families experiencing or at risk of homelessness. The project serves low-income families and aligns with both national and local priorities for housing and community development. The project addresses high-priority needs identified in the City of Portland Consolidated Plan, including housing availability, affordability, and homelessness prevention. By combining transitional housing with comprehensive supportive services, GPF helps families avoid or exit the shelter system and achieve long-term housing stability. Services include housing navigation, application assistance, case management, rental and move-in support, and access to benefits, food, education, and employment resources. This program meets both high-priority and priority CDBG objectives, including emergency housing, housing stabilization, and rental assistance. By integrating housing with wraparound services, GPF reduces reliance on emergency shelters, shortens the duration of homelessness, and equips families with the skills needed for self-sufficiency.

#### **D.7. Community Need Description**

**Why is this project needed? How does the project address the community’s diversity and create a culture of belonging? If applicable, describe how the programs offered in the renovated space give priority to lower incomes.**

Greater Portland Family Promise’s transitional housing project addresses the needs of the growing homeless population. Data from the City of Portland Consolidated Plan, MaineHousing, and local needs assessments highlight a persistent shortage of affordable rental units, increasing housing instability, and high rates of family homelessness. For example, the 2025 MaineHousing Point-in-Time Count identified 2,413 people experiencing homelessness statewide, with nearly half located in Portland, and research shows that families with children are disproportionately affected. Rising rents, low vacancy rates, and cost-burdened households place families at imminent risk of homelessness, while shelter systems operate at capacity and rely on temporary stays averaging less than 60 days. Existing community resources are insufficient to meet this demand, underscoring the need for additional safe, stable, and affordable transitional housing options coupled with wraparound supportive services. The project specifically targets families experiencing or at risk of homelessness, including single-parent households, and families with housing instability. By providing a new 4-unit transitional housing building, the project will serve up to 8 families or 32 individuals at a time, with an expected annual impact of approximately 16 families (64 individuals). Families will receive trauma-informed care, housing navigation and application support, rental and move-in assistance, and access to critical resources including benefits, culturally relevant food, education, and housing stability case management. These interventions directly reduce reliance on emergency shelters, shorten the duration of homelessness, and promote long-term family stability. The project promotes community diversity and a culture of belonging. All housing units and services will be accessible and welcoming to eligible individuals regardless of race or ethnicity. GPF policies explicitly uphold non-discrimination and fair housing principles. Supportive services, including housing navigation and employment assistance, foster integration into the broader community and long-term independence.

#### **D.8. Measurable Community Impact**

**What impact will this project have on the community? For City Infrastructure projects, describe how the Location of this project complements or completes currently or previously funded projects. For non-profit rehabilitation, describe how the renovation project makes the building more energy efficient.**

The proposed transitional housing project at 22 Pleasant Ave will have a profound and measurable impact on the Greater Portland community by directly addressing the needs of families experiencing or at risk of homelessness. The project strengthens the social and economic fabric of the City of Portland by reducing the strain on municipal shelter resources, minimizing the costs associated with repeated shelter stays, and promoting equitable access to housing for the city’s most vulnerable residents. By expanding safe, stable, and affordable housing options, this project will prevent families from entering or returning to the shelter system, reduce reliance on emergency shelters, and shorten the duration of homelessness. Families who access the units will benefit from comprehensive wraparound services, including housing navigation, case management, rental and move-in assistance, benefits access, food support, education, and employment services. These supports will foster long-term stability, self-sufficiency, and improved

outcomes for children, including educational continuity, mental health, and social-emotional well-being. In addition to social and economic impacts, the project enhances the physical and operational infrastructure of Portland’s affordable housing network. The building will be constructed using modular methods, which will allow for energy-efficient designs, reduced construction waste, and lower operating costs over time. Cost effective and energy efficient features will improve the building’s environmental sustainability while providing safe, healthy housing for families. The location at 22 Pleasant Ave complements existing housing and social service investments in the area. It is situated near public transportation, schools, and healthcare resources, allowing families to access employment, educational, and health services easily. This ensures that families are not isolated but are integrated into the community, fostering connection and stability. The project builds on Greater Portland Family Promise’s existing services on the property, enhancing the impact of prior investments while expanding capacity to meet growing demand. By combining increased housing availability, energy-efficient construction, and comprehensive supportive services, this project will create a measurable and lasting community impact: fewer families experiencing homelessness, reduced shelter system reliance, improved family stability, and stronger, more resilient neighborhoods in Portland.

#### **D.9. Experience Providing Service**

**Describe your organization’s experience in managing construction projects. Give specific examples of past projects completed on time and within budget. Does your organization have experience managing projects with Davis Bacon and Related Acts or other crosscutting federal requirements (like Lead-Based Paint Hazard, Build America Buy America, and Section 3)?**

Greater Portland Family Promise has extensive experience providing supportive services and managing transitional housing. While current staff do not have direct experience managing construction projects, GPPF partners with organizations that do. For example, First Parish Church in Gorham successfully completed the renovation and conversion of their church’s second floor into transitional housing on time and within budget, providing safe, stable housing for multiple families. Christine Dyke, the minister at First Parish Church in Gorham is a GPPF board member and has kept staff and board members informed on project budgets, permitting, and schedules. This experience gives GPPF confidence in overseeing the proposed transitional housing project while meeting all federal requirements and delivering a high-quality, cost-effective outcome on schedule. GPPF will hire experienced, licensed contractors familiar with managing federally funded projects who are willing to comply with Davis-Bacon wage and Buy America/Build America (BABA) requirements. GPPF will work closely with contractors and subcontractors to ensure proper reporting, certified payroll, fringe benefit tracking, and documentation. We will maintain audit-ready records and provide oversight to guarantee compliance, precision, and accountability throughout the project.

#### **D.10. Partnership/Collaboration**

**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.**

**OR**

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

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

Greater Portland Family Promise is applying as a single entity but maintains extensive collaborations with community partners to ensure families receive comprehensive, coordinated services. Partners include the City of Portland social services department, healthcare providers, and other social service organizations. These relationships facilitate seamless referrals, information sharing, and joint problem-solving, reducing duplication and ensuring timely support for families experiencing or at risk of homelessness. In preparation for the 22 Pleasant Ave project, GPPF has engaged in early consultations with multiple contractors and a modular construction company to assess design, costs, and project

logistics. Legal counsel has been consulted regarding fair housing compliance, lease development, and landlord responsibilities. Additionally, GPFM consulted the City of Portland Zoning Office to confirm allowable development and zoning requirements for the site. Through these early planning activities combined with ongoing partnerships with community organizations, GPFM ensures that families will have access to safe, supportive transitional housing and that the project is implemented efficiently and in alignment with local and federal requirements.

## E. Program Budget Detail

Completed by amy@gpfamilypromise.org on 11/16/2025 6:35 PM

Case Id: 30676

Name: Greater Portland Family Promise - 2026

Address: 22 Pleasant Ave, Portland, ME 04103

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### E. Program Budget Detail

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

**E.1. Grant Amount Requested - for construction or development activities the minimum amount requested is \$10,000 and Maximum is \$250,000 (public infrastructure projects are exempt from cap).**

\$221,000.00

**E.2. Total Program Budget**

\$2,000,000.00

**E.3. Please complete the table below.**

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Developer's Project Management	\$41,000.00	\$41,000.00	\$0.00		Pending
Development Consultant	\$80,000.00	\$80,000.00	\$0.00		Pending
Professional Services (architectural, engineering, legal, and other professional services)	\$100,000.00	\$100,000.00	\$0.00		Pending
Contractor/builder construction contract	\$1,700,000.00	\$0.00	\$1,700,000.00	HUD Community Project Grant, HOME-ARP, private donations (a mix of pending and committed)	Pending
Project Contingency	\$50,000.00	\$0.00	\$50,000.00	Private donation	Committed
Landscaping	\$5,000.00	\$0.00	\$5,000.00	Private donations	Pending
Funding initial operating deficit reserve	\$24,000.00	\$0.00	\$24,000.00	Private donations	Pending
	\$2,000,000.00	\$221,000.00	\$1,779,000.00		



## F. Required Documents

Completed by amy@gpfamilypromise.org on 11/17/2025 2:34 PM

Case Id: 30676

Name: Greater Portland Family Promise - 2026

Address: 22 Pleasant Ave, Portland, ME 04103

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## F. Required Documents

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

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### Documentation

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**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**

2025 GPF Organizational Chart.pdf

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

Required if the Authorized Official is not the one completing this application.

*\*\*No files uploaded*

**Complete List of Board Members (required for non-profits)**

A list of the current board of directors or other governing body of the agency must be submitted for non-profits.

GPF Board of Directors.pdf

**Conflict of Interest Policy**

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

GPF Conflict of Interest Policy.pdf

**Letters of Support/ MOUs**

Demonstrated outreach in the form of Letters of Support and/or Memorandums of Agreement is required. Applicants

Printed By: Rowen McAllister on 11/18/2025

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can submit as many items as desired, but are encouraged to prioritize quality over quantity. **\*Required**

GFPF Letters of Support merged.pdf

**Most Recent Audit**

**If not available, submit most recent 990 Financial Statement.**

Final Return for GFPF\_Public 2024.pdf

**Non-Discrimination Policy**

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

GFPF Non-Discrimination Policy.pdf

**Plans, Designs, and/or Pictures**

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

GFPF potential design -merged.pdf

**Project Timeline including specific dates and milestones **\*Required****

GFPF\_Project\_Timeline.pdf

**Scope of Work and Estimate**

**Required for Construction applications.**

GFPF Scope of Work (1).pdf

**Verification of 501(c)3 Status**

**Required for non-profits.**

GFPF 501(c)3 Status.pdf

**Verification of contact with City Historic Preservation Staff**

**Required for Construction applications.**

*\*\*No files uploaded*

**Whistleblower Policy**

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

GFPF WhistleBlower Policy .pdf

**Other Document Type**

*\*\*No files uploaded*

## Submit

Completed by michelle@gpfamilypromise.org on 11/17/2025 2:40 PM

**Case Id:** 30676

**Name:** Greater Portland Family Promise - 2026

**Address:** 22 Pleasant Ave, Portland, ME 04103

---

## Submit

---

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

**Don't forget to SAVE your work before exiting this screen**

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

**Signature:**

Michelle Lamm

*Electronically signed by michelle@gpfamilypromise.org on 11/17/2025 2:40 PM*

## Overview

Completed by lallen@preblestreet.org on 11/14/2025 12:25 PM

**Case Id:** 30640

**Name:** Preble Street - 2026

**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](mailto: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, and encourage all applicants to review a recent [Addendum](#) to our HUD Agreement to ensure compliance.

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

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

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

## A. Agency Information

Completed by lallen@preblestreet.org on 11/14/2025 12:26 PM

Case Id: 30640

Name: Preble Street - 2026

Address: \*No Address Assigned

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### A. Agency Information

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

#### AGENCY INFORMATION

**A.1. Agency Name**

Preble Street

**A.2. Mailing Address**

55 Portland Street Portland, ME 04101--2921

**A.3. Federal ID Number**

01-0418917

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

DC9CME1ZSCS1

#### APPLICATION POINT OF CONTACT

**A.5. Name**

Liz Allen

**A.6. Phone**

(207) 775-0026

**A.7. Email**

lallen@preblestreet.org

#### EXECUTIVE DIRECTOR

**A.8. Name**

Mark Swann

**A.9. Phone**

(207) 775-0026

**A.10. Email**

mswann@preblestreet.org

#### PROJECT DIRECTOR

**A.11. Name**

Leah McDonald

**A.12. Phone**

(207) 775-0026

**A.13. Email**

lmcdonald@preblestreet.org

#### FINANCIAL DIRECTOR

**A.14. Name**

James Dowd

**A.15. Phone**

(207) 775-0026

**A.16. Email**

jdowd@preblestreet.org

## B. Project Information

Completed by lallen@preblestreet.org on 11/17/2025 1:48 PM

Case Id: 30640

Name: Preble Street - 2026

Address: \*No Address Assigned

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### B. Project Information

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

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

Youth Street Outreach

#### B.2. Primary Address Services Are Delivered

55 Portland Street Portland, ME 04101--2921

#### B.3. Are there additional service address?

Yes

Enter additional service addresses:

Street Address	City	State	Zip Code
38 Preble Street	Portland	Maine	04101
343 Cumberland Avenue	Portland	Maine	04101
various public spaces throughout Portland	Portland	Maine	04101

#### B.4. HUD National Objective

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

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

Select which National Objective this program activity will address:

Low and Moderate Income Clientele (LMC)

Does this activity primarily benefit a population that HUD presumes to be low to moderate income, including

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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.**

Preble Street Teen Services Street Outreach program serves youth and young adults, ages 12-24, who are currently experiencing homelessness, are at imminent risk of becoming homeless, or are fleeing or attempting to flee domestic violence and are in need of shelter, safety, and basic needs.

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

50

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

50

**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.**

Staff hours dedicated to the grant project

**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?**

7.00%

**Program Objectives and Outcomes**

**B.14. What are the program objectives?**

- Provide comprehensive and intensive street-based services to homeless youth located in Portland to connect them to safe and stable housing options, including Preble Street's Teen Shelter, through a dedicated Outreach Specialist.
- Provide homeless youth connection to a system of care providers for crisis, health care, education, vocation, anti-trafficking support, and other services to help them move toward long-term stability. Street Outreach staff will provide a warm hand-off to Preble Street or other community caseworkers for longer term case management and support, as appropriate.
- Engage with youth experiencing homelessness to ensure safety, build trusting relationships, and ultimately support youth in accessing emergency shelter and housing opportunities, or in safely returning home.

**B.15. What are the program outcomes?**

- 50 youth will engage with the Outreach Specialist and will be offered access to hygiene products, basic needs,

*Printed By: Rowen McAllister on 11/18/2025*

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nutritious meals, and supportive services intentionally designed for youth and young adult populations. • 25 youth will complete an initial intake and explore stabilization plans. • 100% of youth outreached under age 18 will have a safety plan and/or guardian notification. If a guardian is inaccessible or reported to be unsafe to the youth, a safety plan and DHHS report will be made by program staff.

**B.16. Employees**

**Program specific, not for the entire organization.**

	Totals
How many employees are currently employed in this program?	7
How many employees will be employed in this program if it receives CDBG funding?	8
How many employees will be employed in this program if it does not receive CDBG funding?	7

**Documentation**

**B.17. How will the beneficiaries’ information be collected and documented?**

Initial basic information (Universal Data Elements) will be collected upon first contact with a young person to ensure our ability to enter them into our data systems, including HMIS, and allow us to start documenting support provided. Intake assessments are then completed to document additional and necessary information, such as previous living situation(s), necessary notification information (family, DHHS, or guardian) based on age, medical or mental health needs, etc. Information is entered into an agency database and the Homeless Management Information System (HMIS).

**B.18. How will the units of service be tracked and documented?**

Staff hours entered into PayCom timesheet system and documented through labor reports.

**B.19. How will the outcomes be measured, collected, and documented?**

Teen Services uses HMIS and our internal database, Client Track, to track everything from a client’s shelter entries through their exit from our programming. This includes the development of a Service Plan to identify goals and create action steps to accomplish them, services provided each day, and referrals made to outside providers to address issues ranging from education, employment, mental health, and substance use. With this information, we can closely monitor and report on each client’s progression from homelessness to housing or from one program to another. Preble Street also uses a tracking sheet for distributing basic needs items which allows us to measure brief contacts with youth while conducting street outreach.

## C. Narrative

Completed by [lallen@preblestreet.org](mailto:lallen@preblestreet.org) on 11/17/2025 1:48 PM

Case Id: 30640

Name: Preble Street - 2026

Address: \*No Address Assigned

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## C. Narrative

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

### C.1. Program Description

#### Describe the Program being proposed.

Preble Street Teen Services provides a continuum of services for youth experiencing homelessness through its Outreach, Housing, and Shelter programming. Preble Street's Teen Services has provided outreach services for several years with support from state and federal agencies. In 2022, Preble Street received a grant from the U.S. Administration for Children and Families, Family and Youth Services Bureau (FYSB) that allowed us to expand our outreach services to include a Street Outreach Program. That FYSB grant ended in September 2025 and FYSB discontinued the grant program, resulting in a loss of funding specifically for street outreach services. In our Street Outreach programming, Outreach Specialists serve as a gateway for engaging youth to begin the process of moving away from the street or other unsafe or unstable housing situations. Outreach Specialists traverse Portland on foot, conducting regular known routes on a weekly basis Monday through Friday. Outreach Specialists utilize relationship-building strategies to identify and create connections with youth and young adults experiencing homelessness. In addition to daily routes, Outreach Specialists also provide community education and outreach to local providers and schools to raise awareness about our program. Initial contacts with youth are focused on building trust and rapport. Outreach staff carry backpacks with basic needs kits containing items such as food, water, clothing, hygiene products, bus vouchers, and resource cards with personal safety information, including national and local hotline numbers and local resource guides. Outreach Specialists also have camping supplies available to ensure that youth who are currently residing outside have what they need to remain safe while unsheltered. Upon meeting youth, Preble Street staff obtain basic information, including immediate needs, risk of trafficking or exploitation, and where/how to contact them moving forward. This initial assessment offers youth immediate emotional support while allowing staff to quickly connect youth to appropriate crisis or emergency services if necessary, or to assist with urgent care for substance use, mental health conditions, or emergencies. The most effective youth-focused engagement strategy to ensure safety and eventually support youth in leaving the streets is building intentional relationships over time. Once Outreach Specialists establish rapport and trust, they use their knowledge of housing programs and resources to support youth in accessing emergency shelter, longer-term housing opportunities within their home communities, an age-appropriate housing program, or in engaging in family mediation to safely return home or reunify. Interventions with youth in this program are relatively brief compared to longer term case management – the overall intention of the Street Outreach Program is to connect youth to resources that can support them in gaining safe and stable housing for the long term.

### 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.

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According to the 2025 Maine Point-In-Time (PIT) count, 28% of homeless individuals in Maine were under age 24, with 488 children (under age 18) and 184 young adults (ages 18-24) included in the count. The annual PIT count is valuable but it does not provide a comprehensive picture of homelessness in the state. The magnitude of Maine's youth homelessness problem is driven by several root causes, including poverty, lack of affordable housing, family instability, system involvement, mental health and substance use disorders, domestic violence and abuse, and human trafficking. More than 10% of Maine's population lives in poverty, and 13% of Mainers experiencing poverty are under the age of 18. Preble Street is the only provider of youth-focused street-based outreach services in Cumberland County and operates the only youth drop-in center and emergency shelter in the region. For the past three years, Preble Street has operated a federally funded Street Outreach Program which, combined with other funding sources, allowed us to increase the number of runaway and homeless youth we can outreach in a year from 20 in 2021 to about 120 in 2024. With the loss of federal funds for a stand-alone Street Outreach Program, we will not be able to meet the growing demand for outreach services in Portland. Just in the six weeks following the end of our FYSB Street Outreach grant in September 2025, our Outreach Program received 27 referrals for services through our online referral form and over half of those youth are based in Portland. Through our routine outreach efforts, we are also aware of approximately 10 youth who are currently unsheltered in and around Portland. These are youth who have had difficulty engaging with services in the past and have little trust in service providers and support systems but are in need of outreach services to connect them with community resources from a provider like Preble Street that is skilled successfully engaging these youth in a way that more traditional services cannot. These youth need a high level of age-appropriate services to remain safe and establish a foundation for a stable future.

### **C.3. Measurable Community Impact**

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

Preble Street's Teen Street Outreach program meets the City of Portland's commitment to provide a safety net for its most vulnerable citizens, assists them to identify a safe a place to stay that keeps youth in crisis off downtown streets, and offers resources and opportunities to help youth establish stable, independent living and a healthy future. Proposed program outcomes: • 50 youth will engage with the Outreach Specialist and will be offered access to hygiene products, basic needs, nutritious meals, and supportive services intentionally designed for youth and young adult populations. • 25 youth will complete an initial intake and explore stabilization plans. • 100% of youth outreached under age 18 will have a safety plan and/or guardian notification. If a guardian is inaccessible or reported to be unsafe to the youth, a safety plan and DHHS report will be made by program staff. Progress in reaching these objectives will be measured through case notes and client intakes. For youth who are outreached and stay at our Teen Shelter, data gathered daily and monthly is reported to the Emergency Shelter Assessment Committee, Maine State Housing Authority, and the State of Maine DHHS for review by providers, funders, and the public.

### **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 Ending homelessness is the ultimate goal of Preble Street programs, and Street Outreach is a key entry point to services for young people that are experiencing homelessness in Portland. Street Outreach is essential to the safety net for the record high numbers of young people experiencing homelessness in Greater Portland. It is designed to rapidly re-house youth, reunifying

them with family when possible or connecting them with other supportive or independent housing options. Even when housing is not immediately an option, Outreach Specialists provide access to basic needs, crisis stabilization, and safety planning for youth who are experiencing homelessness in Portland. Preble Street also operates the Joe Kreisler Teen Shelter (JKTS), which offers streamlined access to emergency shelter for youth who are outreached and need an immediate safe space to stay. The JKTS is a place where youth engage with caring and skilled adults and begin working on housing, education, mental health, substance use disorders, employment, and health to increase their potential to be stable, productive adults. Youth receive access to three daily meals, are provided referrals and access to mental health and substance use disorder treatment and are provided case management to assist with housing and education goals.

### **C.5. Priority Impact Level**

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

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

4. Address the Need of the Growing Homeless Population--High priority Preble Street Teen Street Outreach services address the high priority need of the growing homeless population by providing direct services such as shelter and food assistance as well as connection to mental health services, substance use disorder services, housing and housing services for long-term shelter consumers, emergency services to prevent homelessness, and services for literally homeless and at-risk youth. Outreach Specialists identify youth experiencing homelessness in Portland and provide immediate access to food and other critical basic needs and assist youth in identifying safe places to stay which may include the Preble Street Teen Shelter. Preble Street caseworkers are trained to assist youth to identify and navigate securing appropriate, safe housing options and diverting time spent in a shelter whenever possible. Teen Street Outreach provides critical and basic needs of one of Portland's most vulnerable populations by providing services and resources to ensure youth have the opportunity and skills to transition to safe, appropriate housing, achieve their goals, and realize their full potential.

### **C.6. Guiding Principles**

**Describe how the program meets each of the following Guiding Principles: Priority to Lower Incomes, Diversity and**

## **Inclusiveness, Consistent with City Goals and Initiatives:**

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

1. Consistent: Preble Street Teen Services Street Outreach aligns with the city's goals to prevent and reduce homelessness, to rapidly re-house those in the shelter system and to provide necessary resources to assist the transition out of homelessness. Portland prioritizes access to food assistance, shelter services and housing services for long term shelter consumers, all of which are embedded in the mission of Preble Street's Teen Services programs. Street Outreach provides a service entry point for youth experiencing homelessness who struggle with poverty, mental illness, substance use disorders, and family violence. Preble Street is an integral partner in ensuring shelter, basic needs, safety, and opportunity for this vulnerable population. City plans specifically identify this population for emergency services, case management, rapid re-housing, and individual and family intervention. 2. Diversity and Inclusiveness. Preble Street is committed to diversity and inclusiveness among the individuals that we serve and through our staff. We prioritize orienting and training our staff to embody a culture of inclusiveness. 3. Priority to Lower Incomes. 100% of youth served by Teen Services have very low to no income. 4. Leveraged Funding. Preble Street's Administration for Children and Families, Family and Youth Services Bureau (FYSB) Street Outreach grant closed in September 2025, and the grant program was discontinued by FYSB. We secured a new FYSB award as of September 2025 for a Maternity Group Home (MGH) project; while this project will support some of the costs to maintain our street outreach activities, it is not sufficient to maintain our Street Outreach Specialist staffing. Preble Street will leverage the MGH grant to partially support staff time to continue street outreach activities for all populations of youth experiencing homelessness. Proposed CDBG funding would fill the gap in support needed to maintain Street Outreach Specialist staff and contribute to purchasing critical basic need items. All of Preble Street's Teen Service programs are supported by a diverse mix of public (including DHHS and HUD) and private fundraising that focuses on relationships with donors and competitive grants—none are fully funded by grant support.

### **C.7. Partnerships, Collaboration, and Outreach**

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

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

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

## services.

Preble Street is applying for this funding as a single entity, but our Teen Services program has strong collaborative relationships with our partners at Day One and Spurwink (Collaboration Agreements attached) to provide referral services for youth. The Day One Street Program is co-located with Preble Street and has been a partner with Teen Services for over 30 years; they provide a continuum of substance use and mental health services to reconnect youth and families to paths of healing and recovery. Spurwink is a long standing partner providing a range of services through their Crisis Receiving Center for emergency behavioral health issues. Preble Street also works directly with the Maine DHHS Office of Children and Family Services to increase awareness and collaboration when minors are identified through outreach or access services at the Teen Shelter. Working with Teen Services caseworkers, DHHS staff assist in finding homeless minors a secure and stable housing placement and/or assist in family reunification. Preble Street Teen Services also works with The Opportunity Alliance Crisis Program, Sexual Assault Response Services of Southern Maine, Through These Doors, Portland Police Department, and Maine Medical Center. In addition, we maintain close relationships with youth programs across the state - including New Beginnings and Community Care's Shaw House - through the Statewide Homeless Council and Homeless Youth Provider Group (a subcommittee of the Maine Continuum of Care). Street Outreach to youth in Portland includes the Bayside, East and West End neighborhoods and Downtown Portland. Preble Street also keeps open lines of communication with adult shelters to respond to 18-20 year olds who may present there but be better served by the Preble Street Teen Shelter. Our approach focuses on locations where youth congregate throughout the Portland peninsula to reach and engage with youth on the streets. Our staff also provide a resource for businesses in the community who observe or interact with youth who may need services. The Preble Street mission and success depend on effective partnerships, based on a belief that uniting the resources, skills, and strengths of complementary organizations is the best, most responsible use of the community's limited social service resources. Particularly in the work with the City of Portland, Preble Street has been integral to the efforts to provide a safety net that is responsive to service gaps while eliminating duplication.

### **C.8. Readiness to Proceed**

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

Our Street Outreach programming is in transition after our federal grant expired in September 2025. The new FYSB-funded MGH award is in process of launching, and the outreach component will be fully operational in the coming months, which would include having newly recruited and trained Outreach Specialists on board with practical experience. Our program can begin contributing to the proposed goals and outcomes of this application immediately at the start of the CDBG grant period. A major Teen Services milestone is the consolidation of the currently separated daytime Teen Center and nighttime Joe Kreisler Teen Shelter into one building, called Joe's Place located at 343 Cumberland Avenue. We anticipate that Joe's Place will be completed in the summer of 2026. We will continue to provide shelter services to youth at our current 38 Preble Street until we transition to Joe's Place, with no interruption in our services. Our youth Street Outreach Program will continue operating out of 38 Preble Street alongside our other Teen Services programs.

### **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.**

Preble Street Teen Services was established in 1996 to provide a low-barrier day shelter and services to youth experiencing homelessness in a dedicated setting, separate from adults. In the ensuing years, Teen Services has grown

to include the largest licensed youth shelter in the state, a drop-in center, a statewide outreach program, and several different types of transitional and rapid re-housing programs for youth. Teen Services provides comprehensive services to youth experiencing homelessness and those who have run away 365 days a year. In 2004, Preble Street acquired and renovated the building now called the Teen Center in the heart of Portland to create a welcoming, versatile, state-of-the-art facility to house its youth-oriented programs. The Teen Center remains a drop in space open seven days a week from 8am to 8pm dedicated to meeting basic needs. The Joe Kreisler Teen Shelter was opened in 2013 and serves youth from 8pm to 8am daily. Early in 2025, Preble Street began the process of renovating the Teen Center at 343 Cumberland Ave to combine the Teen Center and Teen Shelter into one location, called Joe's Place. Joe's Place is expected to open in summer 2026. The JKTS maintains licensure through the State of Maine DHHS as a Shelter for Homeless Youth (ID# 659627). Preble Street will maintain this same licensure with the opening of Joe's Place. Rigorous annual audits and regular monitoring reviews ensure compliance with state policy and best practice for youth shelters. Preble Street's Teen Services has provided outreach services for several years with support from Maine DHHS and HUD; current Street Outreach Program developed and expanded capacity with the support of a grant from the Administration for Children and Families, Family and Youth Services Bureau (FYSB) in 2023 and has been conducting activities consistently since that time as part of our comprehensive programming to identify, engage and provide services to youth experiencing homelessness. In addition to our outreach work through the Teen Services program, Preble Street also runs a Street Outreach Collaborative program, developed as a response to the Covid-19 pandemic to provide social work services and meals to meet the basic needs of hundreds of people experiencing homelessness in Portland. Additionally, Preble Street has in place the required fiscal controls and accounting procedures to ensure prudent use, proper disbursement, and accurate accounting of grant funds received. The organization has managed public and private grants for over 45 years and obtains an annual independent audit of its financial statements. There are no unresolved monitoring or audit findings.

#### **C.10. Financial Need**

**Describe why CDBG funds are necessary to this program.**

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

CDBG support is necessary to address the loss in funding due to the discontinuation of the FYSB Street Outreach grant program in September 2025. The FYSB grant provided \$150,000 per year for three years and was the catalyst for establishing and then maintaining our Street Outreach activities for the past three years. When leveraged with new funding secured from FYSB under the Maternity Group Home grant program, CDBG funding will allow Preble Street to continue Street Outreach services in Portland. The funds requested represent only 7% of the overall Teen Services Street Outreach budget but would make a significant impact on stabilizing our staffing and allow Preble Street to maintain enough staff capacity to provide safe, effective, and meaningful outreach to youth experiencing homelessness in Portland.

#### **C.11. Leveraged Funding Narrative**

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

Preble Street maintains a balance of public and private funding and works continuously to raise private dollars to supplement public monies. Preble Street recently secured funding for Street Outreach from the Administration for Youth and Families, Family and Youth Services Bureau, for a Maternity Group Home grant program. Teen Services receives cost-shared funding from the State of Maine DHHS to support Outreach activities, and a mobile diversion

focused grant program funded by a HUD CoC grant. This funding is not sufficient to maintain our Street Outreach Specialist staffing and supplies to meet the need for outreaching youth in the City of Portland. CDBG support will allow us to maintain sufficient staffing and supplies.

### **C.12. Budget Narrative**

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

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

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

The total operating costs for Teen Service's Street Outreach Program are estimated at \$1,268,322; the vast majority of these costs are for staffing and critical basic needs supplies with additional costs for occupancy, travel and other expenses. Preble Street requests \$89,768 in CDBG funds to support our major cost categories for street outreach as follows: Personnel Costs: \$64,084 in estimated wages and benefits for one FTE dedicated Street Outreach Specialist staff member. Supplies: \$10,000 to purchase basic needs outreach supplies for youth. These items vary depending on the need in the community and may include: food, clothing, water, hygiene products, bus vouchers, phone minutes, emergency camping gear. Indirect Costs: \$15,684 in indirect costs, calculated at 21.17% (per Preble Street's current federally negotiated indirect cost rate) on the \$89,768 total requested amount.

## D. Program Budget Detail

Case Id: 30640

Name: Preble Street - 2026

Completed by lallen@preblestreet.org on 11/14/2025 12:44 PM

Address: \*No Address Assigned

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### D. Program Budget Detail

---

Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

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

\$89,768.00

**D.2. Total Program Budget**

\$1,280,439.00

**D.3. Please complete the table below.**

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Wages	\$535,513.00	\$50,066.00	\$485,447.00	DHHS, HHS, HUD, Private Sources	Pending
Taxes & Benefits	\$157,478.00	\$14,018.00	\$143,460.00	DHHS, HHS, HUD, Private Sources	Pending
Program Expenses	\$4,140.00	\$0.00	\$4,140.00	DHHS, HHS, HUD, Private Sources	Pending
Client Assistance Fund	\$16,720.00	\$10,000.00	\$6,720.00	DHHS, HHS, HUD, Private Sources	Pending
Travel	\$15,960.00	\$0.00	\$15,960.00	DHHS, HHS, HUD, Private Sources	Pending
Occupancy	\$18,365.00	\$0.00	\$18,365.00	DHHS, HHS, HUD, Private Sources	Pending
Office Supplies	\$1,389.00	\$0.00	\$1,389.00	DHHS, HHS, HUD, Private Sources	Pending
Technology	\$15,749.00	\$0.00	\$15,749.00	DHHS, HHS, HUD, Private SourcesD, misc.	Pending
Staff Dev, Rec & Orientation	\$4,891.00	\$0.00	\$4,891.00	DHHS, HHS, HUD, Private Sources	Pending
Professional Fees	\$852.00	\$0.00	\$852.00	DHHS, HHS, HUD, Private Sources	Pending
Subcontracts	\$282,058.00	\$0.00	\$282,058.00	DHHS, HHS, HUD,	Pending

				Private Sources	
Property & Casulaty Insurance	\$3,614.00	\$0.00	\$3,614.00	DHHS, HHS, HUD, Private Sources	Pending
Indirect Costs	\$223,710.00	\$15,684.00	\$208,026.00	DHHS, HHS, HUD, Private Sources	Pending
	\$1,280,439.00	\$89,768.00	\$1,190,671.00		

## E. Required Documents

Completed by lallen@preblestreet.org on 11/17/2025 1:49 PM

Case Id: 30640

Name: Preble Street - 2026

Address: \*No Address Assigned

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**Don't forget to SAVE your work before exiting this screen**

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Please provide the following information.

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### Documentation

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**Agency Organizational Chart**

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

Preble Street CDBG Org Chart Nov.2025.pdf

**Articles of Incorporation/Bylaws**

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

Articles of Incorporation.pdf

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

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

*\*\*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**

Preble Street Board of Directors.pdf

**Conflict of Interest Policy**

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

*\*\*No files uploaded*

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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**

Letter of Collaboration\_Day One\_FE.pdf

Letter of Collaboration\_Spurwink\_FE.pdf

Most Recent Agency Operating Budget **\*Required**

Preble Street FY26 Operating Budget.pdf

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

h. Preble Street FY24 Consolidated Financial Statement.pdf

Non-Discrimination Policy

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

*\*\*No files uploaded*

Project Timeline **\*Required**

Project Timeline\_CDBG TS Street Outreach.pdf

Verification of 501(c)3 status

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

k. Verification of 501(c)3 Status.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 lallen@preblestreet.org on 11/17/2025 1:49 PM

**Case Id:** 30640

**Name:** Preble Street - 2026

**Address:** \*No Address Assigned

---

## Submit

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

**Don't forget to SAVE your work before exiting this screen**

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

### Signature

Liz Allen

*Electronically signed by lallen@preblestreet.org on 11/17/2025 1:49 PM*

### Title

Assistant Director of Public Grants

## Overview

Completed by tmatthews@preblestreet.org on 11/5/2025 12:08 PM

**Case Id:** 30641

**Name:** Preble Street - 2026

**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](mailto: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, and encourage all applicants to review a recent [Addendum](#) to our HUD Agreement to ensure compliance.

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 tmatthews@preblestreet.org on 11/5/2025 12:16 PM

Case Id: 30641  
Name: Preble Street - 2026  
Address: \*No Address Assigned

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## A. Agency Information

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

### AGENCY INFORMATION

#### A.1. Agency Name

Preble Street

#### A.2. Mailing Address

55 Portland Street Portland, ME 04101

#### A.3. Federal ID Number

01-0418917

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

DC9CME1ZSCS1

### APPLICATION POINT OF CONTACT

#### A.5. Name

Liz Allen

#### A.6. Phone

(207) 775-0026

#### A.7. Email

lallen@preblestreet.org

### EXECUTIVE DIRECTOR

#### A.8. Name

Mark Swan

#### A.9. Phone

(207) 775-0026

#### A.10. Email

mswann@preblestreet.org

### PROJECT DIRECTOR

#### A.11. Name

Chris Saunders

#### A.12. Phone

(207) 775-0026

#### A.13. Email

csaunders@preblestreet.org

### FINANCIAL DIRECTOR

#### A.14. Name

James Dowd

#### A.15. Phone

(207) 775-0026

#### A.16. Email

jdowd@preblestreet.org

## B. Project Information

Completed by tmatthews@preblestreet.org on 11/17/2025 1:58 PM

Case Id: 30641  
Name: Preble Street - 2026  
Address: \*No Address Assigned

---

### B. Project Information

---

Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

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

Nourish Initiative

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

Cotton Street Portland , ME 04101

**B.3. Are there additional service address?**

Yes

Enter additional service addresses:

Street Address	City	State	Zip Code
pending			

**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,**

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persons living with AIDS, and migrant farm workers?

Yes

Please check the appropriate populations

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

#### B.5. HUD Program Objectives

Indicate which HUD program objective this program will address:

Creating Economic Opportunity

#### B.6. Priority Impact Level

The City of Portland CDBG Goals and Priorities:

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

**Select the primary goal your program or project addresses:**

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 targeted beneficiaries are unsheltered individuals in Portland city.

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

200

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

200

**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 meals served

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

73,000

**Budget and Organizational Questions**

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

20.00%

**Program Objectives and Outcomes**

**B.14. What are the program objectives?**

1. To provide hot prepared meals to people experiencing homelessness that allow them meet their daily nutritional needs. 2. To increase the consistency and reliability of meal provision by offering daily meals in fixed location(s) at set hours. 3. To offer outreach services to individuals receiving food assistance.

**B.15. What are the program outcomes?**

1) 73,000 meals prepared and distributed (15,120 meals supported by CDBG funding). 2) Site location(s) are known to clients and food available and distributed at fixed sites during set hours. 3) Outreach and referral services available at food distribution sites.

**B.16. Employees**

**Program specific, not for the entire organization.**

	Totals
How many employees are currently employed in this	18

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

**Documentation**

**B.17. How will the beneficiaries’ information be collected and documented?**

Each day the number of meals distributed and clients served are recorded in a tracking sheet. The staff distributing the meals have the responsibility for compiling this information and it is aggregated by Preble Street's Food Programs staff in a database.

**B.18. How will the units of service be tracked and documented?**

Preble Street dispatches meals to numerous sites on a daily basis from its Food Security Hub (FSH) in South Portland. The loading and dispatching of meals is the responsibility of one team based at the Food Security Hub. This team documents the number of meals dispatched to each site as they load. Once the meals arrive at site, they are counted by the staff involved in the direct distribution to clients. All meals dispatched and distributed are recorded in a database. The database helps Preble Street guard against fraud and abuse and identify trends over time to prevent food waste.

**B.19. How will the outcomes be measured, collected, and documented?**

Outcomes will be documented and measured through menus developed (nutritious), databases (meals distributed), from client feedback mechanisms (quality of meals, knowledge of distribution site) and from feedback from agencies providing outreach (referrals provided, clients reached, type of service provided). Both Preble Street staff and the City will have roles to play in monitoring the program.

## C. Narrative

Completed by tmatthews@preblestreet.org on 11/17/2025 2:06 PM

Case Id: 30641

Name: Preble Street - 2026

Address: \*No Address Assigned

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## C. Narrative

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

### C.1. Program Description

#### Describe the Program being proposed.

The Nourish Initiative will source ingredients, plan, prepare, dispatch and distribute hot meals to unsheltered individuals throughout Portland. During the pilot phase the program was a collaboration between the City of Portland, Preble Street, Milestone and Hope Squad Maine and all partners have indicated a willingness to continue the Initiative. During the pilot period, meals were distributed at a central location downtown (Cotton Street). The City will remain responsible for identifying and approving sites and Preble Street will be responsible for menu planning, meal preparation and delivery of meals to the site(s). Preble Street and outreach staff and volunteers from social service agencies will be responsible for meal distribution and be able to provide referrals to other services as needed. If the City's involvement in this initiative should cease, Preble Street remains committed to producing meals that can be used to feed the unsheltered population in Portland.

### C.2. Community Need Description

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

Portland, Maine has an estimated 100 unsheltered individuals sleeping outside each night within the city. The number ranges based on the season and the availability of beds in the city's shelters. Shelters within Portland provide hot meals to individuals but unsheltered individuals do not have regular access to warm meals or to kitchens for food preparation. Historically, outreach teams from various social service agencies distributed meals from vans or on foot to individuals throughout the City - but meal delivery was unpredictable and often individuals were overlooked. Local businesses and city residents also complained to the City or called 911 when meals were delivered near their property since individuals often lingered while eating their meals or discarded food containers in the area. In August of 2025 the City piloted an initiative to address the concerns of citizens and to better meet the food security needs of unsheltered populations. The City identified a plot of land on Cotton Street and worked with Preble Street to produce the meals and Preble Street, Milestone and Hope Squad Maine to distribute meals. This was an unfunded pilot initiative - Preble Street purchased the food and provided transportation and each organization funded their own staff's time. The initial pilot period was scheduled to end on September 30th, 2025 - but has been continued to the end of 2025. The pilot program was assessed in September and a report issued in October with initial findings. Key findings showed that clients appreciated the consistency and reliability of the meals and agencies were able to serve a large number of individuals in a short period of time. An average of 74 individuals were served each day. Individuals were able to obtain assistance from the MaineHealth Connect van, harm reduction providers, PATH, and to enroll into the HOPE program. The pilot was also associated with a decrease in calls for service key areas of the city (Monument

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Square, Congress Park Square). There was also some anecdotal evidence of increased foot traffic and business customers utilizing public spaces.

### **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**

There are three outcomes listed in section B.15. Each outcome, its impact, and how it will be evaluated is detailed below. 1) 73,000 meals prepared and distributed. The impact is that individuals are able to meet their daily nutritional and caloric needs to sustain health. This outcome will be measured through tracking sheets and databases maintained by Preble Street. 2) Site location(s) are known to clients and food available and distributed at fixed sites during set hours. The impact is that clients will have reliable access to food which will help them stay nourished and reduce the stress unsheltered populations often experience when food supply is irregular. During the pilot the City evaluated this outcome through user surveys and via informal feedback. The same methods will be used during the program. 3) Outreach and referral services available at food distribution sites. The impact is that clients will have information and access regarding available treatment and service programs that can contribute to long-term recovery. The program will evaluate progress by tracking which agencies are present each week and highlighting significant achievements. The pilot program also found that there was a decrease in calls for service and a perception of improved behaviors for businesses and neighborhoods in City spaces. With continued programming and enhanced outreach Preble Street believes that pattern can continue and further improve community relationships.

### **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 growing needs of the homeless population - prevent and reduce homelessness. The food aspect of the program will directly address the nutritional needs of the homeless population and the outreach/referral aspect of the program will aim to reduce homelessness by seeking to provide services that will lead to treatment and housing.

### **C.5. Priority Impact Level**

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

- 1. Neighborhood Investment and Infrastructure- Create strong, safe, accessible and vibrant neighborhoods. Eligible programs and activities include but are not limited to: Community policing, public infrastructure in target neighborhoods. Accessibility/ADA compliance, alternative modes of transportation; PRIORITY: Park and recreation facilities, historic preservation, tree planting, and non-profit rehab, inclusive and diverse community centers and engagement programs, senior services, disability services, public infrastructure outside of the targeted neighborhood.**
- 2. Housing Availability- Increase housing availability and affordability. Eligible programs and activities include but are not limited to; HIGH PRIORITY: Housing rehabilitation, adaptive reuse of housing, housing retention; PRIORITY: Rental assistance programs, environmental testing and remediation, energy efficiency/weatherization, fair housing activities, heating and fuel assistance, tenant landlord counseling services, and legal services.**
- 3. Economic Opportunity- Create economic opportunity to transition out of poverty. Eligible programs and**

activities include but are not limited to; **HIGH PRIORITY:** Job creation, microenterprise assistance, career advancement services (education, job training, GED attainment, ESL, etc.), Job retention support services (childcare vouchers, housing counseling, transportation assistance, etc.) **PRIORITY:** Façade improvements, and financial stability services (budgeting, financial planning, tax preparation, etc.).

4. **Address the Need of the Growing Homeless Population- Prevent and reduce homelessness. Eligible programs and activities include but are not limited to; HIGH PRIORITY:** Food assistance, shelter services, mental health service, substance use disorder services, housing and housing services for long-term shelter consumers, emergency services to prevent homelessness; **PRIORITY:** Rental assistance, and at risk youth services.

The primary goal of the Nourish Initiative is to provide meals to improve the wellbeing of individuals whose health and stability are at risk because they do not have sufficient food resources. This directly addresses GOAL 4 which aims to address the needs of the growing homeless population. Food assistance is identified as a high priority item within that goal.

### **C.6. Guiding Principles**

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

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

1. Consistent. The Nourish Initiative is consistent with the City's goal to "Prevent and Reduce Homelessness." Preble Street housing and food assistance programs provide services for the City's most vulnerable populations. The City was the originator of the pilot program and will remain a key partner as it continues. 2. Diversity and Inclusiveness. Preble Street is committed to diversity and inclusiveness among the individuals that we serve and through our staff. We prioritize orienting and training our staff to embody a culture of inclusiveness. 3. Priority to Lower Incomes. 100% of services are offered to people experiencing homelessness and/or living with very low to no income. 4. Leveraged Funding. Preble Street's fundraising to provide services to vulnerable populations is intentionally based on a mix of public and private fundraising that focuses on relationships with donors and competitive grant processes with local, state, or federal agencies and the United Way. All revenue sources are vital to maintain the level of work demanded.

### **C.7. Partnerships, Collaboration, and Outreach**

**If applying as a partnership, please describe the nature of the partnership, who is involved, and what agreement there is among partners. Partnerships are two or more organizations or businesses who will share valuable**

**resources, work together toward a common goal, and increase efficiency in providing services.**

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

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

Preble Street is applying as a single entity with collaborating partners. Roles are each partners are as follows: Preble Street: Responsible for sourcing ingredients, preparing meals that meet nutritional needs of unsheltered individuals, dispatching meals, distributing hot meals and data collection. Preble Street is also responsible for ensuring each meal distribution is adequately staffed and outreach services coordinated. City of Portland: Responsible for identifying appropriate sites for meal distribution, negotiations with abutters, and to share feedback from user surveys and neighborhood members to help improve on service delivery. Milestone and Hope Squad: Responsible for meal distribution on set days and providing outreach services. Peer organizations (MaineHealth, PATH, MMO and HOPE Program) Responsible for outreach services and referrals to substance abuse programming, mental health treatment, employment services and housing assistance.

### **C.8. Readiness to Proceed**

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

The program is ready to proceed, key milestones include: July 2026: Program Kick-Off External. Preble Street will chair a kick-off meeting with partners to review the terms and conditions of the award with particular focus on reporting deadlines. Key persons involved in meeting program deliverables will be identified and communication modalities between partners will be reviewed. Preble Street will review data collection processes and feedback mechanisms. July 2026 - Program Kick-Off Meeting Internal - Preble Street will hold a kick-off meeting between its Food Program team and Finance team. The objective is to ensure all teams have an overview of the project and to set up the award in Preble Street's financial and administrative systems. Q1 - Q4 Feedback: During the entire program cycle Preble Street and its partners will be welcoming feedback from clients, outreach agencies and city residents. Q1 review - end of September 2026: Preble Street with chair a quarterly review meeting of all partners to review feedback received during the first quarter and make program adjustments as needed. Q1 reporting: October 2026: Preble Street will submit its quarterly report and financials. Q2 review - end of December 2026: Preble Street with chair a quarterly review meeting of all partners to review feedback received during the first quarter and make program adjustments as needed. Q2 reporting: January, 2027: Preble Street will submit its quarterly report and financials. Q3 review - end of March 2027: Preble Street with chair a quarterly review meeting of all partners to review feedback received during the first quarter and make program adjustments as needed. Q3 reporting: April 2027: Preble Street will submit its quarterly report and financials. Q4 review - end of June 2027: Preble Street with chair a quarterly review meeting of all partners to review feedback received during the first quarter and make program adjustments as needed. Annual reporting: July 30th, 2027: Preble Street will submit its annual report and financials. Closeout Meeting External - June 2027: Closeout meeting to review accomplishments, discuss how and what activities will be continued and how and what communications to stakeholders and needed. Closeout Meeting Internal - July 2027: Closeout meeting to close to discuss what is needed to close the project financially and administratively.

### **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.**

Driven by its mission, Preble Street continuously responds to urgent and emerging social problems by meeting both immediate and long-term needs, developing and implementing solutions, and advocating for policies and programs that eliminate the root causes of homelessness, hunger, and poverty. Founded in 1975 as a neighborhood center to empower homeless and low-income people in Portland, Preble Street has become the hub of programs for the most vulnerable and underserved residents of Maine, creating public and private partnerships to prevent and respond to homelessness. From offices in Portland, Bangor, and Lewiston, Preble Street comprehensive social services offer a spectrum of homeless prevention and crisis response from soup kitchens to health services, from shelters to permanent housing, from street outreach to healing centers for individuals and families, teens and adults, veterans, survivors of human trafficking, and New Mainers. The Nourish Initiative will be managed by Preble Street's Food Program team. Over the past 10 years, the Food Program team has met the steadily increased demand for services and grown from providing almost 465,000 meals a year to providing nearly one million meals. The program's success has continually benefited the City of Portland and its residents who cannot afford adequate food or who live in conditions where they cannot store or prepare food. Preble Street has repeatedly responded to drastic fluctuations in public resources and needs and diligently built private sector support to ensure our stability and ability to meet service commitments. Preble Street has recently opened the Food Security Hub, a five-thousand square foot space with a restaurant quality kitchen where meals are prepared and dispatched. Additionally, Preble Street has in place the required fiscal controls and accounting procedures to ensure prudent use, proper disbursement, and accurate accounting of grant funds received. The organization has managed public and private grants for over 45 years and obtains an annual independent audit of its financial statements. There are no unresolved monitoring or audit findings. The Food Program team located at the Food Security Hub includes six sous chefs and four prep cooks supported by 17 volunteers a day who assist with food prep, packaging, and dishwashing. Volunteers receive a mandatory orientation, monthly training, and support from our team of chefs. We are also creating a food safety training video that all volunteers and staff will be required to view that includes topics like knife handling, proper handwashing, safe food storage and labeling, temperature control, and cross contamination prevention. The team preparing meals for the Nourish Initiative are experienced, trained and can absorb the added meal preparation.

### **C.10. Financial Need**

**Describe why CDBG funds are necessary to this program.**

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

Each meal produced by Preble Street costs just under \$5. This includes costs of ingredients, staff time, facility costs and transportation. The budget for the Nourish Initiative is \$362,080 which is the cost of 200 meals/day at \$4.96/meal multiplied by 365 days. Preble Street self-funded the pilot period of the program. During the pilot the number of meals required steadily increased and as of November 2025 the program is distributing approximately 220 meals per day. Preble Street was able to self-fund the pilot because the initial duration was short, the number of meals required were initially modest and the program was implemented during the summertime when Preble Street has an influx of donations from local farms. CDBG funding is needed to help offset the increased costs. Food and staff costs are projected to increase as demand and the number of meals required increases and due to seasonal price fluctuations. Preble Street and its partners will continue to contribute costs for meal preparation, transportation of meals, and distribution costs. The CDBG funds will allow Preble Street to dedicate a minimum of 200 meals each day to the program daily. Without CDBG funding Preble Street may need to limit meal availability if funding does not allow it to continue to absorb all 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.**

The budget for the Nourish Initiative is \$362,080 which is the cost of 200 meals/day at \$4.96/meal multiplied by 365 days. Preble Street is requesting \$75,000 from CDBG and the balance of \$287,080 will be contributed from other sources. Preble Street purchases discounted food from the Good Shepherd Food Bank and receives donated food from local farmers (Jordan Farm). Both sources will help offset food costs. The balance of costs for meal preparation, transport, distribution and delivery will be covered by Preble Street's private resources generated through our fundraising efforts.

### **C.12. Budget Narrative**

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

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

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

The budget for the Nourish Initiative is \$362,080 which is the cost of 200 meals/day at \$4.96/meal multiplied by 365 days. CDBG funds will contribute to food and staffing expenses. Preble Street used a unit cost of \$4.96 in its detailed budget. Preble Street calculates a per meal cost by dividing its total monthly costs for operating the Food Programs by the total number of meals produced each month. The actual cost ranges between \$5 and \$6, Preble Street uses a meal cost of \$4.96 to ensure CDBG funds are not overcharged.

## D. Program Budget Detail

Completed by tmatthews@preblestreet.org on 11/17/2025 2:06 PM

Case Id: 30641  
Name: Preble Street - 2026  
Address: \*No Address Assigned

---

### D. Program Budget Detail

---

Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

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

\$75,000.00

**D.2. Total Program Budget**

\$362,080.00

**D.3. Please complete the table below.**

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Meal cost (73,000 meals @ \$4.96)	\$362,080.00	\$75,000.00	\$287,080.00	Good Shepherd, local farms, private	Committed
	\$362,080.00	\$75,000.00	\$287,080.00		

## E. Required Documents

Completed by tmatthews@preblestreet.org on 11/17/2025 2:07 PM

Case Id: 30641

Name: Preble Street - 2026

Address: \*No Address Assigned

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**Don't forget to SAVE your work before exiting this screen**

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Please provide the following information.

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### Documentation

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**Agency Organizational Chart**

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

Preble Street CDBG Org Chart.Food Programs.Nov.2025.pptm

**Articles of Incorporation/Bylaws**

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

Articles of Incorporation.pdf

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

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

*\*\*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**

Preble Street Board of Directors.pdf

**Conflict of Interest Policy**

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

*\*\*No files uploaded*

Printed By: Rowen McAllister on 11/18/2025

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**

Letter of Support - Hope Squad.pdf

Milestone Recovery Letter of Support for Preble Street.pdf

Most Recent Agency Operating Budget **\*Required**

Preble Street FY26 Operating Budget.pdf

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

Preble Street FY24 Consolidated Financial Statement.pdf

Non-Discrimination Policy

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

*\*\*No files uploaded*

Project Timeline **\*Required**

Nourish Initiative Project Timeline.docx

Verification of 501(c)3 status

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

Verification of 501(c)3 Status.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 lallen@preblestreet.org on 11/17/2025 2:09 PM

**Case Id:** 30641

**Name:** Preble Street - 2026

**Address:** \*No Address Assigned

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## Submit

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

**Don't forget to SAVE your work before exiting this screen**

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

### Signature

Liz Allen

*Electronically signed by lallen@preblestreet.org on 11/17/2025 2:09 PM*

### Title

Assistant Director of Public Grants

## Overview

Completed by [laurie@wheelhouseconsulting.org](mailto:laurie@wheelhouseconsulting.org) on 10/20/2025  
12:45 PM

**Case Id:** 30645  
**Name:** Maine Needs - 2026  
**Address:** \*No Address Assigned

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## Overview

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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](mailto: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, and encourage all applicants to review a recent [Addendum](#) to our HUD Agreement to ensure compliance.

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

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

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

## A. Agency Information

Completed by [laurie@wheelhouseconsulting.org](mailto:laurie@wheelhouseconsulting.org) on 11/8/2025  
1:27 PM

Case Id: 30645  
Name: Maine Needs - 2026  
Address: \*No Address Assigned

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### A. Agency Information

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

#### AGENCY INFORMATION

**A.1. Agency Name**

Maine Needs

**A.2. Mailing Address**

2385 Congress St Portland, ME 04102

**A.3. Federal ID Number**

84-4746926

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

RRUEY28MSXL1

#### APPLICATION POINT OF CONTACT

**A.5. Name**

Laurie Jevons

**A.6. Phone**

(518) 248-6960

**A.7. Email**

[laurie@wheelhouseconsulting.org](mailto:laurie@wheelhouseconsulting.org)

#### EXECUTIVE DIRECTOR

**A.8. Name**

Angela Stone

**A.9. Phone**

(207) 838-2391

**A.10. Email**

[angela@maineneeds.org](mailto:angela@maineneeds.org)

#### PROJECT DIRECTOR

**A.11. Name**

Angela Stone

**A.12. Phone**

(207) 838-2391

**A.13. Email**

[angela@maineneeds.org](mailto:angela@maineneeds.org)

#### FINANCIAL DIRECTOR

**A.14. Name**

Sarah Paul

**A.15. Phone**

(207) 358-9344

**A.16. Email**

[sarah@maineneeds.org](mailto:sarah@maineneeds.org)

## B. Project Information

Completed by [laurie@wheelhouseconsulting.org](mailto:laurie@wheelhouseconsulting.org) on 11/13/2025  
8:16 AM

Case Id: 30645  
Name: Maine Needs - 2026  
Address: \*No Address Assigned

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## B. Project Information

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

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

Maine Needs

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

2385 Congress St Portland, ME 04102

**B.3. Are there additional service address?**

No

**B.4. HUD National Objective**

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

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

**Select which National Objective this program activity will address:**

Low and Moderate Income Clientele (LMC)

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

Yes

Please check the appropriate populations

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

**B.5. HUD Program Objectives**

Indicate which HUD program objective this program will address:

Creating 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**

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

Maine Needs supports Portland’s most vulnerable residents, including unhoused individuals, asylee, refugee, and immigrant communities, and families receiving state assistance. We maintain strong partnerships with case managers across the city, as well as Portland Public Schools and collaborate closely with staff supporting unhoused and multilingual students.

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

33,512

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

30,160

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

90.00%

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

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

One hour of staff time. As a primarily volunteer run organization, Maine Needs has eight core staff (five full time, three part time). Based on an average of 103 hours a week across the four primary roles working in the Portland area, and an average of fifty worked weeks per year, the total time dedicated to this project is 5,150.

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

5,150

**Budget and Organizational Questions**

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

8.00%

**Program Objectives and Outcomes**

**B.14. What are the program objectives?**

Maine Needs helps ensure that residents across all 16 Maine counties have access to the essentials that support safety, comfort, and dignity. Based in Portland, we focus our efforts on serving individuals and families facing hardship, including unhoused community members and those adjusting to life in Maine. The majority of our partner organizations are based in Portland, our biggest service area. We provide donated goods such as warm winter clothing, bedding, tents, and sleeping bags, working closely with caseworkers, school staff, healthcare providers, and street outreach teams to pack and deliver essentials throughout the Greater Portland area and beyond. This includes deep relationship and collaboration with Preble Street, Avesta Housing, The Opportunity Alliance and Spurwink.

**B.15. What are the program outcomes?**

Partner with more than 175 organizations across the state to ensure essential material goods are distributed to Mainers in all 16 counties, with a priority focus on the Portland metro area Build on existing programs to distribute more than 10,000 coats and jackets and 5,000 tents and sleeping bags to Portland based service providers in FY 2026 Recruit and retain more than 3,500 volunteers in 2026 to ensure essential services (sorting donations/ packing requests) are able to continue without interruption.

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**B.16. Employees**

**Program specific, not for the entire organization.**

	<b>Totals</b>
How many employees are currently employed in this program?	4
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?	4

**Documentation**

**B.17. How will the beneficiaries' information be collected and documented?**

In 2025, Maine Needs strengthened its data collection practices by implementing a more comprehensive system for tracking each caseworker request. This enhanced process includes documenting demographic information for request recipients to better understand and measure the reach and equity of our services.

**B.18. How will the units of service be tracked and documented?**

Maine Needs staff work an average of 40 hours a week to support essential material distribution. Our Executive Director supervises staff and ensures compliance with work deliverables.

**B.19. How will the outcomes be measured, collected, and documented?**

Maine Needs uses a combination of quantitative and qualitative data to measure, collect, and document the outcomes of our work. This includes tracking incoming requests, caseworker reach, volunteer participation, and donated goods. Since our founding in 2020, Maine Needs has distributed more than 1,810,813 items statewide. All data is documented through our internal tracking systems and reviewed quarterly to inform operations, measure impact, and guide future planning.

## C. Narrative

Completed by [laurie@wheelhouseconsulting.org](mailto:laurie@wheelhouseconsulting.org) on 11/13/2025  
8:30 AM

Case Id: 30645

Name: Maine Needs - 2026

Address: \*No Address Assigned

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### C. Narrative

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

#### C.1. Program Description

##### Describe the Program being proposed.

Maine Needs is a community-powered donation center and 501(c)(3) nonprofit that helps low- to moderate-income individuals and families across Maine meet their basic material needs. We partner with nonprofits, schools, and hospitals to respond to direct requests from caseworkers, teachers, nurses, and outreach teams. Volunteers work in our donation center six days a week, sorting donations, packing and fulfilling requests, ensuring that essential items reach those who need them most. Maine Needs serves some of the most vulnerable populations in our state, including families struggling to afford basic necessities, asylum seekers, survivors of domestic violence, individuals reentering the community after incarceration, and unhoused Mainers. The requests we fill often include essentials such as bedding, hygiene products, cleaning supplies, and warm clothing. Our model is simple and community-driven: we collect donated goods, purchase items that are not donated, and distribute them through trusted provider partners. Caseworkers and outreach professionals prioritize requests based on urgent needs, such as winter gear or hygiene items, followed by household essentials and other supports. Some of our highest requested items (like tents, tarps, and sleeping bags) support Maine's growing unhoused population against Maine's harsh weather. While we accept donations three days a week at our Portland-based center and through community collection drives, high-demand items - particularly cleaning and hygiene products, which cannot be purchased with benefits like SNAP - are often difficult to keep in stock. Many families we serve face ongoing financial strain, even with programs like TANF, due to rising costs of rent, utilities, and everyday living. Demand for our services continues to grow: in 2024, we filled 15,963 requests, 2,769 more than the previous year. To maximize impact, we pursue wholesale discounts, product sponsorships, and partnerships with local retailers to stretch every dollar further. In-kind donations of material goods (from individuals, community donation drives, and corporate partners) make up 80% of our operating budget. We continue to operate a lean model, sourcing highest needs in real time from the Maine community, which also allows us to be highly responsive to caseworker requests. Though primarily volunteer-run, Maine Needs has recently transitioned into a more sustainable staffing model. After hiring our first employee in 2022, we have grown to a small but dedicated team of eight core employees, supported by over 30 volunteer shift leaders who manage daily operations - from training new volunteers and filling requests to sorting and preparing donated items for distribution. Maine Needs celebrated five years of serving the Portland community in October 2025, and year after year we see our reach increase.

#### 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.

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7 of 18

According to the 2024 United Way ALICE Report, 249,725 Maine households- 42% of all households in the state- struggle to afford basic necessities. This includes essential items like warm clothing, bedding, hygiene products, and cleaning supplies. For many families and individuals, especially those with limited income or experiencing housing insecurity, these unmet material needs compound daily stress and instability. Maine Needs exists to close this gap by providing access to the everyday essentials that support safety, comfort, and dignity. Founded as a grassroots community effort, we connect Mainers who want to help with those who need support. Through donations of new and gently used goods, we make it possible for neighbors, schools, businesses, and faith communities to participate directly in helping others. Operating out of Portland (our largest service area) we collaborate with caseworkers, guidance counselors, school nurses, and street outreach teams who request items on behalf of their clients. These requests range from a single coat or tent for someone unhoused to complete household setups for families transitioning into new apartments. Volunteers thoughtfully sort, pack, and prepare each order, often fulfilling requests within days—without cumbersome applications, fees, or waiting lists. The impact is immediate and tangible. By supplying warm clothing, hygiene and cleaning kits, baby essentials, and household items, we not only meet material needs but also help families stretch their limited budgets toward other essentials like food, heating, and transportation. Since opening our Portland headquarters in October 2020, Maine Needs has fulfilled 35,527 requests from social workers, educators, healthcare providers, and outreach teams. As of October 31, 2025 this included 383,076 material goods distributed since January 1, 2025. This included 464 sleeping bags, 1,595 pots and pans, 2,591 comforters, and 5,083 men’s and women’s jackets. Through this responsive, community-driven model, Maine Needs addresses a growing statewide crisis of material insecurity—meeting urgent needs quickly while fostering a deeper sense of connection and shared responsibility across Maine.

### **C.3. Measurable Community Impact**

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

Maine Needs provides essential material support to some of Portland’s most vulnerable residents, including children and adults who lack access to basic necessities such as bedding, hygiene products, and cleaning supplies. Our services reach low- to moderate-income families struggling to meet basic needs amid rising costs of living, as well as asylum seekers, domestic violence survivors, those reentering the community after incarceration, and individuals experiencing homelessness. Between 2022 and 2024, an average of 658 immigrants and refugees arrived in Maine annually, and Maine Needs continues to play a vital role in equipping caseworkers and partner organizations with the clothing, footwear, hygiene products, and household goods needed to help families resettle and thrive. Priority populations served through our programs include: Unhoused individuals and families Recovery and sober-living communities Military veterans Asylee, refugee, and immigrant populations Students and families in public schools Through our network of 500 providers across 260 organizations statewide—including more than 180 providers serving Portland—Maine Needs ensures equitable access to material support across all 16 counties. Program outcomes are measured through detailed data tracking of every caseworker request, which records item types, quantities, and recipient demographics. These data points allow us to monitor service distribution in real time and identify emerging areas of need. Regular communication with caseworkers, school social workers, and partner agencies helps us evaluate the timeliness and effectiveness of our response. Progress is assessed quarterly based on the number of requests filled, geographic coverage, and community feedback, with a focus on ensuring that our support aligns with Maine’s highest-need populations. Each volunteer shift includes a structured tracking process where volunteers record every item “packed in requests.” This system allows us to monitor in real time what materials are being distributed, what inventory needs replenishment, and which types of items are in highest demand. In 2024, we filled 2,769 more requests than in 2023, a clear indicator of the growing need across the state. Overall, the measurable impact of Maine Needs is demonstrated through the volume of essential goods distributed, the breadth of partner collaboration, and the depth of our community relationships. Each request filled contributes directly to a more stable, connected, and resilient Maine.

#### 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 Needs supports individuals and families transitioning out of homelessness by providing essential material goods that ease the financial and emotional burden of establishing stable housing. These resources include critical household items such as linens, cookware, cleaning supplies, and hygiene products—basic necessities that are often unaffordable for those moving from shelters or temporary housing into permanent homes. Among our most requested items are sheets, towels, cleaning products, and personal hygiene essentials. By reducing the upfront costs associated with setting up a home, Maine Needs helps remove one of the most significant barriers to successful housing transitions. Providing these items not only supports physical comfort and stability but also fosters dignity and a sense of belonging, reinforcing the broader community’s care and commitment to those rebuilding their lives. We recognize that housing is healthcare. While many of our partner caseworkers and service providers focus on securing housing placements, Maine Needs complements these efforts by supplying the material goods necessary to sustain them. For individuals who remain unsheltered or in unstable living situations, we also provide critical survival items such as tents, sleeping bags, and tarps—resources that help protect against Maine’s harsh seasonal conditions and promote safety and well-being while longer-term housing solutions are pursued. Through these efforts, Maine Needs plays an essential role in the continuum of homelessness prevention and reduction-supporting both immediate needs and long-term stability for some of Maine’s most vulnerable residents.

#### 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.

Maine Needs works to prevent and reduce homelessness by providing essential housing support services in partnership with organizations across the City of Portland. Each week, we receive requests from caseworkers assisting clients who are exiting shelters, fleeing unsafe situations, or transitioning from temporary housing into permanent residences. We supply critical household items such as bedding (sheets, blankets, pillows), kitchen supplies (pots, pans, dishes), and cleaning products—helping individuals and families establish stable, livable homes. By covering these basic material needs, clients are able to direct their limited income toward rent, utilities, transportation, and other essentials that support long-term housing stability. Maine Needs also helps prevent homelessness by providing emergency resources- such as clothing, winter coats, boots, and bus passes- that remove barriers to employment, education, and medical care. These supports strengthen economic mobility and reduce the likelihood of housing loss due to financial instability. Through collaboration with hundreds of providers at shelters, schools, and case management programs, Maine Needs fills gaps in essential services by providing requested material goods at no cost. Our efficient, largely volunteer-led model- including volunteer shift leaders, a fundraising committee, and donation center support- ensures that resources are directed where they are most needed to keep Mainers safely housed and on the path toward 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.

Maine Needs directly serves Portland's most vulnerable and economically disadvantaged residents, including unhoused individuals, survivors of domestic violence, individuals in recovery, and asylee and refugee families. Our model is intentionally low-barrier and highly responsive. Caseworkers and service providers from across the city can request material goods for their clients—ranging from a single warm coat to all the essential household items needed to establish stable housing. Each request is fulfilled by volunteers who “shop” our donated inventory to meet specific client needs. Completed requests are packaged and made available for pickup within days, allowing providers to deliver items directly to clients without placing any transportation or financial burden on those they serve. Through this model, Maine Needs ensures that CDBG funds reach the residents with the lowest incomes and the greatest material need. Maine Needs has been delivering this model since 2020, and has demonstrated our reach by filling more than 150 requests per day. Maine Needs embraces diversity, equity, and inclusion across all aspects of our operations. Our donation center is primarily volunteer-run, welcoming individuals of all ages, abilities, gender identities, and cultural or religious backgrounds. We intentionally remove barriers to participation by translating our volunteer training materials into multiple languages, including French, Lingala, and Portuguese, and by offering flexible, accessible volunteer opportunities. Our volunteers represent a wide cross-section of the community (children and families, retirees, students, adults with disabilities, corporate and faith groups, and community organizations)

reflecting our belief that everyone has something meaningful to contribute. Guided by the philosophy of “solidarity, not charity,” Maine Needs operates on the principle that those who have more to give should give more. We remain primarily funded by individual contributions, though we have strong partnerships with foundations and corporations that support our work (both financially and in kind). Maine Needs aligns closely with the City of Portland’s CDBG priorities by serving low- to moderate-income individuals and families and addressing the growing needs of the unhoused population. Our programs directly support the City’s goals of reducing barriers to housing stability and improving the quality of life for residents most impacted by economic hardship. By providing essential material goods—such as clothing, hygiene products, and household supplies—to those transitioning out of homelessness or living in unstable conditions, Maine Needs contributes to broader City initiatives that promote equity, dignity, and community resilience. Our strong partnerships with local service providers, schools, and housing agencies further ensure coordination across the city.

### **C.7. Partnerships, Collaboration, and Outreach**

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

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

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

Maine Needs maintains strong, collaborative partnerships with over 120 organizations across Portland including the City of Portland, Cumberland County Jail, Youth Villages, The Opportunity Alliance, the YMCA, and Portland Public Schools. These partnerships ensure that our services complement and coordinate with existing programs, filling gaps without duplicating efforts. We actively communicate with caseworkers, partner organizations, and our volunteer community both directly and through social media, which reaches over one million viewers monthly. This allows us to identify and respond quickly to emerging needs, communicate high-demand items for donation, and coordinate seasonal inventory distributions—backpacks and school supplies in the fall, winter coats, boots, hats, and gloves, and tents and tarps in spring and summer. To increase accessibility and equity, Maine Needs has implemented delivery options for providers and expanded volunteer shifts to ensure timely fulfillment of requests. Providers submit requests via email, and completed items are ready for pick-up, minimizing transportation and time burdens on clients. Maine Needs also amplifies the work of other nonprofits across the state by sharing causes, events, and campaigns through our social media channels, ensuring organizations with limited reach are supported and highlighted. We partner with Presente Maine, Maine Access Immigrant Network, and Mano e Mano to provide culturally responsive items—including Black hair care products, children’s books in Spanish, French, Portuguese, Pashto, Dari, and Arabic, and clothing aligned with cultural preferences. Our Board includes caseworkers and community members from across Southern Maine who guide the ongoing iteration and innovation of our services, ensuring we remain responsive, equitable, and aligned with community needs.

### **C.8. Readiness to Proceed**

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

Maine Needs is well-positioned and ready to successfully implement ongoing programming. What began as a grassroots Facebook group in 2019 has evolved into a professionally managed nonprofit with strong systems,

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infrastructure, and governance in place. Since becoming a 501(c)(3) organization in 2020, Maine Needs has demonstrated steady, strategic growth to meet increasing community demand. After opening a 2,000-square-foot donation center in Portland, we doubled our space in 2021 and, as of February 2025, relocated to a new 16,000-square-foot facility designed to accommodate our expanding operations and volunteer network. Our organizational capacity has grown in tandem with our impact. From hiring our first staff member in 2022, Maine Needs now employs five full-time and three part-time team members who coordinate daily operations, volunteer engagement, and community partnerships. In 2025 alone, more than 4,389 new volunteers joined our efforts, reflecting the strength and sustainability of our community support base. Maine Needs is governed by an engaged Board of Directors representing diverse sectors of the Maine community. Volunteer Shift Leaders meet quarterly to collaborate on process improvements and ensure operational consistency. The organization remains primarily volunteer-led, supported by a dedicated network of shift leaders, daily volunteers, and a volunteer Fundraising Committee. Together, these systems demonstrate our operational maturity, fiscal responsibility, and readiness to continue scaling our services to meet the needs of Portland residents.

### **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.**

Jo Albanese (Volunteer Program Manager)- Masters of Social Work, State of Maine Licensed Clinical Social Worker (LCSW) As our Volunteer Program Manager, Johanna Albanese's role is to welcome in 5,000 volunteers a year. She wants everyone to walk in and know they belong here. Jo manages our core group of 40+ shift leaders and trains new volunteers daily. She makes sure the requests are being fulfilled in a timely manner and caseworkers, teachers, nurses and street outreach teams feel supported. Heather Tracy (Logistics & Inventory Manager)- Bachelor of Arts (Geography/Anthropology), Masters of Science (Education), certified as a Highly Qualified teacher in Maine As our Inventory & Logistics Manager, Heather Tracy's does everything possible to try and keep us sufficiently stocked. She seeks out product donations from various brands as well as local businesses. She manages our monthly materials budget to buy what is rarely donated and what we struggle to stock, such as tents, sleeping bags, men's boots, coats and cleaning products. Heather also works closely with volunteers to track exactly what goes out each day. Karin Tonello has 25 years experience in marketing and administration. She manages our request line, clarifying 150+ requests a day and notifying providers when the request is fulfilled and ready for pick up. She also manages our general inbox. Shelly Stritzinger is our donation coordinator and acts as quality control to ensure that donations are in great condition, ensuring each order packed offers dignity and care.

### **C.10. Financial Need**

**Describe why CDBG funds are necessary to this program.**

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

Maine Needs has experienced steady, organic growth in our services every year since 2020, and we anticipate continued growth as we strengthen partnerships and expand our reach across Portland. To meet the increasing demand for support, Maine Needs has expanded our team by adding additional staffing and moved into a much bigger building to support our growing operations. This transition marked a major milestone in our development, enabling us to improve operations, expand storage and distribution, and host more volunteers and outreach programs. CDBG funding is critical to sustaining this momentum. These funds directly support operational costs and staff positions that make our mission possible. As we continue to grow, this support ensures we can maintain and

expand access to vital services for Portland’s most underserved populations. Without this funding, Maine Needs would face substantial challenges in maintaining our current level of service and growth. We remain committed to diversifying our revenue through private donations and community partnerships, but CDBG funding remains a cornerstone of our continued impact.

### **C.11. Leveraged Funding Narrative**

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

Maine Needs continues to be sustained by grassroots fundraisers, individual donors, and strong local partnerships. In addition to individual contributions, we are supported by small grants, local businesses, and community fundraisers that reflect the collective commitment of Mainers to care for one another. Our funding base is broad and diverse, including both financial and in-kind contributions from partners such as the Journey for Good Foundation, John T. Gorman Foundation, Texas Instruments, the Maine Mariners, Lowes, the Sam L Cohen Foundation, the Moser Family Foundation, Wal Mart and M&T Charitable Foundation. Corporate and retail partners like Bombas, Earth Breeze, Grove Collaborative, and Home Depot provide in-kind donations of essential goods, including socks, laundry detergent, and cleaning products. We continue to source materials at cost or reduced rates through partnerships with local vendors and supplement those purchases with donated items from our community donation center. This hybrid model- anchored in grassroots generosity and strengthened by strategic partnerships- ensures that Maine Needs remains responsive, sustainable, and deeply connected to the community it serves.

### **C.12. Budget Narrative**

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

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

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

Maine Needs operates statewide with a strong concentration of services in the Portland metro area. CDBG funding will directly support the staffing and operational infrastructure necessary to sustain and expand our Portland-based programs. The staffing budget reflects the proportional amount of time our team dedicates specifically to serving Portland residents and partnering with City-based service providers. Since our founding in 2020, Maine Needs has evolved from an all-volunteer effort into a professionally managed nonprofit that continues to rely heavily on volunteer power while requiring dedicated staff capacity to coordinate operations, manage partnerships, and oversee efficient resource distribution. Our first employee was hired in 2022, followed by the hiring of an Executive Director in July 2024. As demand has grown sharply, additional staffing has become essential to sustain daily operations, manage increased community partnerships, and ensure accountability in data collection and reporting. The requested increase in CDBG funding reflects this necessary growth in staff capacity to manage the expanding volume of services provided in Portland. This includes roles responsible for coordinating caseworker requests, overseeing volunteer operations, tracking data, and ensuring timely distribution of essential goods to residents in need. Maine Needs remains primarily volunteer-driven and fiscally lean. We do not currently offer robust fringe benefits such as employer-sponsored health insurance or retirement contributions. Continued CDBG funding will be used efficiently to sustain direct service operations, support essential staff positions, and ensure the continued success and expansion of our Portland-focused programming. Since our initial application, we have added several additional staff support positions, and have long

term plans to transition some of our part time roles to full time. This budget reflects the salary and staffing allocation of the four staff who primarily work within the City of Portland, though additional staff support overall programmatic operations.

## D. Program Budget Detail

Completed by [laurie@wheelhouseconsulting.org](mailto:laurie@wheelhouseconsulting.org) on 11/13/2025  
8:31 AM

Case Id: 30645  
Name: Maine Needs - 2026  
Address: \*No Address Assigned

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### D. Program Budget Detail

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

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

\$149,401.00

**D.2. Total Program Budget**

\$216,388.00

**D.3. Please complete the table below.**

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Salaries	\$216,388.00	\$149,401.00	\$66,887.00	Individual Donations	Committed
	\$216,388.00	\$149,401.00	\$66,887.00		

## E. Required Documents

Completed by [laurie@wheelhouseconsulting.org](mailto:laurie@wheelhouseconsulting.org) on 11/13/2025  
8:32 AM

Case Id: 30645  
Name: Maine Needs - 2026  
Address: \*No Address Assigned

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**Don't forget to SAVE your work before exiting this screen**

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Please provide the following information.

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### Documentation

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**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**

Maine Needs Org Chart.jpg

**Articles of Incorporation/Bylaws**

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

Articles of Incorporation.pdf

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

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

*\*\*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**

2025 Maine Needs Board.pdf

**Conflict of Interest Policy**

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

*\*\*No files uploaded*

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**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**  
Maine Needs Support Letters 2025.pdf

**Most Recent Agency Operating Budget \*Required**

2025 Budget Approved .pdf

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

Maine Needs 990 12-31-24 final (1).pdf

**Non-Discrimination Policy**

**Required if you are a first time applicant or policy has undergone significant changes.**  
*\*\*No files uploaded*

**Project Timeline \*Required**

Maine Needs \_\_CDBG Budget FY2026 - Timeline.pdf

**Verification of 501(c)3 status**

**Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and the State. \*Required**  
MN IRS 501(c)(3) 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**

Maine Needs 2025 Summary .pdf.pdf

## Submit

Completed by [laurie@wheelhouseconsulting.org](mailto:laurie@wheelhouseconsulting.org) on 11/13/2025  
8:32 AM

**Case Id:** 30645

**Name:** Maine Needs - 2026

**Address:** \*No Address Assigned

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## Submit

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

**Don't forget to SAVE your work before exiting this screen**

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

### Signature

Laurie Jevons

*Electronically signed by [laurie@wheelhouseconsulting.org](mailto:laurie@wheelhouseconsulting.org) on 11/13/2025 8:32 AM*

### Title

Grant Writer

## Overview

Completed by samiller@ccmaine.org on 10/21/2025 10:35 AM

**Case Id:** 30651

**Name:** Immigration Legal Services - Catholic Charities

**Address:** \*No Address Assigned

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## Overview

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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](mailto: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, and encourage all applicants to review a recent [Addendum](#) to our HUD Agreement to ensure compliance.

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 samiller@ccmaine.org on 10/21/2025 10:41 AM

Case Id: 30651

Name: Immigration Legal Services - Catholic Charities

Address: \*No Address Assigned

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### A. Agency Information

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

#### AGENCY INFORMATION

**A.1. Agency Name**

Immigration Legal Services - Catholic Charities Maine

**A.2. Mailing Address**

307 Congress Street PO Box 10660 Portland, ME 04104

**A.3. Federal ID Number**

01-0280225

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

WAMRXTN53UH6

#### APPLICATION POINT OF CONTACT

**A.5. Name**

Stephanie Miller

**A.6. Phone**

(207) 904-1297

**A.7. Email**

samiller@ccmaine.org

#### EXECUTIVE DIRECTOR

**A.8. Name**

Stephen Letourneau

**A.9. Phone**

(207) 904-1297

**A.10. Email**

sletourneau@ccmaine.org

#### PROJECT DIRECTOR

**A.11. Name**

Eliana Trenam

**A.12. Phone**

(207) 904-1297

**A.13. Email**

etrenam@ccmaine.org

#### FINANCIAL DIRECTOR

**A.14. Name**

Reed Westgate

**A.15. Phone**

(207) 904-1297

**A.16. Email**

rwestgate@ccmaine.org

## B. Project Information

Completed by samiller@ccmaine.org on 11/17/2025 12:01 PM

Case Id: 30651

Name: Immigration Legal Services - Catholic Charities

Address: \*No Address Assigned

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## B. Project Information

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

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

Working Immigrant Neighbors (WIN) - a program of Refugee & Immigration Services, Catholic Charities Maine

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

80 Sherman Street Portland, ME 04101

**B.3. Are there additional service address?**

No

**B.4. HUD National Objective**

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

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

**Select which National Objective this program activity will address:**

Low and Moderate Income Clientele (LMC)

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

Yes

**Please check the appropriate populations**

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

**B.5. HUD Program Objectives**

Indicate which HUD program objective this program will address:

Creating Economic Opportunity

**B.6. Priority Impact Level**

The City of Portland CDBG Goals and Priorities:

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

**Select the primary goal your program or project addresses:**

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

**Beneficiaries**

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

The untapped labor force of New Mainers living in Portland who are lawful and documented immigrants, including refugees, asylees (asylum-granted), secondary migrants (refugees coming to Maine from another state), lawful permanent residents, and naturalized U.S. citizens, collectively referred to in this proposal as "immigrants." Our Portland immigrant neighbors are eager to work or start a small business here.

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

96

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

96

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

100.00%

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

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

One hour of immigrant services, including either immigration legal services or workforce readiness support.

**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?**

14.00%

**Program Objectives and Outcomes**

**B.14. What are the program objectives?**

Working Immigrant Neighbors (WIN), a program of Refugee & Immigration Services from Catholic Charities Maine (RIS), will enable a significant and untapped workforce, our lawful and documented immigrant neighbors already living in Portland and eager to work, to obtain long-term employment. Given the recent changes in federal funding priorities, there is urgent need for our services, and we are the only agency doing this kind of work for this large and growing immigrant population in Portland. The program has three components to meet that objective: 1. RIS will provide our Department of Justice recognized low/no cost immigration legal services to help Portland residents obtain an Employment Authorization Document (work permit) as well as progress toward a stable immigration status (green card or citizenship) that makes them eligible and attractive to employers who are desperate for qualified, long-term employees; 2. RIS will connect these employment-ready clients with wrap-around workforce readiness services including job training, cultural/language acclimation, career placement services, and external referrals to optimize their opportunities. These services will prepare them for employment so they can live and work in Portland and contribute to our city and economy at their highest potential. 3. RIS will provide education materials and training to employers to clarify who is eligible to work in Portland, what documentation is needed to hire lawful immigrants, and how to retain immigrant workers long term. Employer services will include individual workplace support as well as group sessions with employers, potentially in partnership with the City and other business growth organizations.

**B.15. What are the program outcomes?**

96 lawful Portland immigrants will make progress toward achieving economic and family stability through the provision of affordable, high-quality immigration legal services and employment readiness services with support from our low/no cost, expert service teams. CDBG funding will accelerate our ability to serve Portland residents on our waitlist, who would otherwise wait up to one year. Outcomes include: - Successful Employment Authorization Document (EAD) applications—also known as work permits—through individual intake or group workshops - Green card application intake sessions for lawfully present immigrants in Portland, including those who enter through our group workshops designed to serve more people more quickly -Participation in RIS workplace readiness training that will help lawful immigrants apply for open roles, job training programs, or career advancement counseling - At least ten external community-based partnerships that help place hundreds of lawful immigrants into open roles, job training programs, or career advancement counseling -Employer educational services addressing eligibility documents and government policy for hiring legally employable immigrants will be provided to local employers, including interested municipal departments, to help them navigate the challenges and tap the opportunity of hiring and retaining lawful immigrants.

**B.16. Employees**

**Program specific, not for the entire organization.**

	Totals
How many employees are currently employed in this program?	0.85
How many employees will be employed in this program if it receives CDBG funding?	1.85
How many employees will be employed in this program if it does not receive CDBG funding?	0.85

**Documentation**

**B.17. How will the beneficiaries’ information be collected and documented?**

Information will be collected through individual client intake sessions, ongoing consultations, and forms. RIS will use our LawLogix software to compile, analyze, and track immigration legal services and client data beginning at the first point of contact. For the same purpose, we use the ClientTrack system to provide workplace readiness services.

**B.18. How will the units of service be tracked and documented?**

LawLogix, a software system custom-designed to manage immigration-related legal services and facilitate electronic form completion, will be used to expedite the tracking and documentation of the units of legal services delivered. ClientTrack, a case management software designed to manage client and program data, will be used to track and document units of employment readiness services.

**B.19. How will the outcomes be measured, collected, and documented?**

RIS will use LawLogix to measure, collect, and document the proposed outcomes of immigration legal services, and ClientTrack to collect client and case information including contact information and income qualifications for employment readiness services. Both systems are adept at generating clear, concise reports. As a past recipient of CDBG funding prior to 2024, Catholic Charities Maine successfully met all the tracking and reporting requirements.

## C. Narrative

Completed by samiller@ccmaine.org on 11/17/2025 12:27 PM

Case Id: 30651

Name: Immigration Legal Services - Catholic Charities

Address: \*No Address Assigned

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## C. Narrative

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Please provide the following information.

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### C.1. Program Description

#### Describe the Program being proposed.

This proposal for a CDBG grant of \$65,974 will fund a new economic development program called Working Immigrant Neighbors (WIN) from Refugee & Immigration Services (RIS) of Catholic Charities Maine, the oldest and one of the most respected providers of immigration services in Maine. This program will: -Be a new program serving Portland immigrants with a unique combination of services that increase their employability and career advancement -Serve residents of Portland who meet the CDBG definition of low-income (at or below 80% AMI) -Serve 100% federally qualified immigrants in Portland -Align with all US Housing & Urban Development (HUD) requirements for immigration eligibility status -Focus on CDBG high priority areas of improving workplace readiness and job retention through obtaining appropriate immigration status which is the most critical need for the untapped labor pool of immigrants in Portland right now -Be provided by the only Department of Justice-recognized agency in Portland that focuses on this documented, lawful immigrant workforce. This affordable, accredited immigration legal services and workforce readiness program will enable and prepare immigrants in Portland to fully participate in our labor force; reduce the risk of unemployment, homelessness, and family insecurity; and significantly lift them up from reliance on public and emergency benefit services. Green cards and work permit access are not just legal necessities, but strategic vehicles for workforce stability, economic resilience, and community cohesion. CDBG funding at this critical time will make a huge difference in our ability to provide hope and help to hundreds of our Portland neighbors who are frightened, confused, and face the same detention risks as black or brown skinned persons without lawful permanent residence status or citizenship. Now is the time to act on behalf of this eager, untapped, skilled workforce. In the new WIN program, our immigrant neighbors will navigate a legal pathway to employment, financial security, and family stability with services to help them obtain work permits, a green card, or citizenship, and job training that makes them attractive to regional employers. Achieving a permanent immigration status like a green card is foundational to employment and financial stability for immigrants in Portland. The Immigration Legal Services team at RIS is the only nonprofit, low-cost provider in Portland (and one of just three in Maine) recognized by the DOJ to provide direct legal representation before the federal government whose focus is helping these lawful, documented immigrants progress towards citizenship. Employment Authorization Documents (EADs, also known as work permits) expire in two years and can take months to process, while green card applications are permanent and can take years to reach approval. By combining these two components into one program, we ensure that eligible immigrants can both continue to pursue long term stable status (green card) and easily prove that they are eligible to work in the grant year with a valid work permit. WIN program elements: 1. Immigration Legal Services making Portland resident employment-ready -Affordable, accessible immigration legal services to progress lawful immigrants toward a path to citizenship (primarily green cards and naturalization) -Rapid work permit application and renewal workshops for Employment Authorization Documents (EADs) 2. Workplace Readiness Services -Pre-employment services including English classes with an

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emphasis on employment language, housing stability, community orientation support (e.g.: navigating city transportation system, health system, public benefits, education and job training opportunities), and health navigation services. -Employment services including referrals for service providers and workforce partners for training in specific fields (e.g.: construction, childcare, hospitality), resume development, financial literacy, job search skills training and application support, and job retention support. - Referrals to programs designed to support immigrants and other low-income people to become financially secure and employed. 3. Employer Education -Employer education on immigration status and work eligibility, especially now during this year of evolving federal policy and norms. Employers are most reassured by potential employees who have valid work permits (EADs), green cards, or proof of U.S. citizenship even though certain immigrants with permanent status are authorized to work in the US even without a work permit. Education will improve their understanding of legal work eligibility. WIN clients will fill some of the urgent labor shortages in key Portland industries like hospitality, manufacturing, and healthcare. To ensure success and community integration, the WIN program will partner with local community-based organizations to provide adjacent services (see section C-7).

## **C.2. Community Need Description**

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

Citations for sources (indicated by numbers in parens) are attached under Other Document Type. 1. Immigrants are a significant population in Portland, and our neighbors. Almost 10% of Greater Portland residents are immigrants (1). Maine agencies, including RIS, resettled 1,640 people in the federal fiscal years 2024 and 2025 (July 1 – June 30)(2). Just our own service provider data show there are at least 293 immigrants living in Portland shelters or housing who need the services outlined in this proposal, including: -112 need assistance with work permit renewals -126 need assistance with green card applications -55 need assistance with citizenship applications That estimate does not include other Portlanders who may be applying for a work permit for the first time, recently moved to Maine from another state, need to progress further on their green card or naturalization process, or have the required documentation but need support adapting their home country work experience to the needs of Portland employers. 2. Legal resources are scarce and expensive. As the only DOJ-recognized immigration legal services agency affordably serving this lawful, documented group of Portland residents with these specific immigration needs, RIS cannot meet the current demand. Our current wait times are one year long. Immigrants attempting to apply for these legal processes on their own can make mistakes and others desperate for help may fall prey to unqualified, fraudulent, costly providers who jeopardize their immigration progress. 3. Housing is scarce and expensive. The City of Portland’s 2022 – 2026 Consolidated Plan repeatedly references immigrants’ difficulty obtaining housing due in part to soaring housing costs (3). 4. Federal changes in policy confuse employers and service providers. Changes in federal priorities and policy, and the ICE raids in the news, causes fear and confusion among immigrants and employers about who is eligible to work (4). Employers routinely reject refugees and asylee candidates (and even lay-off current employees) who have expired EADs (work permits), even though the candidate may meet federal I-9 requirements and be eligible to work. 5. Green cards are key to sustained economic stability. Achieving permanent status like a green card is even more important today. In July 2025 the federal administration announced that many previously eligible lawful immigrants are no longer eligible for federal benefits until they obtain a green card, destabilizing families’ economic self-sufficiency and increasing reliance on general assistance. These restrictions will roll out along a complicated timeline (5) and include essential services like SNAP, Medicaid and CHIP, Medicare, and ACA subsidies. Green cards are the key to unlocking many other benefits that permanent residents and citizens enjoy – from FHA mortgages to qualifying for federal jobs i.e., post office, to getting a Real ID driver’s license (6).

## **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**

Given the complexity of the immigration process, the changing federal priorities, and the desire of employers to hire only those with permanent status, it is vital for RIS to help immigrants take every step they can during the grant period to support their timely path to work authorization and, ultimately, citizenship. Unlawful or temporary immigration statuses and lack of valid work authorization are barriers to immigrants' stability and directly correlate to unemployment, homelessness, family insecurity, and further drains on Portland city emergency resources. The path to lawful permanent residency or citizenship takes several years to complete. Clients who complete intakes during the 12-month CDBG grant period may obtain a work permit in the grant year but will typically attain their immigration benefit after the grant period. A multi-pillared program like WIN is the most effective way to address the immediate and long-term needs of our immigrant neighbors and bolster their ability to contribute to our economy at their highest potential. The nature of immigration legal work, and the ongoing shifts in federal policy, make it difficult to quantify community impact within the 12-month grant period. We are emphasizing Employment Authorization Documents (work permits) in this proposal because they will help get immigrants to work within months. At the same time, we want to move as many immigrants as possible forward on their path to citizenship, as data (7) shows that improved legal status creates greater stability for immigrants by increasing earnings from employment and reducing reliance on local emergency services and general assistance. Program outcomes are listed in Section B15 and will include: Job readiness: -Applying for work permits for Portland residents -Progressing immigrant residents on their path to permanent status (green cards or citizenship) Job retention: -Providing workplace readiness training and skills development for careers with Portland area companies Hiring & retention: -Educating employers on the documentation needed to hire immigrants and guiding them on how to welcome, support and retain immigrant workers Progress toward these outcomes will be assessed using the legal services software, LawLogix and our case management software ClientTrack, which expedite filing, tracking, and reporting. The attached Project Timeline breaks down activity by quarter. If there is any significant variance in numbers, or further changes in federal policy that impact this proposal, RIS will determine what, if any, course corrections need to be made, such as conducting more outreach to referral partners or other structural changes. RIS will discuss any significant changes with the City of Portland CDBG staff.

#### C.4. Goal

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

- 1. Neighborhood Investment and Infrastructure - Create strong, safe, accessible and vibrant neighborhoods**
- 2. Housing Availability –Increase Housing availability and affordability**
- 3. Economic Opportunity – Create economic opportunity to transition people out of poverty**
- 4. Address the needs of the growing homeless population- prevent and reduce homelessness**

WIN aligns with the City of Portland CDBG #3 goal, "Creating Economic Opportunity" with its focus on both enabling lawful, documented New Portlanders to prepare for and find local employment, and improving local employers' awareness of the safety and promise of employing and retaining lawfully work-eligible immigrant workers. Securing and retaining jobs is vital to immigrants' transition from poverty to financial security. Each new immigration status achieved on the pathway to U.S. citizenship has economic benefits to Portland. The WIN program addresses a current and increasingly urgent labor gap in Portland that can only be filled by RIS as the only affordable provider of these legal and workplace services for immigrants. While the immigration process is not fast, it does grind forward, and every month that goes by without progress further limits a resident's employment opportunities, long term family stability, and self-sufficiency. Steady progression from temporary status to U.S. citizenship ensures immigrants become responsible employees, business owners, successful tenants, model citizens, and homeowners. Employers are often faced with high turnover caused by increased enforcement in industries such as hospitality and manufacturing. CDBG funding this year will allow us to hire staff to prioritize Portland immigrant residents' specific needs for employability and do the most good for the most people in the most timely manner. The three services defined in this proposal provide a direct path to employment and increased economic development in Portland. 1. Improved

immigration status: Portland residents will progress toward improved immigration status (green cards or citizenship) that make them eligible and attractive to local employers. Workshops to accelerate the application and renewal of work permits will help get residents working as soon as possible. 2. Workforce readiness: Eligible residents will receive workforce readiness services and training, ensuring they are able to contribute immediately to Portland's economy as successful long-term employees or business owners. 3. Employer education: Portland employers will be more prepared to hire and retain immigrants. Through our robust network of credible business community partners like the Portland Regional Chamber of Commerce and the Maine Department of Labor, employers will receive the support needed to successfully hire, train, and retain lawful immigrant candidates by understanding the necessary documentation for employment eligibility, using translation technology, supporting cultural integration, and training managers. With CDBG funding, immigrants will receive direct support coupling their status improvement (e.g.: work permit or green card) with workforce readiness services that ensure rapid and successful job placement. No other DOJ accredited entity exists to serve the growing demand for immigrant workforce readiness needs in Portland.

### **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.**

Portland needs qualified, long-time workers. Our immigrant neighbors are eager to work and many bring advanced degrees and long professional work experience. The WIN program will support CDBG High Priorities of career advancement, English language skills and job training, and job retention. At the same time, WIN accelerates a pathway out of poverty and into sustained employment for Portland immigrants, reducing their dependence on general assistance and allowing them to contribute economically and culturally to the fabric and vibrancy of Portland.

1. Economic value: Each improvement in immigration status has a direct positive impact on employment and financial stability as immigrant incomes and local spending increase. Citizens typically earn 50-70% more than non-citizens even when all other education and experience is comparable (8). 2. Employment access: WIN will help employers understand acceptable documentation needed for employment and help them stay current with shifting federal policy and enforcement practices. Greater understanding of needed workplace supports will make employers more willing to hire immigrants – for example, EADs (work permits) simplifies the hiring process by providing a widely

recognized I-9 document for non-citizens. 3. High-income potential earners: Green cards and EAD work permits provide greater stability and security for both immigrants and employers. Employers know that people with permanent statuses are likely to be long-term employees and contribute to the local economy, and they are more willing to invest in training that can lead to career advancement and higher wages. WIN will also connect clients to English language learning, a key to success in Portland's workforce. 4. Lower workforce gaps: The Maine Economic Development Strategy 2020-2029 states the need to expand our workforce by 2030 (9). It encourages welcoming foreign immigrants with programs that support rapid credential acceptance and work authorization. Maine has an aging workforce and a higher overall median age; assisting immigrants in Portland obtain improved legal status can improve the supply of workers for local employers. 5. Reunite families for strengthened community bonds: Reuniting with family members is a top priority for immigrants who may have been separated from them for years or even decades. Reunification is only available to those with permanent statuses and has a direct impact on immigrants' economic security, as family members provide vital supports such as childcare, transportation, and additional wages. Plus, local families retain wages in the local economy rather than sending them to children or spouses overseas. Having additional wage earners and caregivers in the same community increases the financial stability of the entire household and neighborhood. As you can see, this proposal also supports the outcomes of the Neighborhood Investment and Reducing Homelessness priorities.

### C.6. Guiding Principles

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

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

-Consistent: The WIN project is consistent with the City's goals outlined in section C.4. Portland employers are struggling to find workers. Our immigrant neighbors in Portland are eager to work or start a new business. The sooner immigrants obtain work authorization the sooner they can accept jobs and move from transitional to permanent housing and achieve economic stability. The CDBG Economic Opportunity goals urge a "Focus on difficult to employ populations including homeless, new Americans ..." and to "Combine resources and build partnerships...to provide opportunities to transition Portland residents out of poverty to sustainable employment and financial stability." This proposal does both. -Measurable Community Impact: Immigrants' pathway to citizenship is a multi-year process that begins with work authorization and workforce orientation. WIN will provide timely and targeted assistance at critical points along the pathway, helping clients obtain a legal status and workplace readiness skills that improve their opportunities for employment and career advancement, benefiting both the individuals and local employers. -Diversity & Inclusiveness: Immigrant clients served through WIN come from a diverse array of nationality, religious, and cultural backgrounds. Already, these new neighbors are adding cultural diversity to our neighborhoods and schools. Additionally, RIS employs diverse and multilingual staff and volunteers, including people with lived immigration experience. - Priority to Lower Incomes: All clients served by WIN will meet the CDBG definition of low income with most falling below 200% of the federal poverty rate. To meet our organizational mission—and maintain our DOJ recognition—we prioritize access to services for low-income individuals and never turn anyone away due to

inability to pay. Our legal services program charges a modest fee on a sliding scale of \$0-\$800 – a fraction of the \$5,000+ cost of private attorneys in Maine. This ensures that limited incomes will not be a barrier to high-quality immigration legal services. -Leveraged Funding: CDBG funding will enable RIS to leverage our current lean, mostly volunteer staff with additional support from an immigration attorney or accredited legal representative. The WIN program will comprise 14% of the total RIS FY2026 budget. The remaining operating budget will cover non-Portland clients. Skilled volunteers, including five attorneys and two DOJ-accredited representatives, conduct a majority of our immigration legal work, typically giving 10-20 hours per week. The value of our volunteer legal specialists' time in FY 2025 has a private market value of more than \$800,000. As it has in the past, CDBG funding this year will allow us to hire a qualified immigration legal professional, significantly accelerating the reduction of our waitlist and prioritizing Portland residents.

### **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.**

RIS collaborates with many organizations that help ensure comprehensive service delivery and efficient resource sharing. -Legal aid organizations: Immigrant Legal Advocacy Project (ILAP), Cumberland Legal Aid Clinic, and hosting a paid law student intern each summer from the University of Maine School of Law. We meet quarterly as part of Maine Immigration Assistance Providers (MIAP), sharing resources and trends on emerging populations. -Social service providers: We provide immigration legal orientations to social service organizations like Gateway Community Services, Preble Street, Khmer Maine, and our colleagues here at Catholic Charities Maine. -Educational institutions: We offer workshops on naturalization to Portland Adult Education students and present an overview of immigration statuses to Maine Child Development Services employees. -Government agencies: Resources, education, and outreach are done through Maine's congressional delegations. For the WIN project, our primary referral partners include: -Gateway (mental health and case management) -MaineWorks (employment training and placement) -Associated General Contractors (construction job training) -In Her Presence (English language classes) -University of Maine Law School (intern and externship participants) -Portland Adult Education (adult education and English language classes) -New Mainers Staffing (match job seekers with employers) -Maine Department of Labor (career/workforce provider) -Maine Health (employer)

### **C.8. Readiness to Proceed**

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

CDBG funding is critical to meeting the extremely high demand for our services in Portland. We can start immediately by utilizing CDBG funds toward serving Portland residents in our active queue. To launch WIN and scale quickly, we will leverage our established experience in immigration legal services to quickly hire an immigration attorney or DOJ-accredited representative from our volunteer cadre in the first quarter of the grant period as well as increase hours for a current staff member providing immigration client case management for the workforce readiness component. The Project Timeline, attached under Other Documents, details projected key milestones by quarter. The Project Timeline will keep us on track toward the forecasted outcomes and allow us to view activity by quarter and determine

what adjustments need to be made. WIN program projections are based on our expertise in immigration services, our knowledge of the Portland community, and our most recent year of client intakes and caseloads carried by staff and volunteers. As outlined above, the WIN program will prioritize EADs (work permits) and green cards as the most critical needs for immigrants right now.

### **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.**

Refugee & Immigration Services (RIS) of Catholic Charities Maine is the longest continually run immigrant services organization in Maine. For nearly five decades, the program welcomed and resettled lawful immigrants in our state, and since mid- 2025 continues to help new Mainers achieve legal and financial stability and improved well-being by helping them navigate the complexities of immigration law and connecting them with workplace readiness, case management, and cultural integration services provided internally and through referral to a network of community partners. RIS is the only organization in Portland providing services to immigrants qualified under CDBG funding requirements. The RIS-managed Immigration Legal Services program provides low/no-cost, culturally competent, trauma-informed immigration legal representation for Maine’s immigrant community. Operating with a lean staff and the generous support of 5 volunteer attorneys and 3 DOJ-accredited legal representatives and 2 other volunteers, it is one of only three organizations in Maine recognized by the U.S. Department of Justice to practice immigration law before the Federal government. RIS successfully implemented City of Portland CDBG grants in 2020, 2021 and 2023, with all required CDBG reports submitted on time. In addition, RIS finance staff are skilled and experienced in managing grants, including those from the federal government. We keep detailed legal and case management records on every client interaction, in keeping with our requirements to report back to the federal government and maintain our DOJ accreditation. We will be able to report back with solid data on the impact of your funding. This includes: - Number of participants served at each stage of the program -Demographics (age, origin country, employment status) of participants -Number of work permits (Employment Authorization Documents (EADs)) submitted -Number of intake sessions (begins the benefit application process for green cards) -Number of benefit applications submitted -Total value of the legal services provided by staff and volunteers

### **C.10. Financial Need**

**Describe why CDBG funds are necessary to this program.**

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

If a CDBG grant is not awarded, RIS will be unable to expand services to meet growing needs in Portland, and will be unable to provide the important bridge services between legal representation and workforce readiness. As a well-established agency with deep ties to the immigrant community and strong grant management credentials, RIS is a reliable partner for utilizing CDBG funds well. Without funding for WIN, Portland immigrants (who represent a large and rapidly increasing population) will wait longer for both kinds of services, and work permits held by employed Portlanders will expire, causing employment disruption. Some may try to file on their own or turn to unqualified advisors. Clients often become victims of fraudulent providers giving incorrect advice, leading to long delays, rejection of applications, wasted fee payments, and higher risk of detention and deportation. At the same time, many jobs in Portland are unfilled. According to the Bureau of Labor Standards (August 2025), Portland recorded an unemployment rate of 2.4%—the highest among neighboring cities. At the same time, Maine employers reported 39,000 job openings, highlighting a significant disconnect between available positions and job seekers. WIN will bridge this

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employer-employee gap. After three years of funding, when the CDBG grant and other philanthropic funds were not awarded to RIS in 2024, we were forced to reduce our staff which has directly contributed to the growing waitlist. In April 2023, our waitlist was 3 months. Now, in November 2025, it's longer than 12 months. Urgency and demand have increased at the same time as we have lost capacity. The key to helping any immigrant in Portland is to help them proceed toward citizenship. Without that, all other immigrant services merely maintain the status quo and do not advance the city's population toward employment and economic contribution. Prior to the federal priority shift in 2025, immigrant resettlement agencies picked up a lot of ancillary services needed to connect New Mainers to the workforce. Resettlement is no longer funded, except for very narrowly defined populations. As a result, our lawful, low-income immigrant fellow Portlanders need local and private support to lift them out of poverty, into employment, and toward self-sufficiency. Funding for WIN will significantly accelerate our ability to reduce the waitlist and serve more people during these urgent times. Portland continues to see high demand for affordable legal assistance toward permanent status, especially as our sliding scale fees are a fraction of the \$5,000+ typically charged by private attorneys. The high numbers of immigrants in Maine outpace the capacity of Portland-based immigrant service programs to respond at current funding levels, putting pressure on RIS and shrinking the availability of affordable, qualified legal providers. RIS currently has a year-long waitlist.

### **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.**

Investment by Portland CDBG will help RIS demonstrate to private and community foundation partners the important, urgent need for immigration legal and workforce services in Portland. As it has in the past, RIS will rely heavily on a team of experienced, dedicated volunteer attorneys, accredited representatives and trained legal assistants. In fact, our generous volunteers donated 2,400.5 hours to RIS in FY2025. Those hours, plus the 760 hours of staff client service time are equivalent to at least \$803,910 in service value, using a conservative \$254/hour average for private representation in Portland. We are so blessed that our volunteers' commitment to this cause is unwavering. WIN services, particularly immigration legal services, have never had a stable, long term funding source. For the past 10 years, these kinds of services have been funded through previous CDBG funding, the generosity of private individuals, the United Way, and Maine-based foundations. Many supporters can give only on alternate years. We are grateful to the Samuel L. Cohen Foundation, The Betterment Fund, Maine Initiatives, Northeast Bank Community Foundation, and The Caring Fund for recent support.

### **C.12. Budget Narrative**

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

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

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

The WIN program will be primarily funded by CDBG funds along with a portion of our United Way grant, client fees, and foundation grants. Without a CDBG grant the WIN services will be outside our current capacity. The FY2026 RIS board-approved budget of \$465,719 is included in the attachments. It does not include any funding for WIN. The WIN project costs total \$95,350 of which we are requesting \$65,974 from CDBG. The WIN project will include: -Staff: We will hire a legal specialist who will work with Portland residents at least 30 hours/week and we will increase the time

of an existing RIS staff member to address workplace readiness time of 10 hours/week. Staff costs include wages, and fringe benefits and taxes are shown separately. Other funding sources are being sought to cover the remaining costs of the WIN project including technology and indirect costs.

## D. Program Budget Detail

Completed by samiller@ccmaine.org on 11/17/2025 12:28 PM

Case Id: 30651

Name: Immigration Legal Services - Catholic Charities

Address: \*No Address Assigned

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### D. Program Budget Detail

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

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

\$65,974.00

**D.2. Total Program Budget**

\$465,719.00

**D.3. Please complete the table below.**

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Personnel (wages)	\$60,274.00	\$60,274.00	\$0.00	n/a	Pending
Fringe benefits	\$18,201.00	\$5,700.00	\$12,501.00	United Way	Committed
Indirect Costs	\$11,850.00	\$0.00	\$11,850.00	Private Foundations, Individuals	Pending
Technology	\$5,025.00	\$0.00	\$5,025.00	Private Foundations, Individuals	Pending
	\$95,350.00	\$65,974.00	\$29,376.00		

## E. Required Documents

Completed by samiller@ccmaine.org on 11/17/2025 12:48 PM

Case Id: 30651

Name: Immigration Legal Services - Catholic Charities

Address: \*No Address Assigned

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**Don't forget to SAVE your work before exiting this screen**

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Please provide the following information.

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### Documentation

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**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**

Catholic Charities Maine Org Charts 2025 - CDBG.pdf

**Articles of Incorporation/Bylaws**

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

Articles of Incorporation - Catholic Charities Maine.pdf

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

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

CCM State of Maine Charitable Solicitations license FY2611.30.26.pdf

Certificate of Authorization 2022 (From Board to CEO).pdf

**Complete List of Board Members**

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

Catholic Charities Maine 2025-Board-List for Grant Applications.pdf

 **Conflict of Interest Policy**

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

Catholic Charities Maine - Ethics - Conflict of Interest Staff-Client.pdf

 **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**

2025 PAE Letterhead LOS Catholic Charities.pdf

CCLOS- Maine Health Letter of Support 2026 RIS application CDBG.pdf

Goodwill letter of support - Catholic Charities.pdf

ILAP LOS for CCME CDBG grant 11-2025.pdf

MIRC Letter of Support for Catholic Charities Maine Refugee Immigration Services CDBG 2026 Application.pdf

 **Most Recent Agency Operating Budget \*Required**

Catholic Charities Maine RIS - WIN PROGRAM - Operating Budget 2025.pdf

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

2024 Catholic Charities of Maine Financial Statements Short Form.pdf

 **Non-Discrimination Policy**

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

Catholic Charities Maine 2025 - Non Discrimination Policy.pdf

 **Project Timeline \*Required**

WIN Project Timeline - CDBG 2026.pdf

 **Verification of 501(c)3 status**

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

501c3 for 2024-2025 (4).pdf

 **Whistleblower Policy**

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

Catholic Charities Maine whistleblower policy.pdf

 **Other Document Type**

CDBG Application CITATIONS 2026.pdf

## Submit

Completed by samiller@ccmaine.org on 11/17/2025 12:50 PM

**Case Id:** 30651

**Name:** Immigration Legal Services - Catholic Charities

**Address:** \*No Address Assigned

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## Submit

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

**Don't forget to SAVE your work before exiting this screen**

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

Stephanie Miller

*Electronically signed by samiller@ccmaine.org on 11/17/2025 12:49 PM*

### Title

Grants Manager