

# City of Portland

## CDBG Allocation Committee



Thursday, January 29, 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. Follow Up from Previous Meeting
3. Review Social Service Applications
  - a. Hope Acts
  - b. Greater Portland Family Promise
  - c. Quality Housing Coalition
4. Next Steps
5. Adjournment

## Overview

Completed by dawna@hopeacts.org on 11/13/2025 4:06 PM

**Case Id:** 30674

**Name:** Hope Acts - 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 martha@hopeacts.org on 11/17/2025 10:27 AM

Case Id: 30674

Name: Hope Acts - 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**

Hope Acts

**A.2. Mailing Address**

PO Box 7615 Portland , ME 04112--7615

**A.3. Federal ID Number**

454804770

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

Z1NLEJ7AA915

#### APPLICATION POINT OF CONTACT

**A.5. Name**

Martha Stein

**A.6. Phone**

(207) 217-4456

**A.7. Email**

martha@hopeacts.org

#### EXECUTIVE DIRECTOR

**A.8. Name**

Martha Stein

**A.9. Phone**

(207) 217-4456

**A.10. Email**

martha@hopeacts.org

#### PROJECT DIRECTOR

**A.11. Name**

Martha Stein

**A.12. Phone**

(207) 217-4456

**A.13. Email**

martha@hopeacts.org

#### FINANCIAL DIRECTOR

**A.14. Name**

Martha Stein

**A.15. Phone**

(207) 217-4456

**A.16. Email**

martha@hopeacts.org

## B. Project Information

Completed by martha@hopeacts.org on 11/17/2025 3:56 PM

Case Id: 30674

Name: Hope Acts - 2026

Address: \*No Address Assigned

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## B. Project Information

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Please provide the following information.

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

Economic Opportunity for New Americans

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

14 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**

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

**B.5. HUD Program Objectives**

Indicate which HUD program objective this program will address:

Creating Economic Opportunity

**B.6. Priority Impact Level**

The City of Portland CDBG Goals and Priorities:

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

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

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

**Beneficiaries**

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

Among the immigrant support organizations, Hope Acts is valued for its singular focus on asylum seekers. The majority of our clients are newly arrived asylum seekers to the US/Greater Portland area and are homeless (either residing in a shelter, hotel, or they are couchsurfing) or who were homeless within the last 1-2 years. Most are getting ready to join the labor force (waiting to receive their work permit) or have recently started working. Most of our clients are young adults and parents with young children. Almost all are extremely low to low income. Most asylum seekers are not allowed to work when they first arrive in the United States. They need to apply for asylum and then wait for at least 150 days until they can apply for a work permit. Therefore, they depend on systems like General Assistance to meet their basic needs and organizations like Hope Acts that assist in accessing basic needs and navigating the complex asylum and work permit application processes. Throughout most of Hope Acts' history, our clients were almost exclusively from African countries. Since mid-2024 we have seen a slight shift in the demographics of our clients, with an increase in clients from Central and South American countries, with similar needs and challenges.

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

2,000

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

1,750

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

98.00%

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

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

Client contacts (phone, video or in person).

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

6,000

**Budget and Organizational Questions**

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

24.80%

**Program Objectives and Outcomes**

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

Our objectives are: 1) to provide education resources and support. In addition to English language courses, we are expanding digital literacy efforts, preparing clients for the workforce, and helping them avoid scams and fraud; 2) provide the necessary resources and assistance to help asylum seekers successfully submit their work permit applications, adapting procedures to ensure applications comply with changing federal rules and policies; and 3) provide housing counseling, navigation, and support to ensure clients can maintain stable housing while preparing themselves for the workforce. We are committed to maintaining a no-barrier service model (including free services to all clients). Our overall objective is to help individuals maintain stable housing and achieve financial independence, transitioning them off general assistance and other support systems. Focus on difficult to employ populations

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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.

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

Work Permit: Assist at least 900 people to successfully complete their work permit application each year, including first-time applications, renewals, and resubmissions for rejected applications. Hope House English Language Program (HHELP): 75% of Beginner students who actively attend 75% or more of their classes will graduate from their current English level upon course completion (30+ graduates). Digital Literacy (general): Hope Acts will offer at least 4 6-week sessions (24 classes) with a goal of 80% attendance of those students enrolled in each session. Students will demonstrate the ability to safely navigate the internet, use email, complete online forms like job applications, and other basic skills. Housing clients (all clients placed by Hope Acts into housing) will receive the support and education needed to remain housed during the first year of their lease.

**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?	7
How many employees will be employed in this program if it does not receive CDBG funding?	5.5

**Documentation**

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

When clients visit one of our clinics, they are asked to provide personal information (such as name, date of birth, address, etc.) for themselves and their family members. This information is securely entered into Salesforce by staff and volunteers. Updates are made in Salesforce as necessary, such as when a client relocates or has a new child. Reports are generated from Salesforce to track the total number of new clients during a given period and to summarize demographic data, including gender, age, income level, race, and ethnicity.

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

Every service provided by Hope Acts to an individual or household will be recorded in our updated Salesforce platform (2026) under a Service record. This record includes details such as the type of service, the date it was provided, the location (e.g., Hope House, Portland Public Library, phone), and the specific program associated with the service (e.g., Housing, Work Permit, HHELP, Digital Literacy, etc). Reports are generated from Salesforce to track the total number of services provided and categorize the types of services offered during a given period. Our upgraded Salesforce interface will allow us to track data from our education programs (HHELP and Digital Literacy), like class attendance, course completions, professional development referrals, etc, along with all other data, giving us a holistic (vs siloed) view of our impact across clinics. Prior to this upgrade, education data was tracked using Google Sheets using metrics that didn't neatly align with Salesforce data.

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

Work permit data will be collected from a combination of the work permit application and a Google scheduling sheet that provides pertinent details, such as whether the client applied using FAME grant funds. HHELP and Digital Literacy class attendance and other details will be entered into Salesforce by staff from those programs. Outcomes related to housing counseling, housing navigation, and housing support will be collected by Housing program staff at clinics and when they assist clients outside clinic hours.



## C. Narrative

Completed by martha@hopeacts.org on 11/17/2025 3:35 PM

Case Id: 30674

Name: Hope Acts - 2026

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.**

Hope Acts focuses our services on the needs of documented immigrants who have generally been in the United States for 5 years or less. Our services have been adapted to meet the ongoing and new challenges of the population we serve. Hope Acts' clients face the same barriers as most people living in poverty - inability to find and maintain safe and affordable housing, access to healthy affordable food, access to health care, etc. Our clients face additional challenges in that many speak little to no English, have minimal technology skills, and they are not familiar with the norms of the American job market. Additionally, rules and processes for obtaining federally required work permits are more complex and fees are significantly higher. Hope Acts provides the following services: English Classes - Hope House English Language Program - Since 2016, HHELP has provided the opportunity for beginner and intermediate adult English for Speakers of Other Languages (ESOL) students to develop and practice their reading, writing, listening, and spoken English Language skills. Classes are offered online and in person. Digital Literacy - The goal of this project is to provide digital training and technical support to asylum seekers. This will include skill development, access to devices and reliable internet, personalized technology assistance, and education on internet safety. Specifically, the classes will cover the following topics: using Zoom and other virtual meeting/English classroom platforms; accessing federal immigration portals, work permit updates, and other critical legal processes; online banking and financial management; basic email skills; basic Google Suite tools (word processing, spreadsheets, etc.); and how to avoid online fraud and scams. Work Permit Readiness, Preparation, Problem-Solving, and Submission - Hope Acts has offered a work permit clinic since 2019. Work permits (also known as Employment Authorization Documents or EADs) are required for immigrants to legally work in the US. Rapidly changing rules and requirements, plus new and increased fees mean that it can take multiple visits to Hope Acts to ensure a smooth process. Even when we (and our clients) follow all rules exactly as established by the federal government, there are often delays or requests for additional information that must be researched and resolved. Housing Counseling, Placement & Support - Hope Acts ensures that every housing client meets with our staff to ensure they understand the rental market, including their rights and responsibilities as renters. We will not place families and individuals into housing that will be unaffordable once the family moves from General Assistance and other benefits when they begin working. We have worked with our partners at the Quality Housing Coalition to build relationships with area landlords, and we convene with clients should an issue arise that could put a tenancy in jeopardy.

#### 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.**

While the number of asylum seekers coming to Maine and the U.S. has decreased due to new, restrictive policies,

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those who are here are facing significant barriers. New fees charged to immigrants as a result of the Federal “Big Beautiful Bill” make it even harder for immigrants to stretch their limited finances. For example, there is now an annual \$100 fee for asylum seekers. First-time work permits, previously free, now cost \$550 per applicant. Work permit renewals increased \$245 and now cost \$745. The administration also eliminated the option to pay by check or money order, now requiring all fees to be paid electronically (<https://www.uscis.gov/newsroom/news-releases/uscis-to-mandate-electronic-payments-for-applications>). For a new immigrant to the U.S. who does not have a bank account or an understanding of the system, this new rule is daunting. Hope Acts has partnered with the Finance Authority of Maine (FAME) and Bangor Savings Bank to develop and implement a multi-step process that allows asylum seekers to apply for a grant under the workforce development program of FAME. If the application is approved, the client gets a check for the work permit fee. Then, the client must open a bank account and obtain a debit card to pay for the work permit. Once they have successfully gotten through the grant process, we help them apply for their work permit. Our clients make multiple trips to Hope Acts during this process. Additionally, many applicants do not receive their work permit in a timely manner and we investigate problems and escalate for resolution. With the reduction in the government workforce processing applications and continual rule changes, we are seeing an increase in clients with work permit problems that can take significant effort to address. Immigrants must learn English to obtain employment and to move up to higher-paying positions. This is especially true as the labor market has tightened, and job applicants must be able to effectively communicate in interviews and once they are hired. Immigrants are very easy targets of scams, and fraudsters are getting more sophisticated. All of our classes (English and digital learning) are focused on equipping students with the language and technology skills to thrive in the U.S. Finally, many immigrants who were previously granted temporary status in the United States no longer have the protections offered by their previous status. These individuals must apply for asylum and then reapply for a work permit. Many organizations that previously worked with these individuals have greatly reduced staff, no longer offer services or have closed completely, making Hope Acts’ support even more urgent.

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

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

Hope Acts is almost exclusively focused on asylum seekers. We have built a portfolio of services based on the needs of this population. Previously, refugees were brought to the U.S. and settled with Federal dollars by agencies such as Catholic Charities. Those who arrive as asylum seekers never had access to these services or government resources. Thus, Hope Acts’ founders decided to focus on housing and other urgent needs of asylum seekers. Our office/apartment building, Hope House, is located in Portland’s Parkside community. We own Hope House, and we are completing a \$2.6 million renovation (not in the scope of this application/budget) of the building, ensuring our immigrant service center and low-income housing will be a permanent fixture in downtown Portland for the foreseeable future. Our ability to remain anchored in downtown Portland is especially critical as other service providers have closed (e.g. Immigrant Welcome Center) and others have decreased their services due to funding cuts. Hope Acts is often the only English Language provider in Greater Portland that offers English classes in the summer, as others close down for the season. Hope Acts processes more work permit applications than any provider in the state. We have become experts in solving problems related to work permits, and we work with immigration attorneys and our congressional delegation to solve client problems. Hope Acts records all of our client activities in our Salesforce client management system. Because we have a walk-in service, we are often the first organization that notices an issue or problem in the community. We quickly convene our partners to discuss the problem. Recently, there have been issues with rapidly changing policies that require research and investigation by attorneys or our congressional delegation. Once we understand the change, we train staff and volunteers and communicate new information to clients. For classes, students demonstrate a level of competency in the program to move to the next level or graduate. Our Education program has a steering committee that meets monthly to discuss issues that come up in classes, and the curriculum can be adapted based on student needs. Many of our services are transactional in nature. We assume

that an issue is resolved if the individual does not return to the office for the exact same problem. We also track referrals to other organizations such as medical or legal providers. In many cases, our clients are uncertain where to turn or they do not have enough English language skills to obtain the help they need on their own.

#### 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**

Economic Opportunity - Create economic opportunity to transition people out of poverty. Hope Acts meets this goal with "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. All of Hope Acts' work is focused on stabilizing, educating, and supporting immigrants to move from poverty to independence from government systems. Maine needs immigrant workers for our state to achieve its economic goals. Hope Acts' work is aligned with the goals of the state's newly established Office of New Americans, whose goals include 1) Building workforce pathways and entrepreneurship support for immigrants and 2) Expanding and strengthening English language acquisition opportunities. Additionally, the Maine Economic Development Strategy 2024 Reset states: "Every year, roughly ten people reach retirement age in Maine while only seven enter prime workforce age. Part of the equation for sustaining our incomes, businesses, services, and overall economy necessarily includes attracting new talent to the state." Immigrants are a critical component of Maine's economic future.

#### 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.

Hope Acts' work permit program is the largest in the state. Obtaining and maintaining a valid work permit is the only way asylum seekers can legally work in the United States. Hope Acts' work permit clinic processed 1200 work permits in each of the last few years. As noted, it is getting increasingly difficult to apply for a work permit, so we are spending significantly more time getting people through the process. Once they obtain a work permit, clients join Maine's workforce. Hope Acts commonly makes referrals to the Peer Workforce Navigator Project, Maine Career Center and Project Home to Professions for individuals needing additional help securing a job. Our Education programs are also critical in moving clients from poverty. Most people who come to Hope Acts speak very little English when we first meet them. Speaking and understanding English is critical to obtaining a good job and economic stability. Hope Acts' English Language Program is needed as Portland Adult Education often has waiting lists, and the English Language program at the Greater Portland Immigrant Welcome Center ended when that nonprofit closed earlier in 2025. Our program's online classes make it easy for anyone to join a class at any time. Our classes meet the needs of parents without childcare, people who do not have access to transportation, and anyone who wishes to supplement their English language skills. The new digital learning program was started based on our experience working with thousands of asylum seekers. A few years ago, a client survey showed that only about 30% of our clients were computer literate when we first met them. Most people have a phone and can send and receive text messages, but many struggle with email, Zoom, online job applications, etc. As society as a whole moves more and more online, our clients must master the basics of email, Zoom, and completing online job applications. They must also understand the basics of AI and be able to identify and avoid scams and fraud. Our digital literacy program provides hands-on education, currently offered in French and English. Hope Acts housing program provides housing counseling at the beginning and during the first year of living in their new apartment. We are also happy to work with any asylum seeker at any time to review their housing situation and help with resources. We regularly assist clients with food assistance (partnership with Cultivating Community and distribution of emergency food assistance gift cards) and referrals for emergency help with utilities and unexpected expenses. Keeping people housed while they navigate a crisis is an important part of our support model.

### C.6. Guiding Principles

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

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

1. Consistent –Hope Acts' program expansion aligns with Portland's strategic efforts outlined in the City's Consolidated Plan 2022-2026 to reduce the number of families living at or below the poverty line. Our programs are all designed to offer education and support to move people from dependence to independence. All services are free and low-barrier. Any asylum seeker can walk into our office and get help. 2.Diversity and Inclusiveness - Half of our staff members and 3 board members are from countries/communities similar to our clients. Staff members speak multiple languages, including the languages spoken by the majority of our

clients: French, Portuguese, Lingala and Spanish. All immigrant staff members were clients and/or volunteers with Hope Acts before we hired them. 3. Priority to Lower Incomes – Nearly all of our clients are low-income, many relying on social safety net programs before they have a work permit. Many of our clients are disproportionately impacted by the rising costs of immigration fees, rent, food, and utilities, even once employed, due to their low incomes. 4. Leveraged Funding – In addition to CDBG funding, we've secured grants from the Clowes Fund (\$90,000 over three years). We will continue to fundraise from individuals, foundations and businesses to support our operations. Hope Acts owns our building and has cash in the bank that will be used to supplement CDBG grant resources.

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

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

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

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

Hope Acts partners with numerous organizations, the City of Portland, local schools and health care providers. Partners include: City of Portland Department of Human Services - nearly all of our Hope House residents and many other housing clients are referred to Hope Acts from the city shelter system. City of Portland ESOL Collaborative - Hope Acts has been a long-time participant in the city-wide ESOL collaborative. Organizations learn from each other and refer clients to each other's programs. Greater Portland Council of Governments Digital Literacy Coalition - We have been an active participant in this work. Unfortunately, federal funding cuts are eliminating much of the coalition's work. Quality Housing Coalition - for housing placement, education and support, as well as education and enhanced job placement opportunities Finance Authority of Maine and Bangor Savings Bank - we recently developed a partnership so immigrants can apply for and receive workforce development grants and open bank accounts at Bangor Savings Bank so our clients can electronically pay for their work permits and other fees. YMCA - we have offered in-person English classes at the Y for years. The Y is hosting Hope Acts staff and clients while our building is undergoing renovations. Furniture Friends, Maine Needs and Making it Home - nonprofits we partner with to ensure that our clients' homes are furnished and that they have basic supplies to live comfortably and maintain their homes. Portland Public Library - PPL provides meeting space and support for Hope Acts' work permit clinic and digital literacy classes. We have worked together for years to provide services and help immigrants access library resources and feel comfortable and welcome at the library Cultivating Community - Hope Acts partners with Cultivating Community to distribute fresh, culturally relevant vegetables grown by immigrants to 40 low-income immigrant households each year. Community Volunteers - Hope Acts relies on Greater Portland community members to help as many people as possible. All of our English teachers are volunteers, as are half of the people who work with clients on work permits. Immigrants who are waiting for their work permits often volunteer with Hope Acts, providing language interpretation for clients, staff and other volunteers. With a staff of 9 full-time and 2 part-time, Hope Acts can serve thousands of people each year, thanks to an amazing group of volunteers, many of whom have been with us for years. Last year, community volunteers contributed over 8000 hours of service to Hope Acts. Bowdoin College and the University of Southern Maine - student interns from both schools learn about immigrants, social services and immigration policy, and use their expertise to assist our clients.

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

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

Hope Acts has been providing transitional housing and year-round services for asylum seekers since 2013. Over 150 asylum seekers have lived in our transitional housing program, Hope House, while thousands have sought assistance from us. Hope House English Language Program started in 2016 when another service provider could no longer maintain the program. Our Program Manager and two of our lead volunteers are still with us, nearly 10 years later. In 2018, we launched the Asylum Seeker Assistance Program (ASAP), a no-barrier service designed to help asylum seekers with urgent needs such as bill payments, reading/translating immigration paperwork, and navigating safety net programs. Over the years, ASAP has expanded significantly, with a focus on housing and economic stability. By offering walk-in, culturally competent support five days a week, we work to prevent crises and avoid evictions through early intervention. In 2019, we established a work permit clinic after receiving training from the Immigrant Legal Advocacy Project (ILAP). This clinic helps asylum seekers apply for work permits, easing the workload for ILAP staff to focus on more complex legal issues. That year, we also partnered with the Quality Housing Coalition (QHC)/Project HOME to support housing for asylum seekers. This partnership includes a shared staff member who leads housing intake, education and support at Hope House. Thanks to QHC/Project HOME’s strong relationships with landlords, 99% of our clients maintained stable housing without eviction in the past year. In 2023, we launched a partnership with the Maine Department of Labor/Maine Career Centers to relocate the Work Permit Clinic to the library, allowing us to serve more clients and co-locate with career center staff. Most recently, we launched our pilot Digital Literacy Program as we saw the majority of our clients struggle with basic computer skills. We began offering digital education in 2024. Over the last few years, Hope Acts has made a significant investment in the Salesforce Client Management System. Hope Acts maintains comprehensive client records, including demographics, and tracks all interactions and services. We are planning a major system update in 1Q 2026 that will streamline our data entry and reporting capabilities, and serve clients more effectively. Hope Acts experiences very low employee turnover. Half of our employees are from the community we serve, and all were Hope Acts clients and/or volunteers before we hired them.

**C.9. Experience Providing Service**

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

**Please summarize current licensing and accreditations obtained.**

Our team has extensive experience in immigrant services and program development. Key staff members include: - Martha Stein – Executive Director: Martha joined Hope Acts in 2018 after 18 months on the board. With twenty years of nonprofit experience, she has seen the organization through a period of growth, and broadening of services- Madeleine Saucier – Deputy Director: Madeleine joined in 2024 after managing programs at the Maine Immigrants’ Rights Coalition for three years. She has also worked as an immigration legal analyst in Portland and at Catholic Charities Refugee & Immigration Services. - Alice Kabore – Program Director: Alice oversees our individualized client service programs and she manages a large group of volunteers. Alice services on the Board of Avesta Housing. Sarah Gauvin - Oversees our Education Programs. Sarah first came to Hope Acts as a volunteer teacher. She became program manager several years ago. She leads a group of volunteer teachers. Her work has expanded to develop and oversee our Digital Literacy program. Dawan Lamson - Our Systems/Admin Manager brings over 15 years of expertise in data analytics. Her work customizing our Salesforce database allows Hope Acts to understand trends, better serve clients and provide detailed reporting to funders and partners. Our staff members come from several different countries, and collectively speak more than 10 languages. Their lived experience and common language and culture with the majority of our clients allow staff to build trust and effectively work with our clients.

**C.10. Financial Need**

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

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

Hope Acts' services are labor-intensive. Payroll is, by far, the largest part of our operations budget—over 80%. Client needs are complex and the environment in which we operate is becoming more so as government policies negatively impact the people we serve. Hope Acts eliminated 3 positions in April 2025 when we closed our Asylum Application Resource Center. This decision was made when our volunteer attorney overseeing this program retired, and funding previously provided by the state was no longer available. Without CDBG funds, we would likely need to cut at least one full-time and one part-time position. While we have strong individual and foundation support, operational costs (health insurance, utilities, accounting, etc.) are increasing rapidly. Hope Acts will be completing a capital campaign for our building (Hope House) by mid 2026 and we will move our staff back from the YMCA. Additionally, our apartments will be ready to accept 13 homeless asylum seekers once again. We expect to realize savings from improved energy efficiency, fewer emergency repairs, etc. once the renovations are completed, but the unit cost increases for electricity and other expenses might offset the gains.

### **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.**

As noted above, Hope Acts is completing a capital campaign in addition to raising funds for our general operations. Hope Acts operates on a calendar year. We have a single multi-year grant (Clowes Foundation @ \$30K/year for 3 years, totaling \$90K) and many long-time funders who continue to support us. That said, many foundations are diverting their limited resources to food assistance as Federal funding for food has been cut, creating a crisis throughout the state and country. Hope Acts funds noted in the budget are secure. We ended 2024 in a strong financial position and expect that 2025 will be the same—both meeting our operations budget and completing our capital campaign. In-kind contributions - Hope Acts is in our 4th year of providing services at the Portland Public Library – our work permit clinic and digital literacy classes are held there at no cost to us. The YMCA of Southern Maine is graciously hosting Hope Acts staff, clients, and volunteers at no charge while our building is under construction. Hope Acts also counts over 8000 volunteer hours by about 80 individuals over the year, representing nearly a 4-FTE equivalent headcount. Almost all of these hours are direct client service.

### **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.**

As previously stated, the majority of the program budget is payroll (77%). Employee expenses are spread across programs they support, with some working across programs and others, like our Education Manager, only work in one program and all of her expenses are allocated to this program. Our work has shifted dramatically since the beginning

of 2025 as Federal policy changes have made our clients' lives more difficult and our work more complex. Our total budget includes payroll, contracted services (consultants to assist in the creation and delivery of digital literacy education, language interpretation, accounting/bookkeeping and marketing/PR costs). Office operations include a prorated amount of our office expenses (computers, internet, printing, postage, client management system, website, insurance, etc.). Program expenses include printing and postage directly related to client work, computers, and technology for programs, and other expenses related to the delivery of services. Office use is a prorated portion of utilities and insurances charged back to the program. Hope Acts received CDBG funding for 2025-2026. There is both a change of services and an increase in services offered, making it difficult to make a direct comparison. As explained in the program narrative, the amount of work by Hope Acts and our clients to obtain a work permit has grown in complexity, and the number of visits to our office to complete the process has increased, even though the total number of clients will decrease from past years. The Education program was not part of our previous CDBG funds. The digital literacy funds we anticipated were canceled by the federal and state governments.

## D. Program Budget Detail

Completed by martha@hopeacts.org on 11/17/2025 11:00 AM

Case Id: 30674

Name: Hope Acts - 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.**

\$150,000.00

**D.2. Total Program Budget**

\$605,000.00

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

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
payroll & benefits	\$465,000.00	\$140,000.00	\$325,000.00	see narrative	Pending
contracted services	\$50,000.00	\$5,000.00	\$45,000.00	see narrative	Pending
office operations	\$35,000.00	\$0.00	\$35,000.00	Hope Acts	Committed
program expenses	\$40,000.00	\$0.00	\$40,000.00	Hope Acts	Committed
office use	\$15,000.00	\$5,000.00	\$10,000.00	see narrative	Pending
	\$605,000.00	\$150,000.00	\$455,000.00		

## E. Required Documents

Completed by martha@hopeacts.org on 11/17/2025 2:12 PM

Case Id: 30674

Name: Hope Acts - 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**

Hope Acts Org Chart 11-2025.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**

Hope Acts Bylaws REV 8\_22\_23.docx (2).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**

Hope Acts Board of Directors as of November 2025.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 11/26/2025

**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**

Hope Acts Letter of Support 11.14.25.pdf

YMCA Letter of Support for Hope Acts 11.13.2025.pdf

2025 Hope Acts CDBG.pdf

Hope Acts support letter Linda Carleton.pdf

CDBG LOS QHC.pdf

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

Hope Acts Budget 2025 (2).pdf

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

Hope Acts - 2024 - Finalized Financial Statements (2).pdf

**Non-Discrimination Policy**

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

*\*\*No files uploaded*

**Project Timeline \*Required**

Hope Acts CDBG Timeline 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**

501 c3 letter.pdf

**Whistleblower Policy**

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

*\*\*No files uploaded*

Other Document Type

*\*\*No files uploaded*

## Submit

Completed by martha@hopeacts.org on 11/17/2025 3:57 PM

**Case Id:** 30674

**Name:** Hope Acts - 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

Martha Stein

*Electronically signed by martha@hopeacts.org on 11/17/2025 3:56 PM*

### Title

Executive Director

## Overview

Completed by michelle@gpfamilypromise.org on 11/13/2025 5:55 PM

**Case Id:** 30675

**Name:** Greater Portland Family Promise - 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 amy@gpfamilypromise.org on 11/14/2025 4:13 PM

Case Id: 30675

Name: Greater Portland Family Promise - 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**

Greater Portland Family Promise

**A.2. Mailing Address**

P.O. Box 11048 Portland, ME 04104

**A.3. Federal ID Number**

81-2565353

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

T8T9ML6W4RH7

#### APPLICATION POINT OF CONTACT

**A.5. Name**

Michelle Lamm

**A.6. Phone**

(207) 200-7327

**A.7. Email**

michelle@gpfamilypromise.org

#### EXECUTIVE DIRECTOR

**A.8. Name**

Michelle Lamm

**A.9. Phone**

(207) 200-7327

**A.10. Email**

michelle@gpfamilypromise.org

#### PROJECT DIRECTOR

**A.11. Name**

Michelle Lamm

**A.12. Phone**

(207) 200-7327

**A.13. Email**

michelle@gpfamilypromise.org

#### FINANCIAL DIRECTOR

**A.14. Name**

Amy Holland

**A.15. Phone**

(207) 841-3627

**A.16. Email**

amy@gpfamilypromise.org

## B. Project Information

Completed by amy@gpfamilypromise.org on 11/17/2025 1:05 PM

Case Id: 30675

Name: Greater Portland Family Promise - 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)

Homelessness Prevention and Housing Stabilization

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

22 Pleasant Ave Portland, ME 04103

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

Yes

Enter additional service addresses:

Street Address	City	State	Zip Code
156 High Street			

### 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?**

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Yes

Please check the appropriate populations

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

#### B.5. HUD Program Objectives

Indicate which HUD program objective this program will address:

Providing Decent Affordable Housing

#### B.6. Priority Impact Level

The City of Portland CDBG Goals and Priorities:

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

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

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

**Beneficiaries**

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

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

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

340

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

196

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

100.00%

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

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

The unit of service is program staff hours providing homelessness prevention and housing stabilization services. One hour of staff time equals one unit of service.

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

4,084

**Budget and Organizational Questions**

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

36.50%

**Program Objectives and Outcomes**

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

- 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.

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

Basic needs are met: Families access temporary housing, food, public reducing immediate crises and improving quality of life. Reduced shelter system reliance: Families remain housed and avoid recurring homelessness, decreasing demand on emergency shelters and other crisis services. Families achieve stable housing: Families transition from homelessness or housing instability into safe, affordable, permanent housing. Improved self-sufficiency: Families increase financial stability and independent living skills through case management, tenant education, and supportive services. Children and families thrive: Educational, economic, and social needs of children and parents are addressed,

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supporting overall family well-being and long-term stability.

**B.16. Employees**

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

	Totals
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?**

Beneficiary information will be collected through the program's intake and 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. Numbers of families served will be tracked and documented through Family Link.

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

Staff hours will be tracked and documented through Clockify, our time-tracking system, in which employees log hours daily by program and activity. The Director of Finance generates reports from Clockify and ADP for CDBG reimbursement and compliance.

**B.19. 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. GPPF staff review outcome data regularly to support continuous improvement and ensure the program adapts to emerging needs.

## C. Narrative

Completed by michelle@gpfamilypromise.org on 11/17/2025 2:18 PM

Case Id: 30675

Name: Greater Portland Family Promise - 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.

Greater Portland Family Promise helps families experiencing homelessness achieve sustainable independence through a community-based response. GPPF believes that every family deserves a home, livelihood and the opportunity to build a better future. The Homelessness Prevention and Housing Stabilization program serves families experiencing homelessness or at risk of homelessness in Greater Portland. The program serves approximately 85 families (340 individuals) in Greater Portland annually, of which over half are residents of Portland, connecting families with safe, affordable housing and supporting families as they work toward long-term independence and stability. Greater Portland Family Promise comprehensive, wraparound services include: Transitional Housing – Temporary housing while families search for permanent homes Housing Navigation – Application support and leasing assistance Benefits Access – Help applying for GA, SNAP, TANF, MaineCare, and WIC Education & Employment – Support enrolling children in school and connecting parents to education and training programs Financial Assistance – Help with rent, security deposits, and utilities Food Program – Monthly food assistance and grocery gift cards Move-In Support – Furniture, kitchenware, cleaning supplies, and toiletries at move-in Housing Stabilization – Ongoing tenant education, advocacy, mentorship, and case management At the core of GPPF's approach is authentic hospitality, welcoming families with dignity and empathy. GPPF walks alongside families every step of the way, building trust, relationships, and long-term stability while helping them achieve lasting independence.

### C.2. Community Need Description

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

Greater Portland Family Promise is a trusted social service provider, offering homelessness prevention and housing stabilization services since 2017. GPPF operates transitional housing, provides housing navigation case management, and delivers ongoing housing stability support to families experiencing or at risk of homelessness. Through these services, GPPF helps families secure permanent housing and remain safely housed. Locally, research shows that nearly half of Maine's homelessness count was in the City of Portland. MaineHousing's January 22, 2025 Point in Time count found 2,413 people experiencing homelessness in Maine. At the same time, housing affordability remains a serious challenge: rising rents, a low vacancy rate, and cost burdened households mean many families are at imminent risk of homelessness. The lack of stable, affordable housing directly contributes to repeated housing instability, educational disruption for children, and diminished family well being. Greater Portland Family Promise plays a critical role in the region's coordinated response to family homelessness. Through comprehensive case management, housing navigation, rental assistance, and housing stabilization services, GPPF helps families to both secure permanent

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housing and remain safely housed. These efforts directly advance the City of Portland’s Consolidated Plan and Continuum of Care priorities of preventing homelessness, increasing housing stability, and fostering equitable access to essential services. Because the need remains high, particularly for families with children, GPF’s Homelessness Prevention and Housing Stabilization program is essential. By providing comprehensive, wraparound support, the program ensures families not only survive periods of housing instability but also thrive, achieving long-term independence and stability.

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

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

Greater Portland Family Promise’s Homelessness Prevention and Housing Stabilization program helps families experiencing or at risk of homelessness achieve stable, permanent housing and long-term self-sufficiency. GPF ensures that families’ basic needs are met by providing temporary housing, food, and access to permanent housing helping to reduce immediate crises and stabilize households. Families experience reduced reliance on emergency shelters, maintaining housing and avoiding repeated episodes of homelessness. Through the program, families achieve stable housing, transitioning from homelessness or housing instability into safe, affordable, permanent homes. The program also promotes improved self-sufficiency, as adults gain financial stability, independent living skills, and tenant knowledge through case management, education, and supportive services. Children and families thrive as their educational, economic, and social needs are addressed, supporting overall family well-being and long-term stability. By keeping families housed and reducing reliance on emergency services, the program strengthens neighborhood stability, reduces the strain on shelters and social services, and supports healthy child development. Families are empowered to build independent, resilient lives, contributing to a stronger, more stable Greater Portland community.

### **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**

Greater Portland Family Promise’s Homelessness Prevention and Housing Stabilization program aligns with the City of Portland’s priorities, which emphasize preventing families and individuals from entering the shelter system, rapidly rehousing those who do, and ensuring equitable access to housing and supportive services. Through its comprehensive, wraparound approach, GPF ensures families not only avoid immediate housing crises but also gain the skills, stability, and resources needed for long-term independence and community integration, fully supporting both CDBG and local municipal goals. Greater Portland Family Promise meets the CDBG goal of addressing the needs of the growing homeless population by preventing and reducing homelessness. GPF provides transitional housing, housing navigation, case management, and supportive services to families experiencing or at risk of homelessness. By helping families secure safe, permanent housing, maintain stability, and access essential resources, the program directly prevents homelessness and reduces reliance on emergency shelters. Through case management, supportive services, and housing stabilization case managers help families remain housed, build self-sufficiency, and achieve long-term stability.

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

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

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

Greater Portland Family Promise’s Homelessness Prevention and Housing Stabilization program directly addresses the City of Portland’s priority to prevent and reduce homelessness by providing families with comprehensive, high-impact services that align with both high-priority and priority CDBG activities. The program ensures families have access to safe, temporary transitional housing, food, and other emergency supports that stabilize households during crises, meeting high-priority needs identified by the City of Portland. In addition to immediate stabilization, GPPF provides housing navigation and case management, supporting families in securing safe, permanent housing and preventing future episodes of homelessness. The program offers financial assistance for rent, security deposits, utilities, and essential household items, consistent with priority-level activities such as rental assistance and referrals for mental health services to assess and provide services for at risk populations. Housing stabilization case managers work closely with families to build self-sufficiency through tenant education, landlord mediation, and skill-building, ensuring long-term stability and reducing reliance on emergency shelters and other crisis services. By combining emergency support, housing services, and long-term stabilization, GPPF addresses both urgent and systemic needs. Families can maintain housing, improve financial and employment stability, and support children’s educational and social development. This holistic approach prevents homelessness from recurring, decreases the demand for emergency services, and strengthens family and community well-being, fulfilling both the high-priority and priority objectives of the CDBG program.

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

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

1. **Consistent. All projects and programs will be reviewed with respect to the Consolidated Plan and other HUD requirements; City goals, priority impact levels, and other CDBG or HOME investments. Proposals should be coordinated with relevant City Departments where appropriate and align with City initiatives. City plans can be found online at Portland's Housing Community Development [Website](#) Measurable Community Impact. Programs and projects will be evaluated based on how well they create a significant and measurable community impact.**

2. **Diversity and Inclusiveness.** Programs and projects shall address diversity and be inclusive in order to engage differences and create a culture of belonging.
3. **Priority to Lower Incomes.** Priority will be given to projects and programs that serve the lowest income persons.
4. **Leveraged Funding.** CDBG should not be the only source of funding for a program or project; leveraging other funds is essential.

Greater Portland Family Promise’s guiding principles center on supporting families experiencing or at risk of homelessness with dignity, empathy, and respect. The organization provides comprehensive, wraparound services that meet families’ housing, financial, educational, and social needs while promoting self-sufficiency and long-term stability. GPFPP is committed to inclusivity and cultural responsiveness, ensuring services are accessible to families of all backgrounds. Through qualitative data collection and qualitative narratives from families GPFPP tracks outcomes, evaluates program effectiveness, and continuously adjusts services to maximize impact. At its core, GPFPP emphasizes authentic hospitality, trust-building, and family-centered care, creating a supportive environment where families can thrive. Greater Portland Family Promise leverages funding from a variety of sources, including individuals, congregations, businesses, civic organizations, private foundations, and other government grants. This diverse funding base ensures sustainability and allows CDBG dollars to be used strategically to expand services, stabilize families, and maximize community impact.

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

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

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

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

Greater Portland Family Promise’s work is grounded in strong, cross-sector partnerships that enhance service coordination, prevent duplication, and ensure families have consistent access to a full range of community support. GPFPP works closely with the City of Portland’s Social Services Division and General Assistance (GA), Portland Public Schools’ McKinney-Vento Homelessness Liaison, Avesta Housing, healthcare partners, and a network of social service agencies to promote housing stability and prevent homelessness. GPFPP collaborates extensively with the City of Portland Social Services Division, ensuring families can efficiently access benefits, crisis support, and homelessness prevention resources. Through our partnership with Portland Public Schools’ McKinney-Vento program, GPFPP supports families whose housing instability disrupts student learning. The McKinney-Vento Liaison frequently refers families to GPFPP for rental assistance, housing navigation, and stabilization services, strengthening educational continuity and reducing school mobility. GPFPP maintains a strong relationship with Avesta Housing and other landlords, coordinating on housing applications, move-ins, landlord communication, and long-term tenancy supports. The program also receives referrals from healthcare partners, including MaineHealth and Greater Portland Health. These collaborations ensure families whose health is affected by housing instability or whose medical needs require stable housing are connected with GPFPP and make referrals for housing support, rental assistance, and long-term stabilization services. GPFPP’s work with healthcare providers helps reduce preventable health crises and supports whole-family well-being. To meet escalating financial needs, GPFPP coordinates closely with community-based rental assistance providers, including ProsperityME and The Opportunity Alliance. GPFPP both makes and receives referrals to

secure emergency rental assistance, utility support, and financial coaching. These partnerships help families access layered supports, strengthen economic stability, and avoid entering the shelter system. Together, these collaborations reflect GPF's integral role in Portland's homelessness response network. By maintaining strong partnerships across education, housing, healthcare, and social services, GPF ensures families receive comprehensive, coordinated care that promotes stability, prevents homelessness, and advances the City of Portland's goals for equitable access to housing and essential services.

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

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

Greater Portland Family Promise is fully prepared to implement the Homelessness Prevention and Housing Stabilization program immediately upon receipt of CDBG funding. The program operates year-round, with trained staff, established service protocols, and strong referral networks already in place. CDBG funding will support the continuation and expansion of services beginning July 1, 2026, in alignment with the City of Portland's CDBG program year. Intake assessments and outreach for new families will begin in July and continue throughout the year, including referrals from the City's Social Services Division, General Assistance, Portland Public Schools (McKinney-Vento), MaineHealth, Greater Portland Health, Avesta Housing, ProsperityME, and The Opportunity Alliance. On a monthly basis, staff will provide case management sessions, housing navigation, landlord engagement, rental application assistance, and distribution of rental, utility, and essential needs support, with all services tracked and recorded. GPF staff will conduct quarterly family check-ins to coordinate care and collaborate with partner agencies to make sure families' needs are met. GPF will prepare quarterly performance and finance reports. With all staffing, systems, and partnerships already established, GPF is ready to proceed and capable of achieving all program milestones on schedule.

### **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.**

Greater Portland Family Promise has been providing homelessness prevention and housing stabilization services since 2017, delivering wraparound support to families experiencing or at risk of homelessness in Greater Portland. GPF operates transitional housing programs, offers housing navigation and application assistance, provides housing stabilization case management and financial assistance. Over the past several years, GPF has successfully assisted hundreds of families in securing safe, affordable, permanent housing while promoting long-term self-sufficiency through tenant education, landlord mediation, and individualized supportive services. The organization has experience managing state and local funding streams, including prior CDBG awards and private foundation grants, ensuring compliance with reporting requirements, performance metrics, and financial oversight. GPF maintains a robust data tracking system to monitor outcomes, assess program impact, and inform continuous improvement. Staff are trained in best practices for housing navigation and housing stabilization case management, allowing GPF case managers to serve families effectively.

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

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

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

Greater Portland Family Promise’s funding structure includes individual, congregational, and other unrestricted contributions to fund our administrative costs, including our non-program/operational staff costs. Our homelessness prevention and housing stabilization program is funded through restricted donations, smaller grants from business and civic organizations, mid-sized grants from foundations and our largest grants from government sources. We rely on grants of all sizes to fully fund our work. CDBG funds from Portland have been integral in funding a portion of our program staff costs over the last several years since it is not possible to fund the full scope of our program with private funds alone. We were able to stretch out our ARPA grant funding over 3 years, but that has been fully expended. In 2025 we were denied grants from United Way of Southern Maine, Maine Community Foundation, and John T. Gorman Foundation, thus creating an even greater need for CDBG funding. We also recently received the third and final installment of a small three-year grant from the Evangelical Lutheran Church in America for our food program, and it appears that Good Shepherd Food Bank will not be able to fund us in the future. Wayside and Preble Street also discontinued the food donations that they had been making to our food program. GPF uses ongoing evaluation to assess the need for additional funds each year to cover our administrative, program and staff expenses as the need grows and costs increase across the board. We are continuously seeking out new funding opportunities to keep up with the increase in our overall costs. We have been able to increase our revenue in unanticipated ways each year as the need for our programming grows, but without CDBG funding from Portland, we will have to reduce program services to Portland families.

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

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

All funds for the 2026-2027 program year are projected. Greater Portland Family Promise is currently receiving City of South Portland CDBG funds, and we will apply again to South Portland for the maximum grant amount of \$25,000 for 2026-27. GPF will apply for non- government grants from many foundations and groups, including the John T. Gorman Foundation, the Sam L. Cohen Foundation, Maine Community Foundation, and Family Promise national. We will continue to research and apply for additional grant funding. We also rely on individuals, congregations, and civic organizations to fund our program and organization, and we will work to increase these contributions, knowing that much depends on the economy.

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

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

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

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

The budget request for \$127,625 from the City of Portland CDBG represents 36.5% of our total Greater Portland Homelessness Prevention and Housing Stabilization budget. The unit of service is program staff hours providing homelessness prevention and housing stabilization services, including case management, housing navigation, moving assistance, and food delivery. We estimate that the amount of program staff hours needed to run the program in Portland is 4,084, and our CDBG request reflects those hours serving residents of Portland. The staff members providing these services will include 2 full time case managers, 1 full time program manager, and our executive director (40% of time spent on program). We are requesting an increase from the 2025-26 CDBG allocation (although

we're requesting slightly less than our 2025-26 request) because we want to maintain and expand services provided to Portland families, with a goal of serving 49 families/196 individuals. The need for homelessness prevention and housing stabilization services continues to grow as does the cost of providing those services. We will increase wages in 2026 in order to keep up with cost of living increases, remain competitive, and maintain our excellent staff. Other program expenses in addition to staffing include the program share of administrative costs, keeping our van on the road (used for transporting clients and moving client belongings into new apartments), running and maintaining the home on Pleasant Avenue that we use for transitional housing, and direct financial assistance to stabilize the families we serve. These other program expenses, including rent assistance, food, mileage, fuel, and moving costs, are also increasing along with inflation. As explained in C.10, we have experienced a loss of funding with the denial this year of several applications to foundations from which we have previously received funding. In addition, it is getting much harder to get grants and food donations to run our food program, just as food pantries are struggling to feed more and more hungry families.

## D. Program Budget Detail

Case Id: 30675

Name: Greater Portland Family Promise - 2026

Completed by amy@gpfamilypromise.org on 11/14/2025 2:20 PM

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.**

\$127,625.00

**D.2. Total Program Budget**

\$350,011.00

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

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Personnel expenses-program staff wages and payroll taxes	\$221,011.00	\$127,625.00	\$93,386.00	Other CDBG, MaineCF, other foundations Foundations and ind/cong donations	Pending
Personnel expenses-program staff benefits	\$3,000.00	\$0.00	\$3,000.00	Foundations and ind/cong donations	Pending
Administrative	\$10,000.00	\$0.00	\$10,000.00	Foundations and ind/cong donations	Pending
Vehicle expenses	\$5,000.00	\$0.00	\$5,000.00	Foundations and ind/cong donations	Pending
Facility expenses (housing)	\$35,000.00	\$0.00	\$35,000.00	Rent collection, facility reserves	Pending
Direct financial assistance	\$35,000.00	\$0.00	\$35,000.00	Family Promise nat'l, foundations, ind/cong	Pending
Food program	\$32,000.00	\$0.00	\$32,000.00	Foundations, Ind/cong donations	Pending
Insurance	\$8,000.00	\$0.00	\$8,000.00	Ind/cong donations	Pending
Misc program expenses	\$1,000.00	\$0.00	\$1,000.00	Ind/cong donations	Pending

	\$350,011.00	\$127,625.00	\$222,386.00		
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## E. Required Documents

Case Id: 30675

Name: Greater Portland Family Promise - 2026

Address: \*No Address Assigned

Completed by michelle@gpfamilypromise.org on 11/17/2025 2:19 PM

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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**

2025 GPFPP Organizational Chart.pdf

**Articles of Incorporation/Bylaws**

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

Articles Of Incorporation GPFPP.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**

GPFPP Board of Directors 2025.pdf

**Conflict of Interest Policy**

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

**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**

GFPF Letters of Support merged.pdf

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

GFPF\_FY25 Budget\_approved.pdf

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

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

**Project Timeline \*Required**

GFPF HP\_HS 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**

501c3 IRS GFPF.pdf

**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 2:20 PM

**Case Id:** 30675

**Name:** Greater Portland Family Promise - 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

Michelle Lamm

*Electronically signed by michelle@gpfamilypromise.org on 11/17/2025 2:19 PM*

### Title

Executive Director

## Overview

Completed by dan@qualityhousingcoalition.org on 11/17/2025  
10:55 AM

**Case Id:** 30679

**Name:** Quality Housing Coalition - 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 dan@qualityhousingcoalition.org on 11/17/2025  
11:17 AM

Case Id: 30679

Name: Quality Housing Coalition - 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

Quality Housing Coalition

#### A.2. Mailing Address

75 Washington Ave Suite 2F Portland, ME 04101--2665

#### A.3. Federal ID Number

82-4353021

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

KTHKA4GF4KL8

### APPLICATION POINT OF CONTACT

#### A.5. Name

Victoria Morales

#### A.6. Phone

(207) 216-0643

#### A.7. Email

victoria@qualityhousingcoalition.org

### EXECUTIVE DIRECTOR

#### A.8. Name

Victoria Morales

#### A.9. Phone

(207) 216-0643

#### A.10. Email

victoria@qualityhousingcoalition.org

### PROJECT DIRECTOR

#### A.11. Name

Lucas Schrage

#### A.12. Phone

(207) 321-1276

#### A.13. Email

lucas@qualityhousingcoalition.org

### FINANCIAL DIRECTOR

#### A.14. Name

Daniel Black

#### A.15. Phone

(207) 831-2824

#### A.16. Email

dan@qualityhousingcoalition.org

## B. Project Information

Completed by dan@qualityhousingcoalition.org on 11/17/2025  
3:33 PM

Case Id: 30679

Name: Quality Housing Coalition - 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)**

Project Home

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

75 Washington Avenue Suite 2F Portland, ME 04101--2665

**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:

Providing Decent Affordable Housing

**B.6. Priority Impact Level**

The City of Portland CDBG Goals and Priorities:

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

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

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

**Beneficiaries**

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

Quality Housing Coalition (QHC) serves low and very low-income children, families, and adults earning below 60 percent of the Area Median Income (AMI). In practice, the households we meet average just 23 percent of AMI, well below the Federal Poverty Level, which severely limits their ability to meet basic needs such as food, transportation, and healthcare. All clients are either experiencing homelessness or at imminent risk of losing their housing. The households served reflect some of the most vulnerable populations in Maine: -83% are parents raising children under 18 -66% are single mothers -60% are people of color, -20% are young adults with foster care and justice system involvement -10–15% identify as LGBTQ Most QHC families and individuals seeking stable housing are referred through partners such as the Portland Public Schools, Portland Housing Authority, Hope Acts, and local hospitals and health centers. Over the past eight years, QHC has worked with these partners to streamline the referral process, recognizing that educational, medical, and social service goals cannot be met when clients lack stable housing. We are also working to de-silo systems of care, acknowledging that people’s lives are interconnected and that stable housing is the foundational need upon which other outcomes depend. Nearly all QHC clients are considered ALICE (Asset Limited, Income Constrained, Employed). They are working—often in essential roles such as childcare, retail, food service, maintenance, transportation, and healthcare support—yet remain unable to afford basic household necessities. Statewide, 51 percent of renter households (approximately 60,000 to 70,000 families) are either ALICE or living at or below the Federal Poverty Level (FPL), spending 30 to 50 percent or more of their income on rent. Although these households qualify for federal housing assistance, access is limited, with only about 12,000 housing vouchers available statewide. For the majority without a voucher, private-market and nonprofit housing providers typically require renters to earn 2.5 to 3 times the monthly rent and maintain a credit score of around 600 or higher—or else secure a lease guarantor or co-signer. In Portland and other employment hubs, a modest two-bedroom apartment now costs between \$1,850 and \$2,600 per month—requiring an annual household income of roughly \$80,000, nearly double what most Maine renters earn. QHC is deeply committed to serving school-aged children and their families. In 2020, at the onset of the pandemic, we began partnering with the Portland Public Schools to house students and families experiencing or at risk of homelessness. As teachers and social workers gained new visibility into the living conditions of housing-insecure students through remote learning, the urgent need to prioritize support for children and families became undeniable. Since 2018, QHC has housed 2,059 households—83 percent of which are caring for children under 18, and 66 percent of those families are led by single mothers. QHC is also dedicated to supporting youth aging out of foster care, who often transition into homelessness without stable family networks. It is believed that 80-100 of these youth transition into adulthood each year, and the majority are from Portland or end up in Portland. In 2021, we began a partnership with the Portland Housing Authority to provide housing navigation and stabilization services for more than 50 deeply resilient young people each year. These youth represent an average age of 21.5 years, with 19 percent living with disabilities, and an average annual income of \$6,046. Demographically, 4 percent identify as American Indian, 15 percent as African American or Black, and 81 percent as White. Across all populations served, our clients lack family or community support and are routinely excluded from the traditional rental market due to age, low income, limited or no credit history, prior evictions, lack of references, criminal backgrounds, or involvement with child welfare or juvenile justice systems.

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

920

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

920

**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

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5 of 22

bed nights in a shelter are common units of service.

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

Units of service comprise direct work with clients and navigating every housing, health and financial system involved in their lives to ensure they stay stably housed for two years, including contacts such as: in-person intakes; housing search; communication with landlord/client to secure unit; apartment viewings and pre-housing quality assurance inspections; housing preparation and lease education with clients; lease signing; move-in process; phone and email communication with clients, landlords and service providers throughout the tenancy; in-home visits conducting home inspections; landlord/tenant mediation; lease renewal; health needs assessments; health navigation to secure health insurance; health navigation to establish a primary care physician and/or specialists; one-on-one employment and educational goal setting; crisis planning; paperwork/online applications for TANF, Social Security, MaineCare, SNAP, utility companies, housing authorities and landlords, General Assistance, medical providers, social workers, court requirements. Staff use a client relationship management system to track data on interactions that includes the dates, people involved and notes for all units of service.

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

10,000

**Budget and Organizational Questions**

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

7.10%

**Program Objectives and Outcomes**

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

Project Home is designed to provide a structured, evidence-informed pathway for families and individuals experiencing homelessness or housing insecurity. Our overarching goal is to move clients from crisis and instability to long-term self-sufficiency within a two-year timeframe. We define success not only by securing housing but by ensuring that clients have the tools, support, and resources necessary to maintain stability, improve health outcomes, and achieve financial independence. Project Home Objectives SECURE AND MAINTAIN HOUSING Project Home's first objective is to place clients into quality, affordable, and stable rental housing with partner landlords. Staff provide intake assessments; navigation of resources; a triage process with each household to view and choose units available from partner landlords; facilitation of lease signing and move-in; and monthly housing inspections. A financial lease guarantee underwrites each unit for two years to ensure that rent is paid and conflicts are resolved. The program emphasizes ongoing housing stability through proactive interventions, mediation with landlords, and financial guarantees. PRIORITIZE HOUSING FOR YOUTH Youth are at the heart of our work because the effects of housing instability during childhood and young adulthood are profound and long-lasting, disrupting every aspect of a young person's life -- education, mental and physical health, and emotional development. Children in families facing housing insecurity endure chronic stress that affects learning, concentration, and social connection, while older youth aging out of the foster care system often navigate early adulthood without the safety net most of their peers rely on. Without stable housing, they risk falling into cycles of homelessness, unemployment, and poverty that can persist for years. In the coming year, we will expand our partnership with Portland Public Schools to identify and support students experiencing or at risk of homelessness, ensuring families receive housing assistance before crises escalate. We will also deepen our collaboration with the Portland Housing Authority to maximize the use of Foster Youth Initiative (FYI) vouchers, helping youth aging out of foster care secure safe, affordable housing and access the supportive services they need to succeed. ACCESS HEALTH CARE Stable housing is strongly correlated with improved health outcomes. Our second objective is to ensure that every client can access affordable health insurance and establish a relationship with a primary care provider. By addressing both physical and mental health needs early, we help prevent crises that could jeopardize housing stability and workforce participation. Access to healthcare also reduces reliance on emergency care and promotes long-term well-being, which is essential for self-sufficiency.

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**ACHIEVE FINANCIAL SELF-SUFFICIENCY** The third objective focuses on meaningful employment and financial independence. Clients are supported in securing employment that aligns with their skills and career aspirations while providing sufficient income to meet living expenses without relying on public or private assistance. Our approach includes life and career coaching, workforce development programs, education opportunities, and connections to employer partners. Self-sufficiency is defined as households spending less than 30% of their income on housing while maintaining financial independence.

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

Outcomes for FY2027: Permanent Stable Housing: 400 households (920 children, families and adults) who had been experiencing homelessness and housing insecurity in Portland are now in quality, affordable, and stable rental housing and not at risk of eviction. A 99% success rate is maintained of households in stable housing throughout the two-year program Former Foster Youth: 60 former foster youth, and their approximately 20 dependents, are able to utilize their FYI vouchers and are successfully housed in stable rental housing. Maintain 100% no-eviction rate; youth will not require government assistance within 4 years. Eviction Prevention: 99% of households placed in rental housing stay stably housed for at least 24 months. Health and Well-Being: Within 6-9 months, 80% of household members have health insurance and a primary care provider which will prevent crises and promote long-term wellness. Financial Security: Within 18-24 months, 80% of households are self-sufficient having increased their incomes to over 60% AMI. They spend less than 30% of their income on housing and are no longer relying on public financial assistance. Expanded Landlord Partnerships: We have doubled the number of landlord partners in Portland to 120. Improved Referral Process: Our housing navigation and eviction prevention efforts are strengthened through improved coordination and referral processes with Portland Schools and shelters, hospitals and healthcare providers, and service providers.

**B.16. Employees**

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

	Totals
How many employees are currently employed in this program?	6
How many employees will be employed in this program if it receives CDBG funding?	6
How many employees will be employed in this program if it does not receive CDBG funding?	4

**Documentation**

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

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

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

Each contact by staff interacting with clients or undertaking actions on behalf of their clients will be tracked in our database as a unit of service. We track dates, people involved and notes for all units of services in our CRM. Specifically, during the initial intake, QHC collects primary data on participants, capturing demographics, income, and housing support details, professional experience, level of English acquisition, and driving experience using a self-certification form. QHC employs a continuous process evaluation to monitor staff activities and participant progress, including client interactions and engagements with community partners, landlords and potential employers and case discussions in weekly team meetings and in supervision. We are also able to generate custom reports and program statistics for internal use and external reporting.

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

Project Home measures success through both quantitative and qualitative data, collected from intake to program

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completion. Key performance indicators include maintaining housing for two years, accessing health insurance and primary care, and securing meaningful employment. Evaluation methods include intake data on demographics, income, and skills. These include quantitative metrics such as clients served, housing placements, eviction prevention, back rent paid, and progress toward individualized goals. Qualitative data comes from resident leaders on our Advisory Committee, quarterly surveys for cash assistance participants, and ongoing feedback during home visits and one-on-one coaching. Close engagement with landlords provides additional feedback. In addition, outcomes are measured and achieved by a deeply collaborative and involved process of all staff and our regular communications with clients, landlords, social service providers, and the local and state government systems employees involved in our clients lives. Specifically: a) Staff meet as a team each week to discuss challenging cases and brainstorm solutions to maintaining stable housing for each client. b) The QHC leadership team consists of Victoria Morales, Executive Director, Dan Black, Chief Financial Officer, Rod Mahoua, Director of Workforce Initiatives, Lucas Schrage, Director of Housing Initiatives, and Peace Mutesi, Director of Economic Opportunity. The team meets weekly to discuss each program and the housing stability challenges facing our clients because housing is the linchpin that undergirds the stability in their lives and their ability to achieve the health and educational and professional goals they have for themselves and their children. Finally, we collect success stories that illustrate impact such as this response from a single dad: "I can only begin to tell you how grateful we are as a family for your help in this process. I know personally what it's like to be homeless and hungry as a teenager, and having to choose work over finishing high school. This relief allows my oldest son to focus on finishing his senior year of high school and going to college." All client data is securely stored in QHC's client relationship management system, which also tracks partner information and is regularly updated. This system allows QHC to monitor success rates and maintain comprehensive records of program participants and stakeholders.

## C. Narrative

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Case Id: 30679

Name: Quality Housing Coalition - 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.

Project Home is an integrated housing and stability model that helps adults and children move from housing and financial crisis to self-sufficiency within two years. **HOUSING:** We secure housing within the existing rental market by partnering with both market-rate and subsidized affordable property owners to: 1) remove application barriers such as low credit and income, and eviction or criminal history; 2) provide a financial lease guarantee for each unit; and 3) provide supportive services including monthly home inspections, landlord-tenant mediation, and the health and financial services described below. This financial guarantee, combined with targeted supportive services, is an innovative and effective strategy for expanding housing access and stability where even affordable housing providers follow private-market screening practices and require applicants without federal Section 8 vouchers to have a financial guarantor. This year in Portland, Project Home has prevented more than 319 evictions and secured new stable housing for 192 households, representing over 900 adults and children. This progress reflects our success in partnering with landlords who offer larger units for families and a strengthened partnership with the Portland Public Schools, which has housed 54 Portland school families—202 adults and children—experiencing or at risk of homelessness. **HEALTH OUTREACH:** The health outreach staff conducts in-home visits to assess residents' health needs, help enroll in MaineCare, ACA marketplace plans, or free care through Greater Portland Health or local hospitals, and help residents establish a relationship with a primary care provider (PCP) or specialist as needed. Nearly all residents enter housing without a PCP and rely on emergency departments for routine care. Over the past eight years, we have seen that consistent access to healthcare not only improves physical and mental health, but also directly contributes to long-term housing stability. In 2024 and 2025, staff delivered 724 health outreach services, and notably, none of the households enrolled in the program lost their housing. **FINANCIAL SECURITY:** Our workforce team builds financial resilience through personalized career coaching, job training with advanced professional English classes in fields such as healthcare and manufacturing, and employment navigation. When residents pursue meaningful employment on their chosen professional path, they are more likely to remain stably housed and achieve financial independence. For single mothers, supporting a family on one income is often untenable. Many rely on programs such as Temporary Aid to Needy Families (TANF) and SNAP, and face a difficult choice when employment opportunities arise. Taking a job can mean losing these crucial benefits before earning enough to cover rising costs of childcare, housing, and basic necessities—placing families at risk of eviction and deeper financial insecurity. To safely bridge this benefits cliff, QHC provides one year of monthly cash assistance along with financial coaching and peer support, empowering families to build stability and work toward self-sufficiency. A story of a resident illustrates the interconnected nature of our work: "I joined Project Home in July 2024, at one of the most difficult moments in my life. At the time, my two children and I were unhoused. I was staying with my daughter at a church, while my son was

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living with a family that had kindly taken him in for a few days. We felt torn apart, helpless, and uncertain about what would happen next. Through QHC, I was able to find housing and bring my family back together. We've now lived in our home for a year and three months, and it feels incredible to have stability and peace again. My children are happier, doing much better in school, and we're working together to build a future where we never have to experience that kind of separation again. QHC helped me in more ways than just housing. I received direct cash assistance for a year, which allowed me to focus on my professional goals, purchase a car so I could get to work, and even save a little. The program connected me with other women in my community and gave me guidance whenever I needed support or had questions. I also received affordable healthcare insurance navigation and assistance with my medical bills. It was such a big relief for us...for the first time, I feel excited about the future. I can afford my rent and keep food on the table, but more importantly, I have the skills and confidence to keep growing. I see myself continuing to build a career in healthcare, using everything I've learned through QHC." The model's success is due to its design - created in partnership with people with lived experience, landlords, and community partners to ensure equity and practicality. Through clear, shared responsibilities, 400 low-income households maintained stable housing annually for an investment of \$1,750 per unit.

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

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

Maine's affordable housing supply shortage is expected to take 10 to 20 years to tackle. In the meantime, 85% of Maine's rental housing is owned by private landlords, 51% of Maine renters (approximately 60,000-70,000 households) are housing insecure, and there are only about 12,000 housing vouchers available statewide (MaineHousing). Portland Housing Authority and City of Portland data show the severity of the local crisis: -Total renter households: 19,500 -Households unable to afford rent: 10,140 (52%) -Subsidized units: 2,799 -Available housing vouchers: 1,800 -Average wait time for voucher: 6 years -Households at risk of eviction and homelessness annually: 5,541 -2024-2025 Portland Schools Student Homelessness Data: 650 students With fewer than 3,000 subsidized units and a six-year voucher wait, more than half of Portland renters cannot afford market-rate housing. The vacancy rate is below 1%, compared with a healthy 5%, leaving virtually no options for lower-income renters. Households earning \$40,000 or less, typical of Portland's service and entry-level workforce, are disproportionately affected.

MaineHousing's 2024 Affordability Index shows that nearly 70% of renter households in Portland are cost-burdened, spending more than 30% of income on housing, and are at high risk of eviction or homelessness. Youth aging out of foster care face even greater risk. Nationally, 20% become homeless immediately upon aging out, and 31-46% experience homelessness by age 26 (NIH, 2023). In Maine, more than 2,000 children are in foster care, and 100-125 age out annually, typically with no financial support or family network. A 2019 MaineHousing and Continuum of Care survey found that 35% of homeless youth in Maine had prior foster care involvement, a strong predictor of prolonged homelessness and related risks such as unemployment, mental health challenges, and justice system involvement. Each year, more than 5,500 households in Portland are at-risk of eviction. The community impacts of this instability are extensive: reduced workforce participation, higher healthcare utilization, greater dependence on public assistance, increased demand for emergency shelter and emergency medical services. The Maine Homelessness System Performance Report (2024) estimates the public cost of homelessness exceeds \$30,000 per individual annually when emergency, healthcare, and legal costs are included. The Project Home model was created to overcome these exact barriers and deliver immediate housing solutions within the existing rental market.

## **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**

Now entering its ninth year, Project Home's outcomes confirm the model's effectiveness: Since January 2025, 192 new homes for 900 adults and children and 543 evictions have been prevented in Portland. This expansion of services

was made possible largely due to this CDBG investment. Success is maintaining stable housing for at least 24 months, increasing household income, and improving overall wellbeing. At the community level, when families lack housing security, the effects extend across education, employment, healthcare, and local economies. Households struggling to maintain housing are less able to sustain steady employment, access preventive healthcare, or achieve financial independence – reinforcing generational poverty and an increased reliance on public programs. The fiscal implications are equally significant. According to the Maine Homelessness System Performance Report (2024), the average public cost per homeless individual exceeds \$30,000 annually due to emergency shelter, medical, and law enforcement expenses. Stabilizing just 100 households through Project Home’s model can prevent up to \$3 million in annual public expenditures, funds that can be redirected toward long-term community development. The ripple effects of housing stability especially impact schools and workplaces. Children experiencing homelessness or housing instability have higher absenteeism and lower academic performance; Maine Department of Education data (2023) shows graduation rates nearly 20 percentage points lower than for their housed peers. Stable housing enables students to attend school consistently, reduces toxic stress, and allows teachers to focus on instruction rather than crisis management. For working parents, housing stability supports reliable employment, reducing absenteeism caused by relocations, childcare disruptions, or transportation barriers. Progress is evaluated through a robust system of data collection and accountability that includes quarterly retention checks, income and employment tracking, health and wellbeing assessments, and partner evaluations. Results are compiled annually into an outcomes report that informs continuous program improvement and resource allocation. The human impact tells the most powerful story. Each home secured through our partnerships means fewer neighbors in crisis, fewer children facing homelessness, and fewer families losing stability and hope. Eight years of coalition building with the business, housing, education, and government sectors not only achieved stable housing for 2,059 Project Home families, 99% of whom maintain stable housing and reach financial independence, but equally importantly, it is successfully advancing systems-level solutions beyond traditional anti-poverty efforts to build lasting progress toward a more equitable and sustainable future.

#### **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**

Project Home addresses the growing homelessness crisis by focusing on prevention, rapid stabilization, and long-term success – directly supporting CDBG priorities to prevent and reduce homelessness. Over the past eight years, 99% of Project Home tenants (2,049 households, 5,500 adults and children) who were previously homeless or at-risk of homelessness have maintained stable housing for at least two years. For our former foster youth, we have achieved a zero eviction rate, an unprecedented success in a population nationally least likely to sustain housing stability. No other Maine Housing voucher or foster youth program in the country has demonstrated comparable long-term outcomes. Our approach works because we go far beyond simply placing people in units. Housing stability begins with access and is sustained through intentional, years-long supportive services designed to help residents achieve self-sufficiency while fostering a sense of belonging and social connection, critical factors for preventing homelessness. Unlike most state-level housing strategies focused primarily on the 5-10 year development of affordable housing, Project Home addresses the crisis facing families today. While new construction is essential for future affordability, thousands of Mainers are being evicted or priced out of their homes right now. We fill this gap by partnering with landlords who historically have not rented to low-income tenants due to perceived financial risk. Through our financial guarantee and ongoing tenant support, we remove those barriers, turning “high-risk” applicants into reliable tenants and ensuring landlords have the confidence to participate. This model prevents eviction – a financial and emotional trauma that often marks tenants with damaged credit, legal history, and instability that makes securing

housing again nearly impossible. By intervening before eviction occurs, Project Home prevents homelessness and the cycle of poverty that often follows, while helping families rebuild trust in the rental market and confidence in their financial future. At the same time, our work contributes to broader systems change. We actively participate in statewide housing advocacy to expand the supply of affordable units through policy reform and land use and zoning improvements. This dual approach, stabilizing renters in the immediate term while shaping long-term housing infrastructure, creates both relief and resilience in Maine's housing system. We ensure that housing is not merely an asset class but a foundation for human stability, dignity, and growth. Each household stabilized through Project Home represents fewer neighbors entering shelters, fewer children disrupted by homelessness, and fewer families lost to the cycle of eviction. By meeting people where they are and addressing the crisis at its source, we are not only preventing homelessness - we are rebuilding the systems and partnerships necessary to end it.

### **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.**

Project Home addresses several of the priority areas by combining housing stabilization with holistic services that improve long-term outcomes for vulnerable populations in Portland. 1. Emergency Services to Prevent Homelessness QHC prevents homelessness before it occurs through eviction prevention and crisis intervention services. Our housing navigators work with landlords to mediate disputes, provide financial guarantees, and coordinate emergency assistance for rent arrears or utility bills. These interventions avert emergency shelter placement, reduce system costs and prevent the destabilizing impacts of homelessness, addressing the CDBG goal of emergency services that mitigate crises. 2. Mental Health Services Housing instability often exacerbates mental health challenges. Project Home integrates behavioral health support by connecting clients to primary care providers and ensuring they have insurance. By addressing health concerns, we improve household stability, reduce crisis interventions, and enhance employability, directly supporting CDBG's mental health priority. 3. Rental Assistance Access to affordable rental housing is the foundation of stability. Project Home leverages partnerships with 1,100 private landlords to unlock units for households that are often excluded due to low income, poor credit, or rental history. We combine financial guarantees and ongoing support to ensure that households can maintain housing independently. To date, we have

housed 2,402 households, 99% of whom remained housed after one year, demonstrating that targeted rental support effectively reduces homelessness and preserves community stability. 4. At-Risk Youth Services The effects of housing instability during childhood and young adulthood are profound and long-lasting, disrupting every aspect of a young person's life -- education, mental and physical health, and emotional development. Without stable housing, they risk falling into cycles of homelessness, unemployment, and poverty that can persist for years. Our partnership with Portland Public Schools enables us to identify and support students experiencing or at risk of homelessness, ensuring families receive housing assistance before crises escalate. Project Home also partners with the Portland Housing Authority Foster Youth Initiative (FYI) to provide housing paired with intensive support and ensure they also develop the skills, income, and community connections needed to achieve long-term independence. Integrated Impact By addressing these four priority areas together, Project Home creates a self-reinforcing cycle of stability. Stable housing enables access to health care and mental health services, reduces crisis incidents, and provides a foundation for education and employment. With CDBG support, QHC can expand its proven model, preventing homelessness, promoting mental health, and supporting at-risk youth while strengthening the overall resilience and economic stability of Portland's communities.

### C.6. Guiding Principles

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

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

Consistent & Measurable: QHC works closely with the City's Social Service Division, Portland Schools, and Portland Housing Authority to align with City initiatives. We are committed to taking innovative approaches and carefully measuring and evaluating their impact through data tracking and outside evaluation. Diversity and Inclusiveness: The core of our work is addressing inequalities and racial discrimination that create barriers to housing for our city's lowest income earners, who are disproportionately Black and Brown. The Covid-19 pandemic laid bare the disparities revealing that while Black and Brown Mainers represent less than 2% of Maine's entire population, they represent nearly a quarter (22%) of Mainers experiencing housing insecurity. 60% of Project Home tenants are members of Black, brown and Indigenous communities. QHC hiring practices are designed to reduce racial and class discrimination by not requiring specific education degrees, but rather valuing individuals with work and lived experience. Priority to Lower Incomes: We serve low and extremely low income individuals and families. While our upper limit is 60% AMI, our clients have an average income of 23% AMI, and very often the people we serve have zero income when they first come to us. Within our programs, we learned that mother-led households and unaccompanied young adults, majority Black and Brown, were most at-risk of eviction so we developed specific programming (Project Trust and Foster Youth Initiative) to serve their unique needs. Leveraged Funding: From its start, QHC has always leveraged funding through effective collaboration. By design, we fill the gaps in existing systems that don't prioritize stable housing. Therefore, we don't rely solely on government grants. Instead, we braid together funding sources and make them work through housing navigation. In 2025, our funding sources for Project Home include: Federal Sources 22% State and Local Government Sources 48% Private Foundations 12% Individual Donors

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

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

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

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

QHC understands that the complex problem of homelessness and housing insecurity cannot be solved alone or in silos. While QHC is applying as a single entity, collaboration is at the core of our model. Project Home was designed by a cross-sector coalition, including people with lived expertise in homelessness, landlords, businesses, caring community members, and state and local government partners, with the purpose of ensuring access to quality, affordable, stable rental housing for individuals and families who are experiencing or at-risk of homelessness. In Portland, our work is closely coordinated with the Portland Housing Authority to provide stable housing for former foster youth and with Portland Public Schools to provide stable housing for students and their families who are experiencing homelessness. We also assist households referred to Project Home by the City through the City of Portland Social Services Department. We have a long history of collaboration with a diverse network of partners whose clients and patients are experiencing housing instability, including McAuley Residence of Mercy Hospital, Hope Acts, Greater Portland Health, Southern Maine Agency on Aging, Southern Maine Community College, Maine Prisoner Advocacy Coalition, Khmer Maine, American Roots, Redfern Properties, MaineHealth, and Mercy Hospital. Each partner recognizes that housing insecurity directly undermines progress in health, education, recovery, and employment. By referring clients to Project Home, they help ensure that stable housing is secured—creating the foundation their programs need to achieve lasting impact. Beyond the public and nonprofit sectors, we engage the private rental market through relationships with over 1,100 landlords and property managers statewide. QHC removes barriers to housing by assisting with applications, providing financial guarantees, and offering years-long supportive services. This bridge between public, nonprofit, and private sectors increases housing access for households who are often excluded from the market while preventing unnecessary evictions. Through these coordinated efforts, Project Home ensures that clients receive comprehensive, culturally competent services tailored to their needs. By aligning our work with existing programs, avoiding duplication, and strengthening connections across sectors, QHC maximizes impact, supporting families and youth in achieving long-term housing stability, financial independence, and community integration.

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

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

2026-2027: Quarter 1 - July -September 2026 >Provide Responsive Housing Navigation Services • Continue partnership with Portland Housing Authority to take referrals for former foster youth experiencing homelessness or housing insecurity. • Continue partnership with Portland Schools to take referrals of children and families experiencing homelessness or housing insecurity. • Continue partnership with Portland Schools to take referrals of children and families experiencing homelessness or housing insecurity. • Continue partnership with community partners for referrals of adults and families experiencing homelessness or housing insecurity. • Improve and streamline our system of referral → intake → securing housing. • Continue providing housing/tenant education for

applicants • Continue placements of approximately 15-20 households in need in units each month, coordinate move-in logistics, furniture, food boxes. > Conduct Landlord Recruitment • Continue to identify potential new landlord partners • Provide training to new landlord partners and adopt Memoranda of Understanding Quarter 2 - October - December 2026 >Continue to Provide Responsive Housing Navigation Services (same as above) >Provide Stability Supports • Begin health outreach visits to the units of those moved in • Conduct health needs assessments • Connect residents to a PCP • Connect residents to a behavioral health professional. >Continue to Conduct Landlord Recruitment (same as above) Quarters 3 + 4 January - June 2027 • Continue all services described above • Refer residents to career coaching services. • Conversations with residents in months 8-10 about plans to renew lease or move.

### **C.9. Experience Providing Service**

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

**Please summarize current licensing and accreditations obtained.**

Since 2018, QHC has successfully placed 2,402 households units through our network of over 1,100 landlord partners across sixteen Maine counties, providing access to housing for populations historically excluded from the rental market. Our team has navigated nearly every tenancy challenge, achieving 99% two-year housing retention among clients. Today, landlords frequently approach QHC, interested in partnering to find residents for their available units. This reflects our credibility and strong reputation, reinforced by recommendations from the Rental Housing Alliance of Southern Maine, whose members are active partners in our program. Our staff is intentionally diverse and trusted in the communities we serve: -Victoria Morales, Executive Director, founding Executive Director with 20+ years of experience bridging legal, legislative, and community initiatives, and providing strategic leadership that strengthens both housing access and policy impact. -Lucas Schrage, Director of Housing Initiatives. With more than ten years of experience, Lucas leads our housing programming team of 11 and manages a combined annual budget of \$1.5 million. Lucas oversees our partnerships with the Portland School District to secure stable homes for students and families; with MaineHousing to administer our Eviction Prevention Program; and with dozens of community nonprofits. - Loliana Amange, Project Home Coordinator. With six years of experience, Loliana brings deep expertise in landlord engagement, housing access and stability services. She is skilled in landlord-tenant mediation and provides culturally and linguistically responsive services. -Austin Pine, Housing Navigator, brings four years of experience working with system-impacted youth and provides direct housing navigation and intensive case management for tenants who have experienced homelessness or grown up in the foster care system. -Rod Mahoua, Director of Workforce Initiatives, has lived experience with homelessness and now oversees our training programs, individualized job coaching and employment matching services. Fluent in French and Lingala, Rod has led workforce and stability initiatives for five years. Licensing and Accreditation: QHC holds all necessary state and local certifications to operate housing and tenant services in Maine. Our staff maintains compliance with housing program requirements, including HUD regulations, MaineHousing guidelines, and state eviction prevention programs. We adhere to best practices in nonprofit management and accounting, financial accountability, and culturally and linguistically competent service delivery, ensuring compliance, high-quality program implementation, and measurable outcomes. Through years of direct experience, robust community partnerships, and skilled leadership, QHC has demonstrated the capacity to successfully manage housing programs at scale, maintain tenant stability, and reduce homelessness in Maine.

### **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 funding is critical to sustaining Project Home’s core mission of preventing and reducing homelessness in Portland. In 2026, key state and federal funding streams that have historically supported housing navigation and eviction prevention will be eliminated. MaineHousing funding of \$235,000 annually that supported our Housing Navigator positions has also been cut. These two components are essential to our success: without them, low-income households experiencing or at risk of homelessness lose access to the expertise, guidance, and financial support necessary to secure and maintain housing. The importance of these programs is evident in recent outcomes. According to 2025 state data, eviction filings in Maine dropped by 41% and judgments by 45%, in part due to the EPP program and associated navigation services. The elimination of this funding threatens to reverse these gains, placing thousands of households at risk of eviction and homelessness, including youth aging out of foster care, single-parent families, and other vulnerable populations. CDBG support will allow QHC to bridge this funding gap, ensuring that housing navigators remain in place to assist tenants with securing rental units, navigating landlord requirements, and accessing wraparound services that stabilize families. Funding will also allow Project Home to continue providing eviction prevention support, including financial assistance for arrears, mediation services, and landlord engagement, which directly reduce the risk of displacement. Without CDBG funding, Project Home will be forced to scale back services significantly. This would mean fewer households assisted in securing stable housing, fewer eviction prevention interventions, and reduced access to health, employment, and financial stability services that are foundational to long-term self-sufficiency. While QHC will continue to operate using other grants and private donations, these sources are insufficient to fully replace the state and federal cuts, and the program’s reach and impact will be substantially diminished. CDBG funds are therefore not optional but essential. They ensure that Project Home can maintain its comprehensive, proven model of housing access, tenant support, and eviction prevention. These funds directly prevent homelessness, reduce the strain on emergency shelters and public assistance programs, and stabilize families so they can thrive, contributing to the economic and social health of the Portland community.

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

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

Quality Housing Coalition has built a broad base of support across federal, state, county and private funders that fund the organization’s programs. For Project HOME, specifically, in addition to the Portland CDBG grant requested, this program is supported by a diverse source of funding: -We received a Congressional earmark sponsored by Senator King’s office (secured) -We received a Longterm Solutions to Homelessness grant from MaineHousing (secured) -We are reimbursed for Eviction Mitigation expenses from Portland Housing Authority (PHA) (secured). -Through a partnership with PHA, we leveraged more than three times the amount of CDBG dollars with a federal match in the form of \$488,538 in former foster youth housing vouchers. Without QHC’s year-long support and financial guarantee, landlords will not accept these vouchers, leaving not only the allocated funding unused but also leaving the young people with no place to turn but the streets. (secured) -We leverage other government programs such as TANF, General Assistance, and federal housing vouchers which provide for a housing stipend, but don’t help to find housing or mediate issues as they arise. We provide those services to ensure that recipients are stably housed and work with them to avoid eviction. We also provide services that will lead to them becoming self-sufficient and off government programs. (secured) -We have been approved to bill for targeted case management for those people who have experienced homelessness and quality for MaineCare; we will provide housing stabilization services, and conservatively, will receive \$122K in 2026. (secured) -We have a team of skilled housing navigators and a housing system model (Project HOME) that works statewide to recruit landlords and ensure that tenancies are successful, therefore ensuring that clients will become self-sufficient and not need our services. (secured) -We maintain excellent relationships with governmental entities on the state and local level to untangle systems challenges and advocate for change. (secured) -We have pledged 2026 donations from individual donors and private foundations amounting to \$150,000. (secured)

## 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.**

Quality Housing Coalition's CDBG request from the City of Portland will be used to continue to provide essential housing navigation and stabilization services in the Portland community despite funding cuts at the State and Federal levels. Project Home employs 6 staff members that work on housing navigation program oversight and implementation. With a starting salary of \$55,000 for an entry level position, our staff also receive a benefits package that includes full health, vision and dental insurance, a 4% match 401K plan, and for employees with children below 6 years of age, a childcare stipend. Retaining employees is essential to the success of the organization because our clients benefit from the consistency that their relationship with our housing navigators provides. Of the \$150,000 that is requested, \$104,348 will be used to pay the salary of the Project Home team. Another \$26,087 will be used to pay benefits, taxes and fringe for this team. Finally, \$19,565 is a 15% administrative fee to cover the costs of administering the grant and the program. Please note that our request represents roughly one fifth of the total budget for this program annually. This request takes the place of a portion of the funds that will no longer be received from MaineHousing. Most importantly, this request will allow Quality Housing Coalition to effectively leverage the \$210,000 in guarantor funds that have already been secured to keep as many housing insecure Portland residents in their homes as possible.

## D. Program Budget Detail

Completed by dan@qualityhousingcoalition.org on 11/17/2025  
3:17 PM

Case Id: 30679

Name: Quality Housing Coalition - 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.**

\$150,000.00

**D.2. Total Program Budget**

\$708,369.00

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

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Project Home Program Staff	\$345,850.00	\$104,348.00	\$241,502.00	MaineCare/PPS/Donations, etc.	Pending
Benefits, Taxes & Fringe	\$87,514.00	\$26,087.00	\$61,427.00	MaineCare/PPS/Donations, etc.	Pending
Project Home Guarantor Fund	\$210,000.00	\$0.00	\$210,000.00	Private donations	Committed
Admin	\$65,005.00	\$19,565.00	\$45,440.00	MaineCare/PPS/Donations, etc.	Pending
	\$708,369.00	\$150,000.00	\$558,369.00		

## E. Required Documents

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3:24 PM

Case Id: 30679

Name: Quality Housing Coalition - 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**

QHC Organizational Chart.pdf

**Articles of Incorporation/Bylaws**

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

Articles of Incorporation & Bylaws.pdf

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

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

*\*\*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**

QHC Board Member List.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**

MaineHousing.pdf

Portland Housing Authority.pdf

Rental Housing Alliance.pdf

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

2026 Operating Budget1.pdf

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

FY2024 QHC Financial Statements.pdf

**Non-Discrimination Policy**

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

QHC Anti-Discrimination Policy (signature).pdf

QHC racial equity pledge.pdf

**Project Timeline \*Required**

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**

IRS 501c3 Determination Letter.pdf

**Whistleblower Policy**

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

*\*\*No files uploaded*

Other Document Type

*\*\*No files uploaded*

## Submit

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**Case Id:** 30679

**Name:** Quality Housing Coalition - 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

Victoria Morales

*Electronically signed by dan@qualityhousingcoalition.org on 11/17/2025 3:36 PM*

### Title

Executive Director