City of Portland
Remote CDBG Annual Allocation Committee Meeting 02.10.2021

February 10, 2021 2:00pm - 4:00 pm

1. Zoom Information

Virtual meetings are allowed using emergency legislation approved by LD 2167; 1 M.R.S. §403¬A, that authorizes cities and towns to conduct meetings online.
Please click the link below to join the webinar:
https://us02web.zoom.us/j/83436998001
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Dial(for higher quality, dial a number based on your current location):
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Webinar ID: 834 3699 8001

2. Review and Accept Minutes from Previous Meeting
   a. Minutes from the February 3, 2021 Meeting
3. Review and discussion of Development Scores
4. Review questions and answers to Social Service Applications 15-20
5. Review of Social Service Applications 21-25
6. Adjournment
7. Next Meeting: 02/17/2021

CDBG Annual Allocation Committee

Virtual Meeting- Zoom
February 3, 2021
2:00pm-4:00pm
Meeting #5 Minutes

Members in attendance: Brad Hanscom, Lawson Condrey, Lucinda Pyne, Kelley Young, Stephan Houdlette, Sam Martin, Lawson Condrey

Missing: Leslie Clague, Edward Loro

Staff members present: Mary Davis, HCD Division Director and Kelley Walsh, HCD Program Manager

1. **Review and approve notes from 4th meeting (1/27/2021)**

   Motion was made and seconded for approval of the second CDBG Allocation Committee meeting minutes

2. **Review of Social Service Applications**
   Committee discussion on Book 2 Applications, Tabs 15-20

   Members discussed the applications that would be reviewed today, noting that Greater Family Promise and Hope Acts are very similar applications; both organizations work with the Quality Housing Coalition, are similar in services rendered, and have similar records of accomplishment. It was remarked that smaller scale organizations have a tendency to know the population they are serving on a more personal level, and are able to serve to the population in a unique way.

   Members discussed recognizing innovation and new programs, versus programs that have a proven success record, noting that balance is the trickiest part of the whole dialogue. Members felt there is something to be said for both new programs and old programs, though ultimately it is how efficiently, each program uses the funding. Members did remark it is important to spread the funds as much as possible, and that new applicants tend to have a smaller financial ask that previously returning applicants. Each organization does great work and it is challenging to know how to score one better than the other does.

   I. Application 15: Hope Acts
   Members reviewed this application noting as a newer organization, the applicant has done a good job at identifying and correcting problems as they move along. The application is very specific as to how the CDBG fund will be utilized, concrete use of funding (funding positions) is good to see.

   II. Application 16:Greater Family Promise
   Members reviewed this application requesting additional information on the term and context 'housing stabilization'.

III. Application 17: City Of Portland, Oxford Street Shelter Long Term Stayers
Members reviewed this application noting the quantitative evidence around what the program has done, feeling as if this touched on measurable impact, but did not feel they provided the same service compared to Greater Family Promise.

IV. Application 18: Preble Street Florence House
Members reviewed this application noting they were struck by the number of women in need of this service, and wished there was a more permanent solution. Members noted the ask is relatively small compared to their overall budget, the CDBG request represents 2% of the program budget.

V. Application 19: Preble Street Joe Kreisler Teen Shelter
This application was reviewed with members noting it is a compelling need.

VI. Application 20: Preble Street Food Programs
Members reviewed this application noting food security is a tremendous need and an identified priority of the City Manager.

Meeting adjourned 2:30pm

Next meeting: Wednesday, February 10th 2:00pm-4:00pm

COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2021-22

II. SOCIAL SERVICE APPLICATION

COMPLETE APPLICATION CHECKLIST

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

- ☑ **A. Social Service Cover Page,** *limit 1 page*
- ☑ **B. Social Service Worksheet,** *limit 2 pages*
- ☑ **C. Social Service Narrative,** *limit 7 pages*
- ☑ **D. Budget: Revenues and Expenditures,** attached separately, *limit 1 page*
  Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative
- ☑ **E. Social Service Summary,** *limit 1 page*
  [Complete this section in whole; this is the only form forward to the City Council]

Required documents for non-profit organizations:

- ☑ **Verification of 501(c)3 Status**, *limit 1 page*
- ☑ **Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*
- ☑ **Most Recent Agency Operating Budget *Summary***, *limit 1 page*
- ☑ **Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement
- ☑ **Complete list of Board Members**

Supporting documents (subject to scoring):

- ☑ **Project Timeline** may be included in narrative or attached separately
- ☑ **Memorandum of Agreement**, limit 2 pages: may be one MOA that is two pages long or two MOAs that are one page each.
- ☐ **Letter of Support**, if there is no MOA; a letter of support may be submitted. *Limit 2 pages: can be one letter that's two pages long or two letters that are one page each.*

Signature of the President or Executive Director **Date**

[signature] 12/10/2020

A. **SOCIAL SERVICE COVER PAGE**, limit 1 page

COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2021-2022

Application Type	☒ Standard Social Service	☐ Social Service Multi Year Initiative	
Operating Agency	Wayside Food Programs		
Program Name	Direct Service Program		
Mailing Address	P.O. Box #1278 Portland, ME 04104		
Address Services are Delivered	Multiple- Please see Attachment G		
Executive Director	Mary Zwolinski	Phone 408-9122	Email mzwolinski@waysidemaine.org
Project Director	Mary Zwolinski	Phone 408-9122	Email mzwolinski@waysidemaine.org
Financial Contact	Mary Zwolinski	Phone 408-9122	Email mzwolinski@waysidemaine.org
Person who completed the Application	Laura Hamilton	Phone 775-4939	Email lhamilton@waysidemaine.org
Amount of CDBG Funds Requested	$34,000	Total Program Budget $ 407,700	
DUNS Number	876242223	Tax ID 22-2806424	

B. SOCIAL SERVICE WORKSHEET, *limit 2 pages*

1. **HUD National Objective**. Indicate which National Objective this program activity will address; choose one. Refer to National Objective description p. 3 for additional information.

   ☒ **Low- and Moderate-Income Clientele** (LMC): an activity which provides benefits to a specific group of persons of which at least 51% qualifies as LMI Portlanders.

   Does this activity benefit a population that HUD presumes to be low to moderate income, including *abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers*? ☐ No

   ☒ Yes (please circle appropriate population)

   ☐ **Low- and Moderate-Income Area Benefit** (LMA): an activity *which is available to benefit all the residents of an eligible area/census tract,* plus housing authority properties.

   If you choose LMA, please provide a map and outline on the map the area that your program serves.

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

   ☒ **Creating a Suitable Living Environment**
   ☐ **Providing Decent Affordable Housing**
   ☐ **Creating Economic Opportunity**

3. **Primary Goal.** Indicate the primary goal your program or project addresses; choose one. *Refer to the instructions p. 6 for additional information*.

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

4. **Beneficiaries.**

A. Describe the beneficiaries or clients served by the program.	A. Economically vulnerable & under-resourced community members
B. How many will be served by the proposed program? (unduplicated -per year)	B. 3,200
C. How many are *residents of Portland*?	C. 2,600
D. How many are *low to moderate income residents of Portland*? See income data in the instructions	D. 2,500
E. What percentage of total clients are low to moderate income residents of Portland? *(To calculate =D/B*100; Must be >51%)*	E. 78%

5. **Units of Service.** Describe the type of unit of service provided by the program.

A. Describe the type of unit of service provided by the program.	A. Free Meals
B. How many units of service will be provided by the program?	B. 99,000
C. What is the cost per unit of service?	C. $4.12

D. Explain the relationship between the cost per unit of service and the total program budget.	D. Request will cover 8.3% of units of service
E. What percentage of the total budget is CDBG?	E. 8.3%

6. **Program Objectives and Outcomes**. Please list below.

Program Objectives	**Outcomes/ Community Impact**
Increase accessibility & consumption of nutritious foods	•≥80% increase fruit & vegetable consumption •≥80% increase number of nutritious meals consumed
Support community members' capacity for reciprocity	•≥75% save money for other living expenses •≥60% are aware of opportunities to contribute •≥80% understand the impact of their service
Strengthen social capital, connection, and engagement	•≥75% make new friends •≥65% meet more of their neighbors •≥65% meet people with different cultural backgrounds •≥80% connect with their community

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

A. How many employees are currently employed in this program?	A. 8 full-time, 2 part-time
B. How many employees will be employed in this program if it receives CDBG funding?	B. 8 full-time, 2 part-time
C. How many employees will be employed in this program if it does not receive CDBG funding?	C. 8 full-time, 2 part-time

8. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A. Information will be collected by staff & trained volunteers.
B. How will the units of service be tracked and documented?	B. Staff will record at the time of distribution.
C. How will the outcomes be measured, collected, and documented?	C. Partner surveys & units of service records.

Please limit the CDBG-CV Worksheet to 2 (two) Pages.

C. SOCIAL SERVICE NARRATIVE

1. Program Description: The City of Portland has furthered its Community Development Block Grant (CDBG) Goals and Priorities by investing CDBG funds through Wayside's Direct Service Program since 2010. These investments supported the development of innovative programs increasing the accessibility of nutritious foods in ways that use sharing food as a means, rather than an end. Each year, Wayside uses CDBG funds to expand and adjust our program to adapt to our community members' evolving needs. Wayside is seeking continued support to expand the impact of these programs. Mobile Food Pantries and Community Meals increase the consumption of nutritious foods by sharing groceries and prepared meals at 15 sites across Greater Portland. Beyond meeting immediate nutritional needs, these unique programs build long-term benefits by establishing gathering places and fostering positive relationships between neighbors, opportunities to be of service, and to connect with resources.

2. Community Need Description: The City named cost burden and affordable housing availability as the most pervasive housing problems in the Portland Maine Cumberland County Home Consortium Five-Year Consolidated Plan 2016-2020.[1] Almost 60% of Portland's renters spend more than 30% of their income on housing costs, the federal affordability standard.[2] High housing costs can force choices between consistently making housing payments on time and affording other needs. This situation is especially precarious for the 6,000 households in Portland with incomes below the poverty threshold.[3] The trade-offs that households make to stretch limited economic resources often compromise households' consistent access to enough food for active, healthy living. Families with children and especially single-parent families experience higher rates of food insecurity than households without children.[6] With resources stretched to cover immediate costs, accumulating a savings safety net is nearly impossible.

The economic repercussions of the pandemic have exacerbated challenges our vulnerable community members were already experiencing securing their basic needs. It also expanded the number of community members experiencing economic and occupational instability. In the US Census Bureau's most recent weekly Household Pulse Survey, half of Maine's adults have experienced a loss of employment income and 20% expect that their household will experience a loss of employment income in the next month because of the coronavirus pandemic.[2] Further, 64% of renters in Maine reported it to be very or somewhat likely they will be evicted in the next 2 months.[3] Enforced distancing measures have damaged social support networks. The pandemic has broadened the impact of stressors like unemployment, domestic violence, housing costs, childcare, and healthcare access while leaving community members with fewer supports.

3. Measurable Community Impact: The number of meals shared and demographic information about participants is recorded for every meal and distribution. Bi-annual surveys developed with the Data Innovation Project at USM are used to evaluate the impacts on individuals and our community using the following objectives and outcomes:

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[1] PORTLAND MAINE CUMBERLAND COUNTY HOME CONSORTIUM Five Year CONSOLIDATED PLAN 2016-2020

[2] U.S. Census Bureau Household Pulse Survey, Week 19 (November 11- 23, 2020). Employment Table 1. Experienced and Expected Loss of Employment Income, by Select Characteristics: Maine

[3] U.S. Census Bureau Household Pulse Survey, Week 19 (November 11-23. 2020. Housing Table 3b. Likelihood of Having to Leave this House in Next Two Months Due to Eviction, by Select Characteristics: Maine

Goal 1: Increase accessibility & consumption of nutritious foods
- •≥80% eat more fruits & vegetables
- •≥80% increase number of nutritious meals consumed

Goal 2: Support community members capacity for reciprocity
- •≥75% save money for other living expenses
- •≥60% are aware of opportunities to contribute
- •≥80% understand the impact of their service

Goal 2: Strengthen social capital, connection, & engagement
- •≥75% make new friends
- •≥65% meet more of their neighbors
- •≥65% meet people with different cultural backgrounds
- •≥80% connect with their community

4. Goal: By helping community members meet their immediate food needs, Wayside and our partners are part of a critical support network preventing individuals and families from becoming homeless. Keeping in line with the Anti-Poverty Strategy outlined in The City's Consolidated Plan 2016-2020, Wayside's Community Meals are intentionally designed to help improve the wellbeing and stability of participants. Eighty-four percent of Community Meals guests report saving money to use for other living expenses. Improved access to nutritious foods alone is not a sustainable solution for financial stability. Consequently, Wayside collaborates to share educational resources about health, employment, and other participant-requested topics.

Community Development Block Grant funding would be used towards providing free nutritious food while supporting the positive relationship building that happens when families and neighbors share meals. Funding ensures Wayside's efforts to expand community collaborations that support families with children. The importance of this work is reinforced by the American College of Pediatricians (2014). Based on a review of more than 20 studies on the effects of the "Family Table" it is recommended pediatricians encourage parents to make every effort to gather for family meals because there is a strong association between family dinner frequency and children's educational achievement and future healthy eating patterns.[4] Columbia University (2012) reports there to be an inverse correlation between the frequency of shared family dinners and youths' risk of smoking, drinking, or abusing drugs. Based on 18 years of research, the report concludes "parental engagement fostered around the dinner table is one of the most potent tools to help parents raise healthy, drug-free children."[5] In response, five Community Meals are for youth and their families, in partnership with Portland's Community Policing, Family Shelter, Recreation Dept., Portland Housing Authority, Portland Public Schools, Salvation Army, South Portland West End Neighborhood Association, and Westbrook Community Center. These partnerships, with after-school activities, ensure the meals are in places students and their families are familiar with and can easily access while being fun and supportive experiences.

The example of Family Dinners at Salvation Army highlights the benefits of these partnerships. Wayside staff and volunteers go to the Family Shelter before the meal to make personal

[4] American College of Pediatricians (2014) "The Benefits of the Family Table"
[5] The National Center on Addiction and Substance Abuse at Columbia University. 2012. "The Importance of Family Dinners VIII"

invitations and walk with families. Beyond rehousing support and access to nutritious foods, these parents are especially in need of social supports, like the ones offered through Community Meals. These positive social ties can help them connect with peers and resources that are especially essential for vulnerable families to advance their quality of life and economic security.

5. Priority Impact Level: Wayside and our partners help to prevent homelessness by providing food assistance. Our Mobile Food Pantries deliver fresh produce, meat, dairy, bread, and nonperishable items every month close to three Avesta Housing properties, four Portland Housing Authority neighborhoods, and one in South Portland. These neighborhoods were identified by Community Policing and Portland Housing Authority staff as experiencing barriers to other supplemental food resources due to transportation and/or mobility challenges. There are enough groceries for each household to choose from to make at least 5 complete meals per person. The groceries enable individuals and families to prepare their meals and support families working together to improve eating habits. It is also a valuable opportunity for neighbors to help each other. The program supplements the diets of 450 individuals each month. Mobile Food Pantries are collaborations between Wayside, Portland Housing Authority, Portland Community Policing, Avesta Housing, and South Portland West End Neighborhood Association. Since March, Wayside has worked with Portland Public Schools in collaboration with the Multilingual & Multicultural Center in a modified Mobile Food Pantry, with their volunteers delivering groceries to students and their families.

Our Community Meals are partnerships with community centers, schools, places of worship, and agencies working to ameliorate the effects of economic vulnerability upon food security, health, and social connection. Each week, 11 lunches and dinners are hosted at 9 partner sites. Although Wayside's primary objective is to increase access to nutritious food, Community Meals are distinct because they are intentionally designed to use sharing meals as opportunities for improving social support networks. The effectiveness of this model is demonstrated in part by 88% of guests reporting that attending Community Meals helps them eat more nutritious meals. Further, 86% of guests have made new friends, 69% have met more of their neighbors, and 76% have met people with different cultural backgrounds. In addition to building social ties, Community Meals bring community members and resource providers together to improve awareness and utilization of existing resources. One example is Maine SNAP-ED nutrition educators offering samples, recipes, and cooking demonstrations.

Wayside is dedicated to empowering community members to support each other. We prioritize offering meaningful opportunities to contribute to those experiencing barriers to social capital with a special emphasis on individuals in recovery from addiction and asylum-seekers, populations identified as high risk for homelessness in the Consolidated Plan 2016-2020. Through these opportunities, community members are part of furthering efforts to fight hunger and reduce food waste while becoming engaged and contributing to our community.

6. Guiding Principles: Our program supports economically vulnerable community members. Specifically, our focus is community members and families with low incomes and those experiencing barriers to labor force participation. Creating volunteer opportunities for those participating is central. Wayside's volunteer program is a vital support in maintaining the quality of life, social connections, and personal agency for many of our under-resourced community members. In 2019, 70% of households participating in Mobile Food Pantries live in Portland Housing Authority neighborhoods and 65% of Community Meals participants are residents of Portland. Of the Meals participants who reported, 99% have household incomes below 80% of the Area Median Income. While designed to support those with limited resources, there is no income limit for participation. Sensitivity to perceptions and stigmas regarding assistance programs and culinary traditions are equally important to reaching and supporting members of vulnerable populations. Partnerships with other agencies working with vulnerable groups are critical to effectively meeting and adapting to the needs of our community members.

Hosted at Cultivating Community's gardens, our annual, zero-waste, Pop up Picnic series brings together neighbors, 20 community partners, local food donors, and multicultural musicians in a spirit of celebration. In 2020, with social distancing and mask-wearing, Wayside's Pop up Picnics were held to provide children and neighbors some relief from isolation. Picnic meals were pre-packed to go along with "gift bags" for children with drawing/coloring materials, small games, and books. Although smaller than in previous years, almost 300 neighbors participated across the four sites.

The catering model of our Community Meals enables Wayside to also support educational, social, and cultural groups hosting events celebrating Portland's abundance of cultural traditions and strengthening our community. Without CDBG funds, our capacity to support community groups in this important way would be severely limited. Examples include:

Portland Public Schools East End Community School's Monthly Dinner is run by teachers and administrators to create a connection between the parents, students, and staff. It is an opportunity to share information, provide extra resources, and do fun activities. Wayside prepares the dinner and Locker Project shares groceries. Wayside also provides meals for Portland Public School's Food Fuels Learning in Action: Community Celebrations, and Riverton School's Math & Science Nights. Since March, Wayside has worked with Portland Public Schools in collaboration with the Multilingual & Multicultural Center in a modified Mobile Food Pantry, with their volunteers delivering groceries to students and their families.

Wayside shares coffee and fresh baked goods with Portland Adult Education's "Coffee with Community Policing" where neighbors come to ask questions, share stories, express concerns, and create relationships.

Wayside also shares homemade snacks with In Her Presence's weekly Conversational English Group meetings. The program brings immigrant women together around health education to better express and advocate for themselves while creating a community to grow women's collective empowerment.

7. Partnerships, Collaboration, and Outreach: Wayside is committed to maximizing the impact of our resources through strong cross-industry partnerships that draw on multiple perspectives and resources. Of equal importance are ongoing efforts to ensure our services are reflective of and responsive to, the self-identified needs of our community members, and providing volunteer opportunities. These partnerships work to maintain individuals and families in their homes and support those newly rehoused in their transition. Special attention is given to understanding and overcoming the physical and psychological barriers experienced by elders, families with young children, people living with disabilities, and cultural minorities to existing assistance programs. It is part of our agreement with each partner and host site that they will do ongoing outreach with their constituents. In addition to the partnerships previously described, examples of partnerships and collaborations include:

Good Shepherd Food Bank (GSFB) Network Advisory Council: This group provides support and feedback on outreach activities, best practices, training and education opportunities, and innovative strategies.

Portland Food Council: Wayside is a board member of Portland's Food Council. It is a cross-sector group to enable greater coordination, rather than duplication, of efforts related to implementing positive changes in the food systems and increase access to healthy food.

Cultivating Community: Wayside has worked with Youth Growers, Food Warriors, and the Community Culinary Crew. Community Culinary Crew holds cooking lessons at Wayside. Students prepare local foods for low-income seniors. Pop up Picnics are held in conjunction with and at Community Garden sites.

Wayside is working with **Catholic Charities Elder Refugee Program, the Angolan Community of Maine, Congolese Community Association of Maine (CoCo Maine),** and **In Her Presence** to address some of the unique challenges members of our immigrant community experience securing safe access to nutritious and culturally familiar foods. Historically, Wayside purchases little food (In 2019, Wayside spent less than $8,000 on food). During the pandemic, and in part supported by City of Portland CDBG-Corona Virus Response funds, Wayside developed a pilot program to purchase requested African foods (e.g. salted fish, fufu powder, palm oil, and cassava leaves) in addition to dairy, eggs, produce, and seafood. In 2021, Wayside will work to explore this issue further, investing in support to develop a strategic and long-term approach to creating greater food justice and equity in the charitable food system of Southern Maine.

8. Readiness to Proceed: Our Direct Service Program is established, please see Attachment G for schedules. The project is ongoing, and the staffing, location, and distribution networks are in place. The collection of CDBG required documentation is already integrated into operations. Staff and/or trained volunteers will record information during distributions. Wayside uses the guidelines of the USDA's Child and Adult Care Food Program (CACFP) regarding the collection of race and ethnicity data by participant self-identification or best judgment visual identification.[6]

9. Experience Providing Service: Food Rescue sources and redistributes salvaged and donated food to 60 programs and agencies with a cumulative service area covering every town in Cumberland County. Wayside is the USDA's distributing agency for Cumberland County's The Emergency Food Assistance Program (TEFAP) for 30 participating agencies and manages the Commodity Supplemental Food Program (CSFP) for Cumberland, Oxford, and York Counties. CSFP improves low-income seniors' health with supplemental groceries. Wayside works with 50

[6] FNS Instruction 113-1 Civil Rights Compliance and Enforcement – Nutrition Programs and Activities, Appendix B, F Data Collection,2 CACFP, (b) Collecting and Maintaining Actual Beneficiary Data

partner sites to reach 2,300 individuals each month. Food Rescue is also the source of all the food for Mobile Food Pantries and nearly all the food for Wayside's Community Meals.

Since early 2010, Wayside has partnered with schools, community centers, and places of worship to host meals. In 2019, more than 3,000 different individuals were part of Community Meals and 1,300 individuals in 500 households received groceries through Mobile Food Pantries. The program shares supplemental groceries with 65% of residents at Portland Housing Authority (PHA)'s Harbor Terrace, 60% of the families in PHA's Sagamore Village, 70% of the seniors living in PHA's Washington Gardens neighborhood, and more than 50 families in PHA's Kennedy Park neighborhood.

During past emergencies, Wayside has worked with the City of Portland as part of the response. During the federal government shutdown in 2018-2019, Wayside Partnered with The City to host Mobile Food Pantries at City Hall and the Jetport for 60 furloughed workers and their families. Over summer 2019, Wayside coordinated with The City, our partner agencies, food donors, and volunteers to prepare and deliver hot lunches (incorporating as many traditional foods as possible) to be shared with asylum seekers staying at the Expo Center. Also, Wayside coordinated snacks and food to support our partners that needed extra food and supplies to meet the heightened demand.

Wayside Food Programs holds a City of Portland Food Service Establishment w/ Preparation License. All relevant staff and volunteers are Certified Food Protection Managers (CFPM).

10. Financial Need: Our request to the City of Portland for $34,000 of CDBG funds would complete our $407,700 total program budget. These funds will be used towards staff salary and benefit costs associated with running our programs in ways that are effective, flexible, and prioritize relationship building. Receiving CDBG funding diversifies our funding, contributing to greater financial stability and functions to demonstrate our credibility to potential funders, in effect indirectly leveraging additional funding. Without CDBG funding, the program will continue, although, with limited ability to support educational and cultural groups through our Catering Collective, as described in Question 6. Eating and sharing food is a powerful tool for community building, supporting others, passing on important traditions, and creating friendships. Through the Catering Collective, Wayside prepares and delivers meals intending to bring people around the table to strengthen and share the abundance of cultural traditions in our community. However, with the funding secured for staffing, other sources of funding can be used to continue and expand the Catering Collective's impact. These funds will also ensure our staff can dedicate the additional time required to work intensively with volunteers from the recovery community, asylum-seekers, and adults living with intellectual disabilities. Volunteering at Wayside is not just about fulfilling hours, rather it is an opportunity to make connections and contribute to our community while working as part of a team. They can share their gifts and stories while developing job skills and cultural capital needed to obtain employment and financial self-sufficiency.

11. Leveraged Funding Narrative: The requested $34,000 in CDBG funds represents 8.3% of the total program budget. The other 91.7% of the funding is from projected private donations, projected grant awards, and projected earned income from secured contracts.

Projected & Secured Federal Support: $65,300
Includes FEMA's Emergency Food & Shelter Program (EFSP), Families First Coronavirus Response Act (FFCRA) & Coronavirus Aid, Relief, and Economic Security (CARES)
Secured County Support: $42,600
Cumberland County Community Development Block Grant Coronavirus Response
Projected Contributions: $217,600
Contributions from faith-based & civic groups, businesses, foundations & individuals
Projected Grant Awards: $39,500
Grant awards from private foundations
Projected Program Income Child & Adult Care Food Program (CACFP): $3,900
Contract secured for reimbursement for meals shared with qualifying youth
Projected Program Income Nutrition Services Incentives Program (NSIP): $4,800
Contract secured for reimbursement for meals shared with qualifying seniors

12. Budget Narrative: If awarded, Wayside will use CDBG funds to cover 13.6% of the costs for employee compensation. Wayside is committed to paying our employees a living wage and providing quality health insurance. Historically, Wayside has depended upon CDBG funding to supplement private contributions for these costs. Wayside has established a precedent for efficiently utilizing CDBG awards.

Employee Wages, Benefits, Payroll Taxes & Fees: $250,000
100% Kitchen Manager, 100% Kitchen Assistant, 30% Operations Manager, 50% Administrative Assistant, 10% Warehouse Manager, 50% Operations Assistant & 40% Metrics Coordinator
Board, Staff & Volunteer Development: $200
Certifications, staff & board attendance at conferences, workshops or trainings
Outreach & Events: $6,300
Printed & digital outreach materials, costs associated with events & fundraising materials
Contract Services: $11,500
Legal & accounting fees, tech support & bookkeeping
Equipment, Vehicles & Facilities: $47,300
Rent, utilities, waste, vehicle fuel & maintenance, equipment maintenance & repairs
Food: $37,200
Food purchased to supplement donations
Insurances: $5,100
Workers' Compensation, Liability & Directors & Officers Liability Insurances
Operations & Supplies: $50,100
Supplies for the safe preparation, packing & distribution of meals & groceries

D. BUDGET FORM , *limit 1 page*

Complete one program budget spreadsheet for each program application.
Feel free to edit categories under Revenues or Expenditures as relevant to your program or project.

PROGRAM OR PROJECT NAME: **Direct Services**
OPERATING AGENCY: **Wayside Food Programs**

CDBG Program Year (PY): July 1, 2021- June 30, 2022

REVENUES	Please indicate: Secured or Projected	Revenues TOTAL
CDBG Request 2021-2022	Projected	$34,000
Government Support		
Emergency Food & Shelter Program (EFSP)	Projected	$5,300
Cumberland County CDBG COVID Response	Secured	$42,600
Contributions	Projected	$217,600
Grant Awards	Projected	$39,500
Earned Income		
Child & Adult Care Food Program (CACFP)	Projected	$3,900
Nutrition Services Incentive Program (NSIP)	Projected	$4,800
Wayside Food Programs' COVID Relief Fund*	Secured	$60,000
TOTAL PROGRAM or PROJECT REVENUE		**$407,700**

EXPENDITURES	Expenditures CDBG	Expenditures All Other Sources	Expenditures TOTAL
Employee Compensation	$34,000	$216,000	$250,000
Board, Staff & Volunteer Development		$200	$200
Outreach & Events		$6,300	$6,300
Contract Services		$11,500	$11,500
Equipment, Vehicles & Facilities		$47,300	$47,300
Food		$37,200	$37,200
Insurances		$5,100	$5,100
Operations & Serving Supplies		$50,100	$50,100
TOTAL PROGRAM or PROJECT EXPENSES	**$34,000**	**$373,700**	**$407,700**

*During 2020 Wayside applied for and received federal funding from the CARES Act and other government programs. Wayside spent these funds judiciously in 2020 in order to increase its ability to meet the increase in food security brought about by COVID-19. As not all of these funds will be expended during 2020, Wayside will carry some of these funds into 2021 as a COVID Relief Fund. In 2021, Wayside will continue to explore opportunities to utilize these funds in a responsible manner to meet the ongoing food insecurity challenges of the pandemic.

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E. SOCIAL SERVICE SUMMARY, *limit 1 page, (This is the only page that goes to Council)*

Application Type	☒ Standard Social Service	☐ Social Service Multi Year Initiative
Operating Agency	Wayside Food Programs	
Program Name	Direct Service Program	
Funds Requested	$34,000	
Program Summary		
Wayside's Direct Services program works to prevent and reduce homelessness by increasing access to nutritious food for economically vulnerable community members in Greater Portland through 6 Mobile Food Pantries and 6+ weekly sharing of takeaway meals. All of Wayside's work is rooted in cross-sector partnerships and focused on strengthening the quality and quantity of social ties and support networks.		
HUD National Objective *Refer to Section II.B.1*	☒Low to Moderate Income Limited Clientele, will this serve a population HUD presumes to be low income? ☒Yes ☐ No ☐Low to Moderate Income Area Benefit, if chosen describe service area:	
HUD Program Objective *Refer to Section II.B.2*	☒ Creating Suitable Living Environment ☐ Providing Decent Housing ☐ Creating Economic Opportunity	
Primary Goal *Refer to Section II.B.3*	☐ Neighborhood Investment ☐ Economic Opportunity	☐ Affordable Housing ☒ Prevent/Reduce Homelessness

Beneficiaries/ Clients Served - *Refer to Section II.B.4*	
Client Description	Economically vulnerable & under-resourced community members
Number of Clients Served	3,200
Number of LMI Portlanders	2,500
LMI Portland Percentage	78%

Units of Service - *Refer to Section II.B.5*	
Type of Unit of Service	Free Meals
Number of Units Provided	99,000
Cost per Unit of Service	$ 4.12

Outcomes - *Refer to Section II.B.6*

≥80% increase fruit & vegetable consumption; ≥80% increase number of nutritious meals consumed; ≥75% save money for other living expenses; ≥60% are aware of opportunities to contribute; ≥75% make new friends; ≥65% meet more of their neighbors; ≥65% meet people with different cultural backgrounds; ≥80% connect with their community; ≥80% understand the impact of their service

Budget - *Refer to Section II.D Budget*	
$34,000	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
$ 407,700	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
8.3%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]

Leveraged Funds – *Refer to Section II.D Budget*			
$65,300	Federal	$ 39,500	Other grants
$0	State	$0	Endowment
$42,600	County	$ 217,600	Private Funds
$0	City (*not CDBG)*	$N/A	Gifts in kind

ATTACHMENT A: VERIFICATION OF 501(C)3 STATUS

IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077550279
Feb. 15, 2013 LTR 4168C 0
22-2806424 000000 00
00030201
BODC: TE

WAYSIDE FOOD PROGRAMS
PO BOX 1278
PORTLAND ME 04104-1278

027221

Employer Identification Number: 22-2806424
Person to Contact: Sophia Brown
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Nov. 29, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in September 1992.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

4077591934
Feb. 04, 2015 LTR 4168C 0
22-2806424 000000 00
00030665

WAYSIDE FOOD PROGRAMS
PO BOX 1278
PORTLAND ME 04104-1278

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

Sincerely yours,

Tamera Ripperda

Tamera Ripperda
Director, Exempt Organizations

ATTACHMENT B: AGENCY ORGANIZATIONAL CHART

Wayside Food Programs Organizational Chart
December 2020

ATTACHMENT F: MEMORANDUM OF AGREEMENT 1 OF 2

MEMORANDUM OF AGREEMENT (MOA)
BETWEEN
WAYSIDE FOOD PROGRAMS, 135 WALTON STREET, PORTLAND, MAINE &
PORTLAND HOUSING AUTHORITY, 14 BAXTER BOULEVARD, PORTLAND, MAINE

PURPOSE

The purpose of this MOA, made on December 1, 2020, between Wayside Food Programs and Portland Housing Authority, is to clearly identify the shared goals, and the roles and responsibilities of each party as they relate to the co-sponsorship of monthly Mobile Food Pantries.

MOBILE FOOD PANTRIES PARTNERSHIP INFORMATION

Wayside and Portland Housing Authority (PHA) partner to host Mobile Food Pantries in PHA neighborhoods. PHA staff identify neighborhoods where residents are at risk of food insecurity but experience barriers to other supplemental food resources due to transportation and/or mobility challenges. PHA staff also use their rapport with residents to do outreach. The Mobile Food Pantries deliver fresh produce, meat, dairy, bread, and nonperishable items every month into four Portland Housing Authority (PHA) neighborhoods. Each household will have enough groceries to choose from to make at least 10 nutritious meals per person. As of this signing, the partnership supplements the diets of 350 individuals in PHA neighborhoods each month.

Working together, our shared goal is to help vulnerable families keep their housing by providing food assistance. Additionally, the groceries enable individuals and families to prepare their own meals and support families working together to improve eating habits. The pantries also provide valuable opportunities for neighbors to help each other if someone is unable to attend or has challenges carrying the food.

KENNEDY PARK NEIGHBORHOOD MOBILE FOOD PANTRY PARTNERSHIP

The Kennedy Park neighborhood was identified by PHA and Community Policing staff as an ideal candidate for a Mobile Food Pantry. 98.5% of the families are at or below 80% of the Area Median Income. Supports such as supplemental food are invaluable to the residents. The Pantry will be held the first Thursdays of each month at 11am at 81 East Oxford Street.

RESPONSIBILITIES OF PARTIES

Wayside Food Programs shall:

- Plan and provide a nutritious selection of groceries each month.
- Ensure volunteers and/or Wayside staff with food safety training are present at all Mobile Food Pantries.
- Maintain a registry of participants and track individual attendance.
- Provide each household a reusable shopping bag with their assigned number.

Portland Housing Authority shall:

- Do outreach amongst residents of the Kennedy Park neighborhood.
- Help residents complete registration forms & email them to Wayside.

Wayside Food Programs & Portland Housing Authority shall jointly:

- Schedule an annual review of the program.

PERIOD OF AGREEMENT & MODIFICATION/TERMINATION

This agreement will become effective when signed by all parties. The parties will review this agreement annually, to determine whether it should be revised, renewed, or terminated. This agreement may be amended at any time by mutual consent of the parties. Any party may terminate this agreement by providing 90 days written notice to the other party.

By:

Wayside Food Programs		Portland Housing Authority	
[signature]	12/1/20	[signature]	12/1/2020
Mary Zwolinski, Executive Director	Date	Trevor Nugent, Director of Property Management	Date

ATTACHMENT F: MEMORANDUM OF AGREEMENT 2 OF 2

MEMORANDUM OF AGREEMENT (MOA)
BETWEEN
WAYSIDE FOOD PROGRAMS, 135 WALTON STREET, PORTLAND, MAINE &
PORTLAND PUBLIC SCHOOLS, 353 CUMBERLAND AVENUE, PORTLAND, MAINE

PURPOSE

The purpose of this MOA, made on December 1, 2020, between Wayside Food Programs and Portland Public Schools, is to clearly identify the shared goals, and the roles and responsibilities of each party as they relate to the co-sponsorship of weekly home deliveries of groceries for families with students in the Portland Public School system during the COVID-19 pandemic.

PARTNERSHIP INFORMATION

The education of our youth and the support for their families have dramatically changed as a result of the COVID-19 pandemic. Working together, our shared goal is to help vulnerable families to eat well and keep their housing by providing safe access to nutritious food. Additionally, the groceries enable individuals and families to prepare their own meals and support families working together to improve eating habits.

RESPONSIBILITIES OF PARTIES

Wayside Food Programs shall:

- Provide a nutritious selection of groceries each week, including eggs, milk, and produce for up to 300 families.
- Ensure volunteers and/or Wayside staff involved with packing or helping to load groceries adhere to the most current guidelines to prevent the spread of COVID-19.
- Provide PPS staff and/or volunteers face masks, gloves, and sanitizer.

Portland Public Schools shall:

- Identify families needing supplemental food.
- Communicate weekly to Wayside the number of families participating each week.
- Coordinate volunteers to safely distribute groceries to families each week.
- Ensure volunteers and/or PPS staff involved with helping to load or distribute groceries adhere to the most current guidelines to prevent the spread of COVID-19.

Wayside Food Programs & Portland Public Schools shall jointly:

- Review the model as the needs of community members evolve.

PERIOD OF AGREEMENT & MODIFICATION/TERMINATION

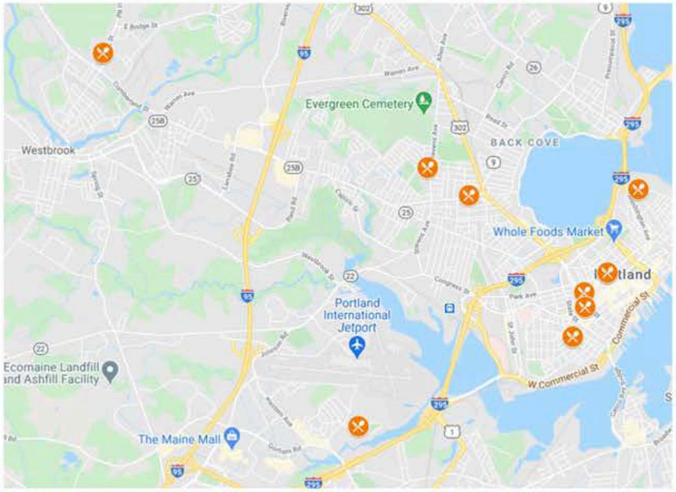
This agreement will become effective when signed by all parties. The parties will review this agreement monthly, to determine whether it should be revised, renewed, or terminated. This agreement may be amended at any time by mutual consent of the parties. Any party may terminate this agreement by providing 7 days notice to the other party.

By:

Wayside Food Programs		Portland Public Schools	
12-2-20			December 1, 2020
Mary Zwolinski, Executive Director	Date	Xavier Botana, Superintendent	Date

ATTACHMENT G: PROJECT SCHEDULE & ADDRESSES SERVICES ARE DELIVERED

WAYSIDE COMMUNITY MEALS



MONDAYS

Woodfords Congregational Church / 202 Woodford Street / Lunch 12 PM
East End Community School / 195 North Street (Community Room) / Dinner 5 PM
Open to East End Community School staff, students & their families (school year only)
Reiche Community School / 166 Bracket Street / Dinner 5:15 PM
Open to Reiche Community School staff, students & their families (school year only)

TUESDAYS

Avesta / 409 Cumberland Avenue / Lunch 12 PM
Salvation Army Senior & Family Dinner / 297 Cumberland Avenue / Dinner 5 PM
Neighborhood Resource Center (HUB) / 2 Townhouse Drive, South Portland / Dinner 5:30 PM
Westbrook Learns at the Westbrook Community Center / 426 Bridge Street, Westbrook / Dinner 5 PM
Open to Westbrook Learns students & their families (school year only)

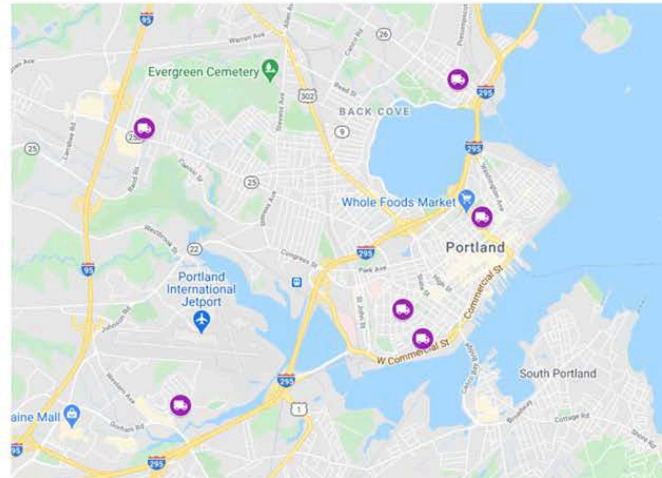
WEDNESDAYS

Westbrook Community Center / 426 Bridge Street, Westbrook / Dinner 5 PM

THURSDAYS

Salvation Army Senior Lunch / 297 Cumberland Avenue / Lunch 12 PM
Deering Center Community Church / 4 Brentwood Street / Dinner 5:30 PM
Williston-Immanuel United Church / 156 High Street / Dinner 5:30 PM

WAYSIDE MOBILE FOOD PANTRIES



Bayside Anchor / 81 Oxford Street, Portland (across the street)
1st Thursday of each month, 11 AM

Sagamore Village / 21 Popham Street, Portland
4th Tuesday of each month, 10 AM

Redbank Village & Brick Hill / 2 Townhouse Road, South Portland
4th Wednesday of each month, 2 PM

Washington Gardens / 577 Washington Ave, Portland (end of Pembroke Street)
2nd Thursday of each month, 10:30 AM

Carleton Street Apartments / 17 Carleton Street, Portland (parking lot behind)
3rd Wednesday of each month, 11 AM

Harbor Terrace / 284 Danforth Street, Portland (Delivery to apartments in the building)
3rd Wednesday of each month, 12:30 PM

COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2021-2022

II. SOCIAL SERVICE APPLICATION

COMPLETE APPLICATION CHECKLIST

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

- ☒ **A. Social Service Cover Page,** *limit 1 page*
- ☒ **B. Social Service Worksheet,** *limit 2 pages*
- ☒ **C. Social Service Narrative,** *limit 7 pages*
- ☒ **D. Budget: Revenues and Expenditures,** attached separately, *limit 1 page*

  Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative
- ☒ **E. Social Service Summary,** *limit 1 page*
  [Complete this section in whole; this is the only form forward to the City Council]

Required documents for non-profit organizations:

- ☒ **Verification of 501(c)3 Status**, *limit 1 page*
- ☒ **Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*
- ☒ **Most Recent Agency Operating Budget *Summary***, *limit 1 page*
- ☒ **Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement
- ☒ **Complete list of Board Members**

Supporting documents (subject to scoring):

- ☒ **Project Timeline** may be included in narrative or attached separately
- ☒ **Memorandum of Agreement**, limit 2 pages: may be one MOA that is two pages long or two MOAs that are one page each.
- ☒ **Letter of Support**, if there is no MOA; a letter of support may be submitted. *Limit 2 pages: can be one letter that's two pages long or two letters that are one page each.*

Signature of the President or Executive Director **Date**

12/11/2020

A. SOCIAL SERVICE COVER PAGE, limit 1 page

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR 2021-2022

Application Type	☒ Standard Social Service		
Operating Agency	Furniture Friends		
Program Name	Basic Needs Expansion		
Mailing Address	P.O. Box 631 Westbrook, ME 04098		
Address Services are Delivered	15 Saunders Way #500D Westbrook, ME 04098		
Executive Director	Ms. Jenn McAdoo	Phone 207-210-3140	Email jmcadoo@furniturefriends.org
Project Director	Mr. Robert Mosher	Phone 207-210-2939	Email operations@furniturefriends.org
Financial Contact	Mr. Nicholas Desiderio	Phone 207-846-3149	Email njdesiderio@gmail.com
Person who completed the Application	Ms. Jenn McAdoo	Phone 207-210-3140	Email jmcadoo@furniturefriends.org
Amount of CDBG Funds Requested	$25,000	Total Program Budget $254,888	
DUNS Number	#116829827	Tax ID 01-0513662	

B. SOCIAL SERVICE WORKSHEET, *limit 2 pages*

1. **HUD National Objective**. Indicate which National Objective this program activity will address; choose one. Refer to National Objective description p. 3 for additional information.

   ☒ **Low and Moderate Income Clientele** (LMC): an activity which provides benefits to a specific group of persons of which at least 51% qualifies as LMI Portlanders.

   Does this activity benefit a population that HUD presumes to be low to moderate income, including *abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers*?
   ☐ No ☐ Yes (please circle appropriate population)

   ☐ **Low and Moderate Income Area Benefit** (LMA): an activity *which is available to benefit all the residents of an eligible area/census tract*, plus housing authority properties.

   If you choose LMA, please provide a map and outline on the map the area that your program serves.

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

   ☐ **Creating a Suitable Living Environment**

   ☒ **Providing Decent Affordable Housing**

   ☐ **Creating Economic Opportunity**

3. **Primary Goal.** Indicate the primary goal your program or project addresses; choose one. *Refer to the instructions p. 6 for additional information*.

   ☐ **Neighborhood Investment and Infrastructure:** *Create strong, safe accessible and vibrant neighborhoods*

   ☐ **Housing Availability:** *Increase housing availability and affordability*

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

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

4. **Beneficiaries.**

A. Describe the beneficiaries or clients served by the program.	A. All of the clients we serve are low income and lack financial resources to purchase necessary household furniture. Many are newly housed after a period of homelessness, live with disabilities, are immigrants, veterans or survivors of domestic violence.
B. How many will be served by the proposed program? (unduplicated -per year)	B. 562
C. How many are *residents of Portland*?	C. 483
D. How many are *low to moderate income residents of Portland*?	D. 483
E. What percentage of total clients are low to moderate income residents of Portland? *(To calculate = D/B * 100; Must be > 51%)*	E. 86% of our clients are residents of Portland, however, 100% are low income.

5. **Units of Service.** Describe the type of unit of service provided by the program.

A. Describe the type of unit of service provided by the program.	A. Households served
B. How many units of service will be provided by the program?	B. 562
C. What is the cost per unit of service?	C. $454
D. Explain the relationship between the cost per unit of service and the total program budget.	D. Total budget divided by the households served.
E. What percentage of the total budget is CDBG?	F. 9.8%

6. **Program Objectives and Outcomes**. Please list below.

Program Objectives	**Outcomes/ Community Impact**
1. Increase the number of clients served by 25% from 2020/2021 numbers (450 to 562).	This will ensure that over 1,400 individuals (including 500 children) receive essential household furniture to improve their housing stability and quality of life.
2. Track clients referred by The Opportunity Alliance (TOA).	This will allow us to document the impact furniture has on recipients' stability.
3. Increase volunteer engagement and renew volunteer partnerships by hiring a Volunteer Coordinator.	This will ensure our ability to meet our goal of providing furniture to 562 client households.

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

A. How many employees are currently employed in this program?	A. 2 FT/2 PT
B. How many employees will be employed in this program if it receives CDBG funding?	B. 2 FT/3 PT
C. How many employees will be employed in this program if it does not receive CDBG funding?	C. 2 FT/2 PT

8. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A. All client information is collected and tracked on Furniture Friends' database.
B. How will the units of service be tracked and documented?	B. This will be tracked by our database and documented in monthly operations reports.
C. How will the outcomes be measured, collected, and documented?	C. All outcomes will be collected, measured and documented using our database. In addition, our MOA with The Opportunity Alliance will provide us with additional data that measures the impact of furniture on a client's self-sufficiency.

C. SOCIAL SERVICE NARRATIVE

1. Program Description

Furniture Friends is a one-of-a-kind nonprofit that strives to reduce homelessness and increase housing stability by providing donated furniture to anyone in Greater Portland lacking the financial resources to purchase necessary household furniture on their own. Our program fills a critical need for low-income individuals and families that is not met by any other nonprofit or government agency in southern Maine. In 2019, we provided essential items like beds, bureaus, dining tables, chairs and sofas to 641 households or over 1,600 individuals (including over 600 children).

One hundred percent of the individuals and families we serve are low income and 86% reside in Portland. Most of our clients have previously been homeless or lived in a shelter. Many are recovering from substance use, were previously incarcerated, live with a disability or have experienced domestic violence. In addition, many are immigrants who are new to Maine, elderly, LGBTQIA or are veterans who have fallen on hard times. Our clients range in age from newborn to elderly and constantly struggle with housing security and making ends meet.

Furniture Friends partners with over 130 social service agencies who refer clients to us. In fact, the City of Portland is our largest single referral source, followed by organizations like The Opportunity Alliance and Preble Street. We also receive referrals from hospitals, schools, crisis centers, veterans' organizations and faith communities.

Prior to the onset of the coronavirus pandemic, we worked with over 100 volunteers each month who provided over 7,200 hours of support to our operations in 2019. The pandemic forced us to suspend our volunteer program in mid-March and our operations are currently being handled by two full-time staff (Executive Director and Operations Manager) and two part-time staff (Office Manager and Warehouse Assistant). Despite this significant loss of support, Furniture Friends will serve over 450 households in 2020.

Recent news reports indicate that a coronavirus vaccine is ready for distribution to the US and across the globe. As a result, we are optimistic that it will be safe for volunteers to re-engage with us sometime in the Fall of 2021. In order to recruit, train and oversee these volunteers, we will hire a part-time Volunteer Coordinator to ensure we are able to meet our goal of increasing the number of clients we provide household furniture to by 25%. We hope that, through the efforts of the Volunteer Coordinator, we will be able to renew partnerships that existed prior to the pandemic.

2. Community Need Description

The City of Portland continues to grapple with how to reduce the sizeable homeless population and improve housing security for vulnerable city residents. These challenges are fundamental to Furniture Friends' mission which is grounded in the belief that every person deserves a home that is safe and provides at least a basic level of comfort. Several studies during the past five years focusing on the transition beyond homelessness suggest housing can create the context for formerly homeless individuals to have stability. However, a vacant apartment does not create (and can undermine) stability. Stability is created through a structure of networking and sense of belonging. When a person moves into housing, that sense of stability can come from the material items that surround them. Items such as a bed to sleep in, a table to eat a meal at and a bureau that provides a safe place to store clothing and personal items all provide the context from which a person can make a strong connection to the sense of place and attachment to the community. These studies suggest that for housing to truly help people move beyond homelessness, they need to have housing with a basic level of furnishing which provides comfort, connection and improves stability.[1]

At the same time, housing prices continue to soar across southern Maine forcing those with meager incomes to stretch what they earn to cover astronomical rents in what has become a very tight market. The National Low Income Housing Coalition (NLIHC) reports that a typical hourly renter in Portland earns $12.34 per hour or $16.81 less than the wage needed to afford a modest two bedroom apartment ($29.15).[2] There is no doubt that when all of a person's income goes to keeping the landlord at bay, there is little (if any) left to cover the cost of necessary furnishings thus making Furniture Friends a vitally important resource in the Greater Portland area.

Now, in the midst of a pandemic, access to essential household furniture is more crucial than ever before. For families forced to shelter/work/learn at home, the stress of not having basic household furniture significantly adds to the stress that most of our clients live with on a daily basis. As Portland Mayor Kate Snyder acknowledged last spring "The impacts on housing security in Portland as a result of COVID-19 are significant."[3] The coronavirus has had an immediate and severe impact on low income people and there is no indication of conditions abating in the short-term. Residents faced with job or income loss are challenged to pay rent, buy food and access health care. As the NLIHC states, "[t]he COVID-19 pandemic clearly demonstrates that housing is healthcare and underscores the critical need for people experiencing homelessness to be stably housed to stay well and to stop the spread of the virus."[4]

At Furniture Friends, we see the faces of city residents who struggle with the everyday reality of living on the edge. With a very small staff, we work to acquire furniture that already exists in the community and provide it free-of-charge to low income individuals and families who would otherwise go without. But the demand continues to outpace our capacity with 65-100 people on our waiting list on any given month. With support from the City, we expect to increase our

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[1] Padgett, D., Henwood, B., Tsemberis, S, 2016, *Housing First: Ending Homelessness, Transforming Systems and Changing Lives*, Psychiatric Services, 67(8): 84-98

[2] Out of Reach: The High Cost of Housing, (2020), National Low Income Housing Coalition. https://reports.nlihc.org/sites/default/files/oor/OOR_2020.pdf

[3] City of Portland, Maine. (2020, April 3). *Mayor Snyder Adds Tenant & Landlord Resources to City's COVID-19 Webpage.* [Press Release]. http://www.portlandprf.com/CivicAlerts.aspx?AID=4853

[4] Housing is Healthcare: Challenges, Best Practices and Policy Recommendations to Improve FEMA Programs to House People Experiencing Homelessness in Non-Congregate Shelters During the Pandemic, (2020), National Income Housing Coalition. https://nlihc.org/sites/default/files/FEMA_Housing-Is-Healthcare.pdf

volunteer labor pool which will increase the number of clients we serve while, at the same time, decreasing the number of people on the waiting list.

3. Measurable Community Impact

With support from the City of Portland's CBDG funds, Furniture Friends will provide basic household furniture to a minimum of 562 households increasing our overall performance by 25%. This will ensure that over 1,400 individuals (including 500 children) receive the furniture they need to improve their housing stability and general quality of life. We will use our in-house database to measure our progress in meeting this goal. Our database is the repository for all client information and allows us to track metrics such as clients referred to us, date of service and the furniture items requested as well as what is provided. We evaluate our operations monthly to assess progress toward goals and, from that, will be able to show the anticipated 25% increase in service.

In addition, our partnership with The Opportunity Alliance (TOA) referenced in the attached Memorandum of Agreement (MOA) will provide us with specific data on the impact furniture has on client stability. Furniture Friends will train TOA staff on how to refer clients to us and will provide furniture free-of-charge to clients referred by TOA. TOA will complete a self-sufficiency matrix for all clients referred to Furniture Friends at the time of referral and again at 12 months after furniture has been received, or at the time TOA discharges the client. Once the aggregate date is shared with Furniture Friends, we expect it will show the positive impact furniture has on improving client stability.

Our database also provides us with the ability to track volunteers who donate time to help us pick up and deliver furniture to clients. We will be able to track the hours of service and correlate those toward our goal of increasing the number of clients served.

Finally, another community impact that we believe is significant in our work is the is positive effect that repurposing unneeded or unwanted furniture has on the environment. By collecting gently used furniture, we are extending its useful life thereby diverting it from the municipal waste stream. This practice was endorsed by eco-Maine in 2015 when we received their "eco-Excellence Small Business Award." Once again, our database tracks the furniture donations we receive and what we provide to clients. Thus far, in 2020, we have distributed close to 2,000 pieces of furniture including 360 beds, 153 bureaus, 90 dining tables, 423 chairs and 330 sofas/loveseats/loungers.

4. Goal

Furniture Friends' proposal addresses Goal 4) ***Address the needs of the growing homeless population:*** prevent and reduce homelessness. We know that our work providing essential household furniture to low income people unable to afford it on their own improves the lives and well-being of our clients and supports their overall stability.

5. Priority Impact Level

Our program of providing essential household furniture to low income individuals and families best addresses the City's priority to: **Address the Need of the Growing Homeless Population.**

We believe that the fact that the City of Portland refers the largest number of clients to us demonstrates a belief that Furniture Friends is viewed as a valuable and cost-efficient resource that supports the City's efforts to address homelessness.

6. Guiding Principles

Furniture Friends is committed to providing critical resources to the neediest in our community in a way that is consistent with the following Guiding Principles:

* Priority to Lower Incomes – Furniture Friends only serves low income clients and referring agencies must verify that an individual or family falls within the income guidelines without additional financial resources to purchase furniture.

* Diversity and Inclusiveness – In 2020, Furniture Friends revised our client referral form to collect demographic information such as gender, country of origin, ethnicity and race to add to other client information we collect. This information, along with the organizations who make referrals to us, confirms that we serve a diverse array of clients reflective of the diversity that exists in Portland. Specifically, 59% of clients referred to us identify the US as their country of origin and further identify as white (118), black/African American (9), Native American (1), Asian (1) or Latino/Hispanic (8). The other 41% come from 19 different countries. Additionally, the essential household furniture we provide demonstrates our organizational commitment to inclusivity by ensuring that low income residents are able to obtain a resource easily accessed by those at higher incomes levels.

* Consistent with City Goals and Initiatives – Our program goals align with the Consolidated Plan and goals and priorities of the Community Development Block Grant Program. Our efforts to address homelessness by increasing housing stability can be measured.

7. Partnerships, Collaboration, and Outreach

Furniture Friends' organizational model is grounded in the principles of partnership, collaboration and outreach and is an area in which we excel. From our inception and continuing to present, we rely on and are committed to developing meaningful partnerships with state and local governments, social service providers and community organizations across southern Maine. These partnerships are vital to our ability to fulfill our mission of providing essential furniture to low income households.

Currently, we partner with over 130 organizations who refer low income clients to us. These organizations provide a wide range of services but rely on Furniture Friends to address the unmet furniture needs of individuals and families. On a daily basis, we collaborate to collect referrals, connect with clients and identify the quickest way for them to receive furniture and address issues that impact that outcome (i.e., no cell phone connection, a loss of expected transportation, etc.). We routinely hear from these organizations how grateful they are for the service provided by Furniture Friends and the positive impact our service has on their clients. We have included two letters of support to this proposal from Amistad and Greater Portland Health that speak to our commitment to developing and maintaining strong and meaningful partnerships. As mentioned previously, our MOA with TOA demonstrates the collaborative way we work with partners using available resources without duplicating efforts to improve the lives of low income residents.

We also work to develop partnerships with businesses and institutions that donate furniture to us. Our ability to provide furniture to the thousands of households we've served in the last eight years would not be possible without a steady stream of donated furniture. Much of this comes from individual community members, but we actively reach out to area hotels, universities, restaurants, retirement communities, retail stores and business to solicit furniture donations. One example of a recent partnership is with Jordan's Furniture. After visiting their store in South Portland to introduce them to our program, they contacted us to arrange a monthly donation of 12-15 pieces of brand new furniture. Last month we traveled to Brunswick to collect a large assortment of dining tables and chairs from a restaurant that is being renovated. These partnerships are mutually advantageous – we receive a supply of furniture to add to our inventory and the business helps to address community need while avoiding disposal costs for unneeded or unwanted furniture.

Another area we've devoted significant time and energy has been reaching out to recruit volunteers to assist us in our operations. Volunteers come as individuals or in groups from area schools, businesses and faith communities or workfare programs. They assist us in our warehouse and help pick up furniture from donors or deliver furniture to clients. With two full-time and two part-time staff, Furniture Friends could not do all that we do without volunteer support. As mentioned previously, in 2019, we received over 7,200 hours in service from 148 volunteer teams and 187 workfare crews. In the fall of 2019, our Volunteer Coordinator left Furniture Friends to pursue other opportunities. At the time, the board chose not to rehire that position to close a gap in our budget. Remaining staff oversaw existing volunteers but was unable to recruit or train new volunteers. Then, as the coronavirus pandemic began, we suspended our volunteer program, Many of these partnerships have waned over the past nine months, so renewing these partnerships will be a top priority once we are able to hire a Volunteer Coordinator.

8. Readiness to Proceed

Furniture Friends is optimistic about news indicating that a coronavirus vaccine is ready for distribution to the US and that public health officials are estimating life may return to normal by the Fall of 2021. Given that forecast, funding from the City of Portland will enable us to hire a Volunteer Coordinator by 8/31/21 to begin the process of re-engaging with and recruiting volunteers so that they can be trained and deployed as soon as it is safe to do so. This additional labor will ensure our ability to meet our program goals.

9. Experience Providing Service

Furniture Friends has been in operation for eight years locating and providing donated furniture to low income people in need. We understand that many low income people have a variety of needs, however, we are clear in our mission and stay focused on providing essential household furniture. The letters of support included with our application are endorsements from two (out of approximately 130) of the community organizations we partner with that indicate the value of our service and ability to follow through. Additionally, in March 2020, the State of Maine Department of Economic & Community Development certified Furniture Friends as an Essential Business.

10. Financial Need

The coronavirus pandemic had a significant impact on our operations causing us to suspend our volunteer program until the virus no longer poses a threat to public health. As stated previously, prior to the pandemic, we worked with 100+ volunteers who donated 500-600 hours each month to assist us in picking up and delivering furniture. We are eager to re-engage volunteers and anticipate the possibility of beginning those efforts by September 2021. CBDG funds will help us hire a part-time Volunteer Coordinator who will recruit, train and oversee these volunteers and ultimately help us meet our goal of serving 25% more clients in 2021/2022 than the year prior.

Our small staff team is stretched with other duties and currently does not have the capacity to take on these additional responsibilities. Therefore, without CBDG funds from the City of Portland, it will be unlikely that Furniture Friends will be able to hire a Volunteer Coordinator. That will have a negative impact on our ability to add volunteer support to our work force which, ultimately, will have a negative impact on our ability to reach our goal of serving 562 households.

11. Leveraged Funding Narrative

Furniture Friends has a committed board and active fundraising committee that works to secure private funding each year through individual solicitations, grants and event. Our modest budget is highly impacted by CDBG funding that is committed over a year and provides regular income as other sources are unpredictable and fluctuate greatly. Additionally, this support is crucial in our efforts to reach out to other donors across the state who routinely ask about support provided by local governments. In 2021, we will apply for grants from a number of foundations (i.e., John T. Gorman, Doree Taylor, Robert & Dorothy Goldberg, Unum, Bank of America, Bangor Savings, TD Charitable Trust, Sadie and Harry Davis). We also plan to apply for funding from the City of Westbrook and Cumberland County (both sources diverted funding normally available for social services to COVID-19 support in 2020). In 2020, we launched a new event, The Virtual Slumber Party, which raised over $40,000 and look forward to building on that success in 2021 to help stabilize our yearly income.

12. Budget Narrative

Furniture Friends' board and staff maintain a strong commitment to being fiscally responsible and utilizing all available resources within our reach to supplement our operations – relying on donations of gently used furniture, involving referring agency staff and clients in our processes and engaging volunteer support whenever possible to augment the efforts of our small but dedicated staff team. To help us achieve our goal of increasing the number of households served by 25% (from 450 to 562), Furniture Friends will hire a Volunteer Coordinator to rebuild our volunteer program.

A. REVENUE
- CBDG – We are requesting a grant from the City of Portland in the amount of $25,000.
- Other grants - We will be able to reapply to several sources that allow every-other year funding such as John T. Gorman, Doree Taylor, Robert & Dorothy Goldberg,

Unum, Bank of America, Bangor Savings, TD Charitable Trust, Sadie and Harry Davis foundations. We also will apply to the City of Westbrook and Cumberland County. (55,000)

- Other Income – This category includes our Annual Giving Campaign (120,000), Event Income (50,000) and furniture sales (5,000).

TOTAL REVENUE: $255,000

A. EXPENSES

- Salaries – This includes compensation for the two full-time staff (Executive Director and Operations Manager) and two part-time staff (Office Manager and Warehouse Assistant) who have kept the agency operating in the midst of the coronavirus pandemic despite the loss of volunteer support. It also includes the addition of a part-time Volunteer Coordinator to re-engage our sizable volunteer pool made possible with CDBG funds. (165,547)
- Fringe - These are required state/federal payments. (16,058)
- Professional Fees/Consultant – We have set aside minimal funds to pay a graphics designer to assist with community education materials. (1,500)
- Equipment – We earmark a small amount of funds to purchase beds if we are unable to acquire donations from the community. (6,000)
- Materials/Supplies – This includes supplies for both the office and warehouse such as work gloves, personal protection equipment, cleaning products. (4,100)
- Office Space – Monthly rent and utilities are included. (31,090)
- Insurance – This includes liability, D&O and Workers' Compensation. (5,350)
- Advertising and Publicity – To continue to attract volunteers and donors, we publish two newsletters, publicize our major fundraiser and prepare educational materials for referring agencies and furniture donors. (9,000)
- Transportation - Maintaining our two vehicles is critical to our ability to deliver furniture when a client cannot drive and making donation pick-ups so our supply of furniture is maintained. (10,768)
- Telephone, internet – These are necessary communication tools for client referrals and families/institutions with furniture to donate. (3,850)
- Waste removal, etc. - Though we are very careful to check furniture donations, we occasionally find furniture dropped off that is of very poor quality and must be disposed along with day-to-day trash. (1,425)
- Bank, credit card fees – These are nominal, routine fees (200).

TOTAL EXPENSES: $254,888

D. BUDGET: REVENUES AND EXPENDITURES, limit 1 page.

Complete separate Excel budget form.

E. SOCIAL SERVICE SUMMARY, *limit 1 page, (This is the only page that goes to Council)*

Application Type	☒ Standard Social Service	
Operating Agency	Furniture Friends	
Program Name	Basic Necessities Expansion	
Funds Requested	$25,000	
Program Summary		
Furniture Friends will use CDBG funds to hire a part-time Volunteer Coordinator to enable us to recruit, train and oversee volunteers in order to increase our operational capacity by 25%.		
HUD National Objective *Refer to Section II.B.1*	☒Low to Moderate Income Limited Clientele, will this serve a population HUD presumes to be low income? ☒Yes ☐ No ☐Low to Moderate Income Area Benefit, if chosen describe service area:	
	Service area: Greater Portland	
HUD Program Objective *Refer to Section II.B.2*	☐ Creating Suitable Living Environment ☒ Providing Decent Housing ☐ Creating Economic Opportunity	
Primary Goal *Refer to Section II.B.3*	☐ Neighborhood Investment ☐ Economic Opportunity	☐ Affordable Housing ☒ Prevent/Reduce Homelessness
Beneficiaries/ Clients Served - *Refer to Section II.B.4*		
Client Description	Low income individuals and families without essential furniture.	This includes people who have been homeless, those with disabilities, survivors of domestic violence, veterans and immigrants.
Number of Clients Served	562 households	(approximately 1,405 individuals)
Number of LMI Portlanders	483 (86% of all referrals)	(approximately 1,208 individuals)
LMI Portland Percentage	100%	
Units of Service - *Refer to Section II.B.5*		
Type of Unit of Service	Households served	
Number of Units Provided	562	
Cost per Unit of Service	$454	

Outcomes - *Refer to Section II.B.6*

1. Increase the number of clients served by 25%
2. Track clients referred by The Opportunity Alliance
3. Increase volunteer engagement and renew volunteer partnerships by hiring a Volunteer Coordinator

Budget - *Refer to Section II.D Budget*

$25,000	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
$254,888	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
9.8%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]

Leveraged Funds – *Refer to Section II.D Budget*

$	Federal	$55,000	Other grants
$	State	$	Endowment
$	County	$175,000	Private Funds
$	City *(not CDBG)*	$	Gifts in kind

26

IRS Department of the Treasury
Internal Revenue Service

CINCINNATI OH 45999-0038

In reply refer to: 0248267585
June 20, 2018 LTR 4168C 0
01-0513662 000000 00
00022549
BODC: TE

FURNITURE FRIENDS
PO BOX 631
WESTBROOK ME 04098

3359

Employer ID number: 01-0513662
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated June 11, 2018, about your tax-exempt status.

We erroneously placed you on our auto-revocation list. You can disregard the CP120A notice we previously sent. We'll remove you from the auto-revocation list at www.irs.gov/charities during the next monthly update.

We issued you a determination letter in July 1998, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

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

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

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

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

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

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

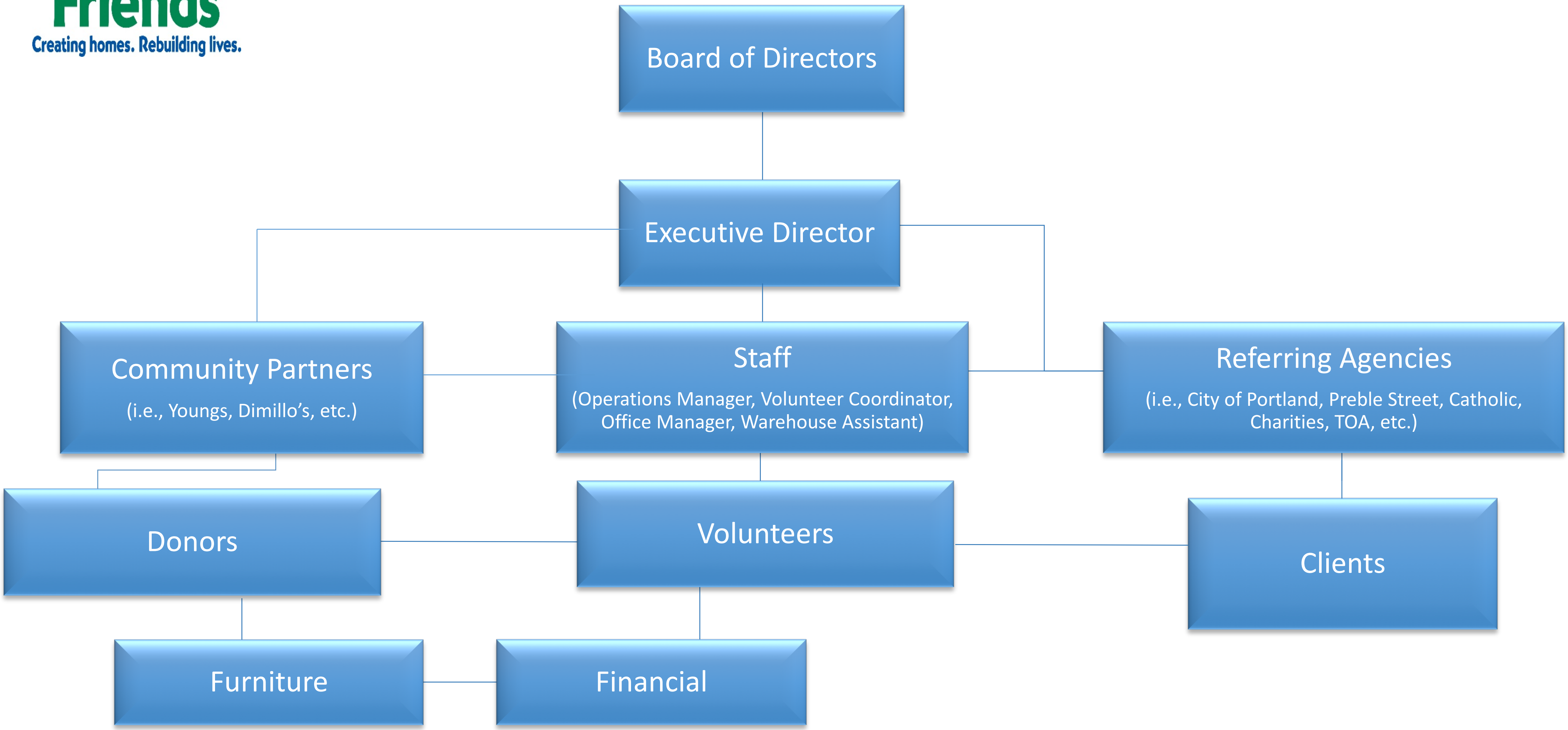
Thank you for your cooperation.

Sincerely yours,

Kim A. Billups

Kim A. Billups, Operations Manager
Accounts Management Operations 1

Organizational Chart



Furniture Friends
Budget Overview: 2021 Budget (Preliminary)
January - December 2021

		Total
Income		
Contributions		100,000.00
Events		75,000.00
Grants - Restricted		
Grants - Unrestricted		60,000.00
Other Income		5,000.00
Total Income	**$**	**240,000.00**
Gross Profit	**$**	**240,000.00**
Expenses		
Consulting		
Database System & Website&Development		1,500.00
Total Consulting	**$**	**1,500.00**
Facilities Costs		
Electricity		1,200.00
Gas (heating)		2,540.00
Rent - Warehouse		25,550.00
Warehouse Supplies		1,500.00
Waste Removal		600.00
Total Facilities Costs	**$**	**31,390.00**
Furniture Purchases		6,000.00
Insurance		
D&O Insurance		750.00
Liability Insurance		600.00
Worker's Compensation Insurance		4,000.00
Total Insurance	**$**	**5,350.00**
Marketing & Public Relations		9,000.00
Office Supplies & Software		2,500.00
Other Business Expenses		2,650.00
Payroll Expenses		
Payroll - Salaries & Wages		152,391.00
Payroll - Taxes & Fees		14,983.00
Total Payroll Expenses	**$**	**167,374.00**
Telephone & Internet		3,700.00
Transportation		
Gas/Diesel		2,000.00
Insurance - Vehicles		4,036.00
Maintenance - Vehicles		3,000.00
Mileage Reimbursement		0.00
Other Vehicle (Reg., tolls, etc.)		1,500.00
Total Transportation	**$**	**10,536.00**
Total Expenses	**$**	**240,000.00**
Net Operating Income	**$**	**0.00**
Net Income	**$**	**0.00**

Friday, Dec 11, 2020 07:26:20 AM GMT-8 - Accrual Basis

Furniture Friends
Creating homes. Rebuilding lives.

Board of Directors and Staff (as of November 2, 2020)

Katie Howard, President
189 Stevens Avenue
Portland, ME 04102
207-318-8579
howard.kt@gmail.com
(Program Officer, Davis Family Fnd. & Davis Conservation Fnd.)

Kevin Decker, Vice President
254 Blackstrap Road
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207-651-4577 (preferred)
207-228-7131 work
deckerkj@gmail.com
(Attorney, Bernstein Shur)

Samantha Commeau, Secretary
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207-691-5209
samcommeau@gmail.com
(Sr. VP, Bank of America Merrill Lynch)

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(Physician, retired)

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brunosophie48@gmail.com
(Youth Representative, Falmouth HS ’23)

Ex-Officio
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(Attorney, retired)

Marketing Consultant
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207-939-2230
cannoncott@gmail.com
(Marketing Cannons, Inc., President)

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207-210-3140 cell
207-829-3645 home
jmcadoo@furniturefriends.org

Bobby Mosher, Operations Manager
207-210-2939
operations@furniturefriends.org

Valerie Lippert, Office Manager (PT)
207-210-5797
info@furniturefriends.org

Bill Price, Warehouse Asst. (PT)
207-210-2939
warehouse@furniturefriends.org

Furniture Friends Website: www.furniturefriends.org

Memorandum of Agreement between
Furniture Friends and The Opportunity Alliance

This MOA is between the following partners:

Furniture Friends (FF) is a 501(c)(3) nonprofit that collects donated furniture and distributes it to people in need throughout Greater Portland (Maine).

The Opportunity Alliance (TOA) works with people to build better lives and stronger communities through advocacy, leadership, and support to identify the goals and address the needs of individuals, families, and communities.

Both partners strive to assist people move beyond homelessness into safe, affordable housing and acknowledge that a collaboration between them can significantly further their objectives and increase their impact in the community. As part of this MOA:

- FF will provide an initial training to TOA staff to ensure that they are familiar with FF and relevant procedures.
- TOA will refer to FF low income clients in the Greater Portland area who have housing but lack the resources to purchase essential household furniture (i.e., beds, bureaus, dining tables, chairs, couches and lounge chairs).
- FF will work with TOA to assess clients' needs and provide the necessary furniture free-of-charge to the extent that resources and inventory allow.
- TOA staff will complete a self-sufficiency matrix for all clients referred to FF at the time of referral and again at 12 months after furniture has been received, or at the time TOA discharges the client, and share the aggregate data with FF.

This MOA shall begin upon grant funding approval and shall be in force at least through June 30, 2022, the end of the grant funding period, continuing thereafter until such date as either party provides the other with written notice to end this arrangement.

______________________________	Joseph R. Everett
Jenn McAdoo, Executive Director	Joseph R. Everett, President & CEO
Furniture Friends	The Opportunity Alliance
________________	11/30/2020
Date	Date

AMISTAD
"People Helping People"

December 10, 2020

Jenn McAdoo
Furniture Friends
P.O. Box 631
Westbrook, ME 04098

Dear Jenn,

Amistad energetically endorses the efforts of Furniture Friends to secure CDBG funding to provide your agency with the opportunity to maintain and grow its ability to meet the critical need of furniture and household items for those emerging from homelessness into new housing units. Amistad has partnered with Furniture Friends for years, and we have relied upon your resources and efforts as we mutually support low-income Portlanders who have been homeless and who have no means or funds to equip their new apartments with the items they need to maintain the space as a livable unit. We have witnessed too many in our community lose housing not long after obtaining it and have also witnessed how having an apartment that is even modestly appointed with a bed and furniture can be the difference in housing retention. Furniture Friends is the only entity providing this much needed resource for our community.

Furniture Friends has proven to be resilient and adaptable during the pandemic, as they have continued their work of securing and distributing household items, in a safe manner, in a landscape where many services have been shuttered or reduced. This was not surprising to Amistad, as we have had a front row seat to this adaptability and resourcefulness for years. When we opened our first Recovery Residence for women, we lacked funding to secure beds and bedroom furniture for the rooms. Furniture Friends responded to our plea for help by providing us with all the furniture we needed for the entire program—a response that was outside of their normal flow of operations but very much in keeping with their mission and principles.

Furniture Friends is a reliable and critical partner in Portland's work to support low-income individuals who are striving to secure and maintain housing and experience fuller and healthier lives. We know that funding for these essential services is even more difficult to obtain and more important than ever, and Amistad fully endorses your application to the CDBG allocation committee. We hope to be able to continue to rely on you as we continue to jointly support our fellow community members.

Sincerely,

Brian Townsend

Executive Director, Amistad

GREATER PORTLAND HEALTH

CARING FOR THE WHOLE COMMUNITY

December 8, 2020

Jenn McAdoo, Executive Director
Furniture Friends
P.O. Box 631
Westbrook, ME 04098

Dear Ms. McAdoo:

Greater Portland Health (GPH) is pleased to support Furniture Friends' application to the City of Portland CBDG program. Furniture Friends provides an important service of matching essential household furniture with low income families and individuals that is not replicated by any other organization in Greater Portland.

GPH is a Federally Qualified Health Center (FQHC) established in 2009 to provide high-quality patient-centered health care to individuals and families in the Portland community, regardless of ability to pay. Now with nine locations across Portland and South Portland, GPH partners with specialists, hospitals, pharmacies and other providers to deliver accessible, affordable and culturally sensitive care to those in need. We also connect our patients to a variety of community resources to help them with securing housing, food assistance, and immigrant/refugee support.

To provide some GPH statistics, GPH serves approximately 1,754 adults age 50 – 75. Approximately, 48% of GPH patients live at or below 100% of the Federal Poverty level. The support GPH patients receive from Furniture Friends is extremely helpful as many cannot afford to furnish their home. GPH is pleased to continue to work with Furniture Friends so our patients can rebuild their lives – whether they are moving into an apartment after a period of homelessness or having traveled thousands of miles looking for safety for themselves and their family.

Sincerely,

Ann Tucker

Ann Tucker
Chief Executive Officer

180 Park Avenue, Portland, ME 04102 | P. (207) 874-2141 | F. (207) 874-2164 | GREATERPORTLANDHEALTH.ORG

Portland Fire Department
2021-2022 Community Development Block Grant
Social Services Application

Diversity Recruitment Initiative

December 11, 2020

COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2021-2022

II. SOCIAL SERVICE APPLICATION

COMPLETE APPLICATION CHECKLIST

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

- ☑ **A. Social Service Cover Page,** *limit 1 page*
- ☑ **B. Social Service Worksheet,** *limit 2 pages*
- ☑ **C. Social Service Narrative,** *limit 7 pages*
- ☑ **D. Budget: Revenues and Expenditures,** attached separately, *limit 1 page*

  Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative
- ☑ **E. Social Service Summary,** *limit 1 page*
  [Complete this section in whole; this is the only form forward to the City Council]

Required documents for non-profit organizations:

- ☐ **Verification of 501(c)3 Status,** *limit 1 page*
- ☐ **Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*
- ☐ **Most Recent Agency Operating Budget *Summary*,** *limit 1 page*
- ☐ **Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement
- ☐ **Complete list of Board Members**

Supporting documents (subject to scoring):

- ☑ **Project Timeline** may be included in narrative or attached separately
- ☐ **Memorandum of Agreement**, limit 2 pages: may be one MOA that is two pages long or two MOAs that are one page each.
- ☐ **Letter of Support,** if there is no MOA; a letter of support may be submitted. *Limit 2 pages: can be one letter that's two pages long or two letters that are one page each.*

Signature of the President or Executive Director **Date**

K. Souther 12-10-20

A. SOCIAL SERVICE COVER PAGE, limit 1 page

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR 2021-2022

Application Type	■ Standard Social Service		
Operating Agency	Portland Fire Department		
Program Name	Portland Fire Department Diversity Recruitment Initiative		
Mailing Address	380 Congress Street Portland, ME 04101		
Address Services are Delivered	380 Congress Street Portland, ME 04101		
Executive Director	Keith Gautreau Fire Chief	Phone (207)874-8401	Email kng@portlandmaine.gov
Project Director	Sean Donaghue Training Captain	Phone (207) 756-8268	Email donaghues@portlandmaine.gov
Financial Contact	Benjamin Bettez Principal Financial Officer	Phone (207) 756-8097	Email bbettez@portlandmaine.gov
Person who completed the Application	Benjamin Bettez Principal Financial Officer	Phone (207) 756-8097	Email bbettez@portlandmaine.gov
Amount of CDBG Funds Requested	$ 23,320	Total Program Budget $ 23,320	
DUNS Number	071747802	Tax ID 01-6000032	

B. SOCIAL SERVICE WORKSHEET, *limit 2 pages*

1. **HUD National Objective**. Indicate which National Objective this program activity will address; choose one. Refer to National Objective description p. 3 for additional information.

☑ **Low and Moderate Income Clientele** (LMC): an activity which provides benefits to a specific group of persons of which at least 51% qualifies as LMI Portlanders.

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

■ No ☐ Yes (please circle appropriate population)

☐ **Low and Moderate Income Area Benefit** (LMA): an activity *which is available to benefit all the residents of an eligible area/census tract*, plus housing authority properties.

If you choose LMA, please provide a map and outline on the map the area that your program serves.

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

☐ **Creating a Suitable Living Environment**

☐ **Providing Decent Affordable Housing**

☒ **Creating Economic Opportunity**

3. **Primary Goal.** Indicate the primary goal your program or project addresses; choose one. *Refer to the instructions p. 6 for additional information.*

☒ **Neighborhood Investment and Infrastructure:** *Create strong, safe accessible and vibrant neighborhoods*

☐ **Housing Availability:** *Increase housing availability and affordability*

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

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

4. **Beneficiaries.**

A. Describe the beneficiaries or clients served by the program.	A. Young Adults. Priority to minority students.
B. How many will be served by the proposed program? (unduplicated -per year)	B. Up to 20
C. How many are *residents of Portland*?	C. 100%
D. How many are *low to moderate income residents of Portland*? See income data in the instructions	100% D.
E. What percentage of total clients are low to moderate income residents of Portland? *(To calculate = D/B * 100; Must be > 51%)*	100% E.

5. **Units of Service.** Describe the type of unit of service provided by the program.

A. Describe the type of unit of service provided by the program.	A. Training Program
B. How many units of service will be provided by the program?	B. Up to 20
C. What is the cost per unit of service?	C. $700 - $2,564 depending on the student
D. Explain the relationship between the cost per unit of service and the total program budget.	D. Costs will be higher if the student pursues EMT licensure
E. What percentage of the total budget is CDBG?	E. 81.4%

6. **Program Objectives and Outcomes.** Please list below.

Program Objectives	**Outcomes/ Community Impact**
Increase the size and diversity of our Applicant Pool	An enhanced applicant pool will result in hiring the best possible candidates and build diversity in the PFD
Provide job training and EMT-B license opportunity	More trained EMTs in the community and helps potential applicants meet hiring prerequisites
Provide basic fire safety and emergency medical training to residents	More citizens trained in these disciplines enhances the safety preparedness of the community

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

A. How many employees are currently employed in this program?	A. 0
B. How many employees will be employed in this program if it receives CDBG funding?	B. We will utilize existing staff
C. How many employees will be employed in this program if it does not receive CDBG funding?	C. 0

8. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A. Program participants will have attendance and training tracked.
B. How will the units of service be tracked and documented?	B. Attendance sheets, ride time logs, training rosters
C. How will the outcomes be measured, collected, and documented?	C. Totals hours trained, CPR/First Aid cards issued, EMT students enrolled

Please limit the Social Service Worksheet to 2 (two) Pages.

C. Social Service Narrative

1. Program Description

One of the Portland Fire Department (PFD) Administrative goals is to increase the level of diversity in the PFD, so that our workforce reflects the diversity of the residents we serve. We are also trying to increase the number of qualified applicants who apply for available positions. Our minimum requirements for hire are:

- High School graduate or equivalent
- Three years of post high school education, or two years of post-high school employment, or a combination of education and employment totalling three years
- Possession of a valid Maine Drivers license
- Citizenship or proof of eligibility to work in the US
- Being licensed at the Emergency Medical Technician - Basic (EMT-B) level at the time of interview.

The PFD celebrated its 250th anniversary in 2018, and over the past 50 to 100 years many of those who eventually became our employees developed an interest in the fire service by observing and then participating with relatives who served as predominantly volunteer firefighters in surrounding communities. This early interest developed into a career goal for many, and employment in the PFD was one of the very few local opportunities to obtain a career position. Portland residents don't have the same access to this method of developing interest in the career, as we don't have any volunteer service opportunities apart from residents on some of our island communities.

There have been significant changes in the past two decades. Many surrounding communities have begun hiring career firefighters to supplement their volunteer force (volunteerism has declined sharply nationwide due in part to the time commitment needed for training), which has drawn down our pool of applicants. We've gone from over 500 people applying and testing for a PFD job to under 100 in each hiring cycle. Over the past 20 years the City of Portland has also seen significant changes in the diversity of the population. To counter these changes our objective is twofold:

1. Provide experience and information to students in Portland about what a career in emergency services entails, identifying it as a possible career path to those who might not have considered it otherwise.
2. Help prepare those who do show an interest in the career to meet the requirements to successfully engage a career in firefighting.

To accomplish this we propose two distinct programs.
First, we want to modify a previous program we had in place with Portland High School where we offered an Introduction to Firefighting class one year, and then a First Responder (Emergency Medical training) the next year. We did this in partnership with Jobs for Maine Graduates. Instead of a whole year class for each topic we'd like to streamline it so we provide an introduction to both topics over the course of one semester. We would combine classroom learning with hands-on experience. Students will have the chance to learn about the work performed by a firefighter/Emergency Medical Technician (EMT) and participate by using hoses, fire extinguishers and other equipment. We will provide opportunities to try on firefighting protective gear. Students will learn basic first-aid skills and become CPR certified. If students show interest in this career path we will work with them to provide counseling and direction for their next steps in preparation. Southern Maine Community College (SMCC) offers a Fire Science degree that is very valuable in providing them with the tools they need to succeed post graduation.

Secondly, we are proposing to establish an Adult Education class that will provide instruction in fire safety and basic first aid. We envision this including topics like fire extinguisher training, basic fire prevention, learning CPR, and other medical treatment skills. If attendees show an interest in emergency services as a career path we will assist them with registering, tuition and participating in an EMT-Basic (EMT-B) class to get the certification required for eligibility for hire. Part of completing the EMT-B class is a ride-time component where the student joins an ambulance crew and gets field experience and real-time contact with patients. The PFD regularly provides this experience to students, and this would be another component of our involvement.

2. Community Need Description

The PFD needs a qualified and vibrant pool of potential employees to maintain our staffing levels and continue on our path of providing the highest quality emergency response. The pool of qualified applicants has diminished, along with the demand for applicants increasing. There are few opportunities for Portland residents to get exposure to emergency services which can lead to making it a career path choice. Students and recent graduates need good, local job opportunities. These initiatives will help to educate these groups on opportunities they may have not considered, and outlines a pathway for them to achieve success. This proposal will increase opportunities for residents to gain access and exposure to a highly respected career.

The PFD also needs to reflect the population we serve. Increasingly we are responding on calls where there are language and cultural barriers that can affect the quality of care we seek to provide. If members of those communities are represented by our staff and can mitigate those barriers, our service quality is improved. Over the past 20 years we have made gains in the percentage of our female employees. Our recently promoted Division Chief of Emergency Medical Service (EMS) is the first woman to serve in a Chief's role in the PFD. Her presence in that position has already served to inspire other women and girls to a PFD career. We anticipate similar results as the racial and ethnic diversity of our department expands.

The mission of Portland's new Office of Economic Opportunity is to "convene and leverage public and private partners to assure optimal communication and collaboration so that racially and ethnically diverse communities, including immigrants and other underserved populations have access to jobs and related support services, as well as economic opportunities."
Among its goals and objectives are:

- Link employers more systematically with job seekers and job seekers with necessary training
- Collaborate with partners to ensure ongoing intern/apprentice/mentorship opportunities

This community needs quality individuals to serve as firefighter/EMTs, and also needs job opportunities for its population. We seek to serve both needs with this proposal.

3. Measurable Community Impact

Of the eight students who completed the initial firefighting class at PHS, one has gone on to become a career firefighter at a department in New Hampshire. Our hope is that these one-semester classes combining firefighting and EMS may have a broader appeal and provide exposure to a greater number of students. If successful, we anticipate that more members of Portland's community will consider and then attain a job with the PFD. As higher education is not a necessary component for hire, this provides candidates who have not had the opportunity to pursue post-secondary education with a stable employment opportunity and excellent benefits. For candidates without a family history of college education, this may be a stepping stone for them to establish a career, and then, once hired, the tuition reduction benefit offered by the city may open the door for the employee to obtain an advanced educational degree. For current high school students, this career path may make the pursuit of a college degree a reality. SMCC works with many of its Fire Science students to help them participate in live-in programs in surrounding communities. They are trained as firefighters and live in stations as students. In exchange for their service as firefighters to the communities they get free lodging and are paid for the time they serve. This builds experience and helps defray the costs of college for the student.

Both of our proposed initiatives will add to the knowledge base of the community. There will be more people trained in the use of fire extinguishers, CPR, and basic first aid. If nothing else, our community will be safer with more members proficient in these skills.

Progress will be measured in a variety of ways. Completion of either program will result in a number of Portland residents trained in CPR, fire extinguisher usage, fire safety, and some basic emergency medical skills. If the initial programs are successful in sparking interest in an emergency services career, we will have the ability to provide tuition assistance to five students for participation in a Basic EMT class. Long range metrics of success will include an increased applicant pool for positions in the PFD, and the applicant pool will demonstrate a range of ethnic and racial backgrounds. Ultimately, success means the employee composition of the PFD is a reflection of the diversity of the population we serve.

4. Goal

Certainly our primary goal through these programs is to create economic opportunity for Portland residents, which we detail in other parts of this application. A collateral goal achieved by these programs is the positive impact on Neighborhood Investment and Infrastructure, by having more residents trained in fire prevention and extinguishment, along with the ability to perform CPR and basic first aid. Teaching fire safety can pay dividends if structure fires are prevented, particularly fires in large apartment buildings that often result in many tenants, often lower income, being left without housing and the loss of possessions. This program may also help to build relationships with members of cultural sub-communities in the city, building trust and mutual respect. It also allows us to provide participants with an understanding of how fire alarm systems work, and the importance of their proper functioning. Having citizens trained in first aid adds to the response network in the city and enables immediate life-saving interactions to begin prior to the arrival of emergency responders.

5. Priority Impact Level

Economic Opportunity is the Priority Impact Level we seek to most significantly address. Although achieving this goal may take a few years of work to see fruition, we believe that by exposing current and soon-to-be job seekers to a career in emergency services we can identify, encourage and support those who decide to pursue the career. Our role will be providing career advancement services. First, we’ll educate potential employees about the opportunity a career in emergency services provides. We’ll be able to assist those interested by providing guidance for the steps they need to take to be qualified and successful. We can provide valuable experience through ride-along opportunities.

Part of our request for funding includes providing low income candidates interested in the career with tuition to participate in an EMT-B class, a minimum threshold requirement for employment in the PFD and many other area departments. Given the vast educational staff in the PFD, we can also provide tutoring for students enrolled in the EMT classes. We can also provide post-class career counseling to those who desire to obtain a position in the emergency services.

6. Guiding Principles

These programs will be aimed at senior level high school students and recent graduates, specifically those in the 17-24 age range. This population typically, if not participating in higher learning, is working at the low end of the pay scale, often in minimum wage jobs.

In many departments, the City of Portland is lacking in diversity. The PFD is no exception. With the increasingly diverse range of students in Portland High Schools we will be providing potential career information to a wide array of individuals. According to Portland Public School data, the district has over 2300 students who come from homes where over 60 different languages are spoken, representing about 34% of Portland Public Schools enrollment. We are committed to making the Fire Department a clear representation of the community we serve, and inviting potential employees that live within our community to consider and explore the career is the best way to eventually have them join our ranks. These programs allow us to engage with one of the highest concentrations of racial and ethnic diversity in Portland's young adult population. We want to increase diversity, and a career in emergency services, given the physical demands, fits most appropriately with young adult candidates. This is our best opportunity to interact with the candidates who best meet our needs..

The City of Portland Economic Inclusion and Development - Strategic Action Plan for Inclusion (2019) states the following under the heading of Career-Laddering:
"Support the continuation, expansion or creation of customized, informed programming, tailored to the needs of high school students and others, in order to ensure individuals are trained for, supported in and connected to employment with strong career pathways within Portland's thriving sectors."
http://portlandmaine.gov/DocumentCenter/View/23481/Executive-Summary-
Our proposal does exactly that.

7. Partnerships, Collaboration, and Outreach

For this program to be successful we will be working closely with Portland Adult Education and the Portland High Schools.We have been in contact with leadership from both organizations, and they've indicated their willingness to work as partners with the PFD in this endeavor. Additionally, within city government, we have support pledged from the Office of Economic Opportunity for assistance with networking, promotion of the program and other available resources.

8. Readiness to Proceed

Having current staff who were involved in the previous program, there would be relatively low barriers to initiate the program. The department will be utilizing existing equipment and personnel. Beginning in the summer of 2021 at the start of the performance period, we will begin our marketing efforts to recruit students to the program.

At the time of this application, we have received written confirmation from Sheila Jepson, Principal of Portland High School that they are committed to partnering with Portland Fire Department for this program. A faculty contact is yet to be determined, but we will work with PHS to coordinate. The anticipated start date of this program is fall 2021 to coincide with the beginning of the academic year. The program would meet weekly in a normal class rotation for the duration of the semester.

Concurrently, we would like to offer the young adult program in the fall. At the conclusion of the program, we will utilize the winter and spring to offer mentorship and career coaching. For those who feel they are ready for the EMT-Basic course, we will enroll them in a local program.

The conclusion of the initial cycle of the program would end in the spring of 2022. By that point our objectives would be accomplished if we have trained between 10-20 students in first aid, CPR and have enrolled up to five students in the EMT-Basic course.

9. Experience Providing Service

In the 2013-14 school year the PFD partnered with Portland High School and Jobs for Maine Graduates to host a yearlong Introduction to Firefighting class. A curriculum was developed and students were exposed to many of the facets of firefighting, with a focus on involving a significant amount of hands on experience. Many different PFD personnel were involved and served as instructors, and since our Central Station is in walking distance of PHS we often had class at the station and worked with the crews and equipment there to gain experience. All the class preparation documents have been preserved, so developing this iteration of the class should not require extensive resources. We offered the class once, and then discontinued it due to the cost of compensating PFD personnel to teach it. The PFD received no outside funding for the initial offering, and continuing it was unsustainable due to budgetary constraints. For at least two years following the firefighting class we also participated with a First Responder class, which provided students with education and training in first aid. We regularly train in emergency medical topics within the PFD to maintain our EMS licenses, and we have a large cadre of personnel qualified to teach. We still have a cache of EMS training equipment in storage at PHS.

PFD personnel lead a Community Emergency Response Team (CERT) with residents of Peaks Island. They regularly plan, coordinate and deliver training to team members, and every new firefighter/EMT in the PFD participates in a department-taught 10 week academy which uses many of the PFD staff. Training is a vital component to maintain our readiness, so we are well versed in preparation and delivery.

The PFD is authorized to perform care at the paramedic level, and many of our personnel are certified as Fire Instruction Officers and EMS educators.

10. Financial Need

While recruiting is an important part of our operations, due to budget constraints we are unable to allocate funding at this time to support this program. Although the city office of Economic Opportunity has pledged support and referrals to other funding sources which may assist the operations of this program, the department feels that CDBG funds would be the best fit for the establishment of the program based on the shared values, goals and outcomes.

11. Leveraged Funding Narrative

In our budget we have leveraged funding of $4,320 which accounts for salaries of two paramedics. This portion is allocated to the 16 hour ride time that is required for the EMT-B licensure. On average, each medic earns about $27 per hour ($54/hour combined for the pair of paramedics). With an anticipated capacity for 5 students in the program participating in ride time, we are fortunate enough that we will be able to utilize on duty personnel for this requirement.

12. Budget Narrative

Regarding salaries, we will have to utilize off duty personnel who will be compensated at time and a half. The individuals teaching the program will be senior members of the department including former training captains or drill school instructors. Including prep time and administrative duties associated with the program, we anticipate this will involve approximately 100 hours for the duration of the program period ($50/hr ot rate X 100 total hours)

An advantage of this program is that we will not have to hire new employees to administer the program. We will be able to utilize existing administrative staff for program support and outreach. An added benefit of enrolling students in the EMT program is that the students can complete their mandatory ride time with the Portland Fire Department. We estimate that utilizing 'on duty' staff will account for approximately $4,320 towards in-kind funds. Currently, in a non-academic setting, an EMT Basic class costs about $1,000 including books and study materials. For 5 students this will cost approximately $5,000. In the program budget, this expense can be found under "Professional Services'

Advertising is a critical component of the program. We will attract program participants using various platforms including social media, special events, mailings and working directly with our established partnerships. The $4,000 advertising and public information line will cover traditional print advertising but mainly targeted social media posts and video production equipment used to create the content for the posts. Job fair equipment such as tabletop displays are also factored in as a cost.

D. BUDGET FORM , *limit 1 page*

Complete one program budget spreadsheet for each program application.
Feel free to edit categories under Revenues or Expenditures as relevant to your program or project.

PROGRAM OR PROJECT NAME: Portland Fire Department Diversity Recruitment Initiative
OPERATING AGENCY: Portland Fire Department

CDBG Program Year (PY): July 1, 2021- June 30, 2022 *

REVENUES	Please indicate: Secured or Projected	Revenues TOTAL
CDBG Request 2021-2022	Projected	19000
Other HUD Funds (please list)		
a.		
Other Federal Funds (please list)		
a.		
b.		
State/ County Funds (please list)		
a.		
b.		
City Funds	Secured	4320
Private Funds (Grants, Fundraising, etc, please list)		
a.		
b.		
In Kind Services		
TOTAL PROGRAM or PROJECT REVENUE		18320

EXPENDITURES	Expenditures CDBG	Expenditures All Other Sources	Expenditures TOTAL
Administration			
Employee Salaries	10000	4320	14320
Employee Fringe Benefits			
Professional Services/ Consultant	5000		5000
Equipment			
Materials/Supplies			
Office Space (Program only)			
Construction costs			
Insurance			
Advertising & Public Information	4000		4000
Other, please specify			
a.			
b.			
c.			
d.			
e.			
TOTAL PROGRAM or PROJECT EXPENSES	19000	4320	23320

* A second Budget form will need to be submitted for multi-year social service requests.

E. SOCIAL SERVICE SUMMARY, *limit 1 page, (This is the only page that goes to Council)*

Application Type	■ Standard Social Service	
Operating Agency	Portland Fire Department	
Program Name	Portland Fire Department Diversity Recruitment Initiative	
Funds Requested	$19000	

Program Summary

Working with local organizations, PFD would like to offer an introduction to firefighting program to offer hands on training, CPR and First aid certification and prepare interested students to enroll in a basic EMT class. Priority would be to minority and first generation students to prepare them to meet the basic requirements for careers in the fire service.

HUD National Objective *Refer to Section II.B.1*	■Low to Moderate Income Limited Clientele, will this serve a population HUD presumes to be low income? ☐Yes ■ No ☐Low to Moderate Income Area Benefit, if chosen describe service area: Service area: All of Portland	
HUD Program Objective *Refer to Section II.B.2*	☐ Creating Suitable Living Environment ☐ Providing Decent Housing ■ Creating Economic Opportunity	
Primary Goal *Refer to Section II.B.3*	■ Neighborhood Investment ☐ Economic Opportunity	☐ Affordable Housing ☐ Prevent/Reduce Homelessness

Beneficiaries/ Clients Served - *Refer to Section II.B.4*

Client Description	Young adults in Portland with an interest in fire service careers with priority to minority students	
Number of Clients Served	up to 20	
Number of LMI Portlanders	Up to 20	
LMI Portland Percentage	100%	

Units of Service - *Refer to Section II.B.5*

Type of Unit of Service	Program Enrollment	
Number of Units Provided	Up to 20	
Cost per Unit of Service	$700--$2564 depending on the student	$

Outcomes - *Refer to Section II.B.6*

Prepare students for fire service careers, increase interest in PFD careers among minority and first generation students in Portland, increase community preparedness by training students in first aid/CPR and basic level EMT.

Budget - *Refer to Section II.D Budget*

$19000	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
$23320	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
81.4 %	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]

Leveraged Funds – *Refer to Section II.D Budget*

$	Federal	$	Other grants
$	State	$	Endowment
$	County	$	Private Funds
$4320	City *(not CDBG)*	$	Gifts in kind

Attachment A
Timeline

July 2021: Begin student recruitment by working with our community partners. Purchase equipment and supplies for marketing. Promote the program via social media and print advertising.

August 2021: Work with Portland Public Schools and Adult Education to finalize curriculum

September-December 2021: Program begins and meets weekly for the duration of the academic semester

January-June 2022: Mentorship of students who have completed the program. Preparation and enrollment of interested students in EMT-B Program. Students enrolled in the EMT program will complete their mandatory ride along time during this period.

Fall 2022: Hiring period for Spring 2023 Drill School class begins. Potential students who have successfully completed the EMT-B course and other requirements will be eligible to apply.

Attachment B
Demonstrated Outreach

We have made contact with Julia Trujillo, Director of Portland's Office of Economic Opportunity. As the program shares many common goals of her department, Ms Trujillo's office supports the program and has pledged support and any resources we may need to ensure success. We hope to utilize this partnership to market the program to interested participants in the immigrant community.

Though at the time of application we do not have a formal Memorandum of Agreement in place, we have confirmation from Principal Sheila Jepson of Portland High School that the school is happy to partner with Portland Fire Department on this project. Formal arrangements will be made pending funding of the program.

Portland Fire Department has made contact with Portland Adult Education. Though at the time of application we do not have a formal agreement in place, the staff we spoke with agreed that this program shares many of the common goals of their organization. Pending funding of the program, we will work with Portland Adult Education as a community partner for recruitment of students and assistance in marketing.

Portland
Adult Education

Dec 11, 2020

Dear Community Development Block Grant Review Committee,

My name is Anita St Onge and I'm the Executive Director of Portland Adult Education. I'm writing in support of the City of Portland Fire Department's proposal to develop a Fire Services program targeted to young adults, immigrants and minorities. This program could provide a career pathway to many of our students interested in becoming Firefighters or EMTs, or in need of basic First Aid or CPR Training.

We look forward to helping recruit for this program as an educational partner and hope that the proposal will be funded in full.

Sincerely,

/s/ Anita St Onge

Executive Director
Portland Adult Education

COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2021-2022

II. SOCIAL SERVICE APPLICATION

COMPLETE APPLICATION CHECKLIST

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

- ☒ **A. Social Service Cover Page,** *limit 1 page*
- ☒ **B. Social Service Worksheet,** *limit 2 pages*
- ☒ **C. Social Service Narrative,** *limit 7 pages*
- ☒ **D. Budget: Revenues and Expenditures,** attached separately, *limit 1 page*

  Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative
- ☒ **E. Social Service Summary,** *limit 1 page*
  [Complete this section in whole; this is the only form forward to the City Council]

Required documents for non-profit organizations:

- ☒ **Verification of 501(c)3 Status**, *limit 1 page*
- ☒ **Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*
- ☒ **Most Recent Agency Operating Budget *Summary***, *limit 1 page*
- ☒ **Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement
- ☒ **Complete list of Board Members**

Supporting documents (subject to scoring):

- ☒ **Project Timeline** may be included in narrative or attached separately
- ☒ **Memorandum of Agreement**, limit 2 pages: may be one MOA that is two pages long or two MOAs that are one page each.
- ☐ **Letter of Support**, if there is no MOA; a letter of support may be submitted. *Limit 2 pages: can be one letter that's two pages long or two letters that are one page each.*

Signature of the President or Executive Director **Date**

Stephen P. Letourneau 12/11/2020

A. SOCIAL SERVICE COVER PAGE, limit 1 page

COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2021-2022

Application Type	☒ Standard Social Service		
Operating Agency	**Catholic Charities Maine in Partnership with the Immigrant Legal Advocacy Project**		
Program Name	**Immigrant Legal Services**		
Mailing Address	**PO Box 10660** **Portland, ME 04104**		
Address Services are Delivered	**80 Sherman Street, Portland ME 04101**		
Executive Director	**Stephen P. Letourneau** **Chief Executive Officer**	Phone **781-8550**	Email **sletourneau@ccmaine.org**
Project Director	**Carolyn Graney**	Phone **560-7280**	**Email** **cgraney@ccmaine.org**
Financial Contact	**Joseph Winschel**	Phone **781-8550**	Email **jwinschel@ccmaine.org**
Person who completed the Application	**Julie Allaire** **Chief Strategy and Business Development Officer**	Phone **272-9040**	Email **jallaire@ccmaine.org**
Amount of CDBG Funds Requested	**$101,608**	Total Program Budget **$184,679**	
DUNS Number	**80-443-2805**	Tax ID **01-0280225**	

B. SOCIAL SERVICE WORKSHEET, *limit 2 pages*

1. **HUD National Objective**. Indicate which National Objective this program activity will address; choose one. Refer to National Objective description p. 3 for additional information.

   ☐ **Low and Moderate Income Clientele** (LMC): an activity which provides benefits to a specific group of persons of which at least 51% qualifies as LMI Portlanders.

   Does this activity benefit a population that HUD presumes to be low to moderate income, including *abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers*?
   ☐ No ☐ Yes (please circle appropriate population)

   ☒ **Low and Moderate Income Area Benefit** (LMA): an activity *which is available to benefit <u>all</u> the residents of an eligible area/census tract*, plus housing authority properties.

   If you choose LMA, please provide a map and outline on the map the area that your program serves.

2. **HUD Program Objectives**. Indicate which HUD program objective this program will address;

   ☐ **Creating a Suitable Living Environment**

   ☐ **Providing Decent Affordable Housing**

   ☒ **Creating Economic Opportunity**

3. **Primary Goal.** Indicate the primary goal your program or project addresses; choose <u>one</u>. *<u>Refer to the instructions p. 6 for additional information</u>*.

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

4. **Beneficiaries.**

A. Describe the beneficiaries or clients served by the program.	A. Refugees, asylees, immigrants, asylum seekers
B. How many will be served by the proposed program? (unduplicated -per year)	B. Total 265 (CCM: 100, ILAP 165)
C. How many are <u>*residents of Portland*</u>?	C. Total 265
D. How many are <u>*low to moderate income residents of Portland*</u>? See income data in the instructions	D. Total 265
E. What percentage of total clients are low to moderate income residents of Portland? *(To calculate = D/B * 100; Must be > 51%)*	E. 100% of clients are low income Mainers.

5. **Units of Service.** Describe the type of unit of service provided by the program.

A. Describe the type of unit of service provided by the program.	A. One hour of legal services
B. How many units of service will be provided by the program?	B. Total: 2919
C. What is the cost per unit of service?	C. $34.81

D. Explain the relationship between the cost per unit of service and the total program budget.	D. The cost per unit of service for CDBG is only a portion of total program operations. The other portion of staff time is allocated to other fixed grants or services
E. What percentage of the total budget is CDBG?	A. 55%

6. **Program Objectives and Outcomes**. Please list below.

Program Objectives	**Outcomes/ Community Impact**
1. ILS provides expands affordable, high quality immigration legal services for Portland immigrants.	Increased number of Portland refugees, immigrants and asylees able to obtain legal services and therefore residence, employment, citizenship.
2. Solidify and deepen partnership between CCM and ILAP	Improved access for Portland refugees, immigrants and asylees to obtain legal services.

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

A. How many employees are currently employed in this program?	A. 2.4
B. How many employees will be employed in this program if it receives CDBG funding?	B. 2.4
C. How many employees will be employed in this program if it does not receive CDBG funding?	C. 1.0 **without CDBG funds, current ILS representative will lose funding 9/30/20

8. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A. Information is collected through individual client intake sessions, ongoing consultations, forms and data gathering. ILAP has updated intake forms to track CDBG-funded clients and referrals. CCM has centralized their intakes to systematically gather demographic data for each client at the first point of contact.
B. How will the units of service be tracked and documented?	B. CCM uses a detailed spreadsheet containing demographic data, services and units. ILAP uses the *Legal Server* database.
C. How will the outcomes be measured, collected, and documented	C. CCM maintains a new centralized spreadsheet with detailed demographic and case tracking data, including outcomes. ILAP collects client and case information including contact information and income qualifications in its case management program and can run reports through its database.

Please limit the Social Service Worksheet to 2 (two) Pages.

C.SOCIAL SERVICE NARRATIVE

1. Program Description. Catholic Charities Maine (CCM) submits this proposal for an Immigrant Legal Services (ILS) project in partnership with the Immigrant Legal Advocacy Project (ILAP); building on the work funded by the City of Portland CDBG in 2018-2019. ILS serves low-income, Portland residents who are immigrants, refugees, asylum-seekers and asylees (persons who received asylum). Henceforth," *immigrants*" refers to all groups. The project promotes financial security and stability of immigrants by providing affordable, qualified immigration legal services. The project helps immigrants improve their legal status by gaining residency, citizenship, and reunifying with family. Legal status and family unity are essential to enable immigrants to improve income and financial security. The project is vital to assist them with this threshold need. Successfully integrating immigrants into our communities and into the workforce is vital for economic growth. The Center for Migration Studies writes, " In the US with limited welfare policies [for immigrants] family unity is critical for promoting immigrant integration, social and economic well-being, and intergenerational mobility," (2017). CCM and ILAP are the only organizations recognized_by the Department of Justice (DOJ) to provide free and low-fee immigration legal expertise in the Portland region. CCM has been serving refugees since 1975 and developed our ILS program 6 years ago to help refugee clients with family reunification. Since 1993, ILAP has been Maine's only comprehensive, statewide immigration legal aid organization. The project will fund increased staff time, interpretation and translation, and ongoing staff training in immigration law and regulation which are continuously evolving, community outreach, case intakes, and referrals to volunteers and interns. CCM and ILAP offer distinct as well as overlapping services. Both agencies represent clients before the Department of Homeland Security. CCM is the only Maine agency with federal authority to assist with certain family reunification petitions for refugees. CCM assists refugees and asylees in applying for green cards, citizenship and other reunification processes. ILAP attorneys will handle all cases requiring immigration attorney expertise and ILAP will handle complex legal matters, having a depth of experience and track record of success. In addition, ILAP operates an Immigration Forms Program helping complete immigration forms. Project services include assistance obtaining documentation / evidence, identifying immigration statutes, regulations and laws for each case, and assisting clients to complete immigration forms. All services are provided in the client's language. Improvements in immigration status and enabling family reunification expands opportunities for immigrants to work in the formal economy; which expands economic growth and safety and stability in Portland. Our prior CDBG-funded project served 416 immigrants and family members. Services helped them reunify with family, improve immigration status, and apply for work authorization. In 2019 and 2020, numerous and frequent regulatory and federal level changes in the US severely reduced the number of immigrants able to reunite with their spouses and children and hindered immigrants from qualifying for legal status and accessing temporary supports on their way to self-sufficiency. These changes have vastly complicated immigration applications and intensified fear and confusion among New Mainers. In 2021, we anticipate significant changes to federal immigration regulations and processes due to the incoming Biden administrations' stated commitment to immigrants fleeing persecution and seeking permanent status. While these changes are welcome, it will be imperative that qualified legal providers are available to keep up to date with these changes and ensure accurate and up to date information is available to Maine's immigrant families. As part of our commitment to ensuring information sharing and up to date training for ILS staff, in 2021, CCM's ILS program, along with ILAP and the City of Portland's Office of Economic Opportunity, will begin initiate quarterly meetings to include the City of

Portland's Office of Economic Opportunity (OEO) and other providers providing immigration legal services in Portland. See also #4, #7. During the COVID-19 pandemic both CCM and ILAP have adapted services to meet CDC safety guidelines. After a brief office closure and pause in new intakes, CCM adaptations included shifting services to be rendered through Whatsapp and over-the-phone, holding outdoor distanced client appointments and occasional brief indoor appointments for client signature and consent forms. ILAP continues to provide remote client services in addition to hosting virtual multi-lingual education sessions on asylum processes.

2. Community Need Description. The need for qualified, low cost/free immigration legal services is acute in Maine especially in Portland where approximately 60% of refugees are resettled annually and many asylum seekers wish to live in proximity to community, family, and resources. The need for free and low-cost legal services is particularly acute for asylum seekers and other vulnerable immigrants, as they are among the groups of immigrants excluded from receiving federal direct cash assistance which is available to refugees and some immigrant groups. On Nov. 14, 2019 we were informed by the City of Portland that asylum-seekers are eligible for CDBG-funded services delivered by non-profits like CCM and ILAP, per the 1996 Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA). The 300 asylum-seekers who arrived in June 2019 continue to face even greater obstacles to work due to non-standard processing at the border (as a result of ICE struggling to respond to high numbers of migrants crossing the southern US border). This increased the legal complexities of their cases. Many served by CCM and ILAP fled conflict, religious/ethnic persecution, were separated from family, and yet "immigrants rely on family networks for employment, housing, transportation, informal financial services, schooling, childcare, and old age care" (Center for Migration Studies, 2017). Despite resilience and work-readiness, most cannot pay lawyer's fees. The project serves: R*efugees*, *Asylum Seekers* and *Asylees*, and *Other qualified immigrants* (Green Card holders, Naturalized US citizens, and others). The need for services is based on several factors. *Complex immigration law* exacerbates challenges non-native English speakers already face. Immigration regulations differ depending on applicants' life and family circumstances, relatives' relationship, age, birthdate and country of origin. Applications prepared directly by immigrants or by unqualified helpers often fail due to misunderstanding instructions, improper selection of forms, lack of knowledge of procedures, not knowing what supporting documents are required and what alternative documents are acceptable, and the need to respond to recent policy changes. *High cost of private attorneys.* Private attorney fees are unaffordable for most. ILAP and CCM are the only DOJ Recognized Organizations in the Portland region authorized to provide a full range of affirmative and defensive immigration legal services with attorneys and DOJ Accredited Representatives on staff. ILAP's services are provided free of charge for those with incomes below 150% of federal poverty guidelines or for low fees for those with incomes between 150-200% of federal poverty guidelines, and CCM charges a low, sliding scale fee. *Shortage of Qualified Immigration legal services.* Immigrants are vulnerable to the risk to their status and safety of using unqualified legal services. The DOJ Recognition and Accreditation process was created to protect against this. DOJ and the US Citizenship and Immigration Service (USICIS) strongly encourage the use of DOJ Recognized entities and Accredited Representatives (non-attorneys trained to provide qualified immigration legal services). Overall, the need for qualified ILS providers in Portland is magnified by new immigration policies at the national level, including redundant security measures for refugees from certain countries that delay and halt family reunification, new rules limiting access to Green Cards and citizenship, and delayed access to work authorization. These changes have provoked fear and confusion among immigrants and deepened the need for up to date, accurate advice. Proper legal advice can secure lawful status and strengthen families, restoring these essential supports needed for access to employment and building self-sufficiency, so they can contribute as desired to their city and local community. The American Immigration Lawyers Associate writes, "Family ties facilitate the formation of immigrant communities, which, in turn, offer an environment that is ripe for business development. Case studies have found that extended immigrant families and close-knit immigrant communities facilitate the economic assimilation of new immigrants, promote investment in U.S. human capital, and encourage the development of businesses," (2018). Additionally, "immigrants have higher business ownership and formation rates than nonimmigrants as roughly one out of 10 immigrant workers own a business" (2018).

3. Measurable Community Impact. There is a quantifiable economic benefit to helping Maine immigrants gain legal status, achieve family stability through reunification, and become wage earners and taxpayers in the local economy. Because asylum-seekers are now eligible for General Assistance (covering housing and food), they have a time-limited, partial safety net (2 years). The process of becoming work eligible has become more complex, and without qualified legal guidance the process can be delayed, extended, or applicants can be rendered ineligible. This benefit was estimated in a 2016 Economic Impact Study of Civil Legal Aid in Maine which found that when an immigrant in Maine has the lawful immigration status and related supports leading to paid work, they experience on average a 7% wage increase. The study concluded that during one year, ILAP's work (combined with that of the Refugee and Human Rights Clinic at the Law School), resulted in $6.2 million in increased earnings for immigrant workers calculated over a 10-year period. The same study found that helping asylum seekers obtain work authorization saved $800,000 in General Assistance costs in 2015, as well as reduced spending on shelters and healthcare. The impact of CDBG funding will be measurable in terms of numbers of clients who gain residency, obtain work permits and citizenship, and reunify with close relatives. CCM and ILAP have robust data gathering /reporting systems. CCM gathers demographic client data at the first point of contact and tracks service provision and outcomes. ILAP uses a database called *Legal Server*. The chart below summarizes assistance provided by CCM and ILAP. These numbers represent cases, and thus are lower than those reported on the Social Services worksheet which reports beneficiaries (#4). Each case served improves the status of all the family members associated with that case, increasing the beneficiary numbers.

Cases	ILAP 2018 (last full year of available data)		CCM 2020
Service	Immigration Forms Program	Full Representation	Full Representation
Legal Consultation	30		
Economic Opportunity: Residency, work, citizenship	40	12	68
Family Reunification	5	5	
Other forms/actions	80	10	
Subtotals	155	27	68

4. Goal. The project directly promotes the Portland CDBG goal of "*Creating Economic Opportunity*". The City of Portland's Office of Economic Opportunity (OEO), established in 2017, makes sure disadvantaged populations have access to Portland's economic opportunities. Our project helps low income immigrants' access economic opportunities and support their families to reduce and eventually eliminate reliance on municipal and state support. Achieving integration into Portland neighborhoods and workplaces makes immigrants more likely to stay and want to further improve their legal status, all the way to citizenship, enabling them to fully participate in the community and in the economy. ILS advances individuals' work, education, and economic status and ability to contribute back to the community through volunteering, starting businesses and supporting existing social structures. The ILS project benefits the City of Portland by helping break down barriers to integration, which affect housing, food, and economic security for its citizens and the community. By successfully integrating immigrants Portland's community and workforce grows to the benefit of all. There is a clear link between economic self-sufficiency and obtaining a Green Card as studies show immigrants' incomes increase when they obtain legal status and work authorization. Achieving family reunification likewise has a direct impact on economic security. Immigrants who are able to bring family members to Maine benefit from vital support they provide, which includes childcare, transportation, and additional wage earners. Reunifying families reduces the need for/amount of remittances sent to spouses and children overseas, thus retaining these dollars in the local economy. Just as CCM and ILAP coordinate and share information within the project, we are committed to information sharing with the City of Portland's OEO and any other organizations or initiative providing immigration legal services in Portland. In 2021 we plan to begin quarterly meetings to share information about the services we are providing, cases we are taking, and updates on our intake processes. This will enhance referrals between providers, improve service coordination, help identify and mitigate gaps in immigration legal services, and get consistent information back to the communities we serve.

5. Priority Impact Level. ILS best addresses *Economic Opportunity – Create economic opportunity to transition out of poverty.* The proposed services are essential to enable immigrants to progress along the pathway to long-term integration through secure status and united families that are upwardly mobile. The ILS program removes barriers to the formal labor market, by assisting immigrants with immigration petitions and applications that give lawful status and strengthens essential family supports. Secure immigration status fulfills the immigrants' dream of full citizenship which they repay many times over, often starting at entry level jobs and/or using skills, talents, and courage to start small businesses. Self-sufficiency through employment and entrepreneurship is a well-recognized step in the transition out of poverty. The Center for Migration Studies reports family-based immigrants are more likely to be self-employed, that immigrant entrepreneurship plays an important role in their integration, and that immigrants have higher business formation rates than nonimmigrants. In fact, The City of Portland Office of Economic Opportunity (OEO) New Americans in Portland, Maine report explains that although immigrants only make up 4.6% of Portland's population, 7.8% of immigrants in the Portland metro area were entrepreneurs. Additionally, Maine has a workforce shortage, and numerous thinkers from the Maine Development Foundation, Portland City Council, and Maine State Economist declare a labor solution lies in Maine's ability to integrate immigrants. American Immigration Lawyers Association wrote in 2018 that "42 percent of new permanent residents in 2016 were between the ages of 25 to 44 years of age, with a median age of 32.39 With an aging workforce and a higher overall median age [Portland] reaps the benefits from the economic contributions of these new immigrants" (2018). The OEO reported in 2020 that "although the foreign-born made up 4.6% of the [Portland] metro area's overall population, they represented 5.1% of working-age* population, 4.6% of its employed labor force, and 6% of its STEM** workers in 2016." It is clear that immigrants are a vital part of Portland's present and future workforce. Combining efforts, CCM and ILAP increase the access that immigrants have to the legal services essential to establish a new life and gain work, helping our city to expand and enrich our workforce and economy

6. Guiding Principles Consistent. The project is consistent with Portland's goals for its future as outlined in OEO's Portland of Opportunity 2021 strategic plan. The plan's goals on Economic inclusion and development and Civic inclusion directly align with the goals of CCM and ILAP's commitment to expanding affordable immigrant legal services in our community. More specifically, the Civic Inclusion goal includes actions such as "promote naturalization efforts across the city of Portland" and "hosting naturalization ceremonies at city hall." Additionally, the 2005 "Portland's Community Vision for The Future" includes two relevant references. II. Serve the People "Provide compassionate services for the city's vulnerable citizens, while leading regional approaches to share the responsibility of caring for citizens in need", and IV. Protect Our Community Attributes "Listen to, embrace, empower and support our diverse citizenry," In the city's Five-Year Consolidated Plan 2016-2020 challenges facing Portland's racial and ethnic minorities are discussed. "The increase in immigrants from Sub-Saharan Africa has shifted local demographics of country of origin and household size" (p. 41) and "many in the refugee and immigrant community chose to live in proximity to their social and cultural network and in areas with better access to schools, public transportation, employment within the city." (p. 88) Services provided by CCM are offered from our location on Sherman Street, in the Parkside neighborhood which has heavy concentrations of immigrants and refugees and has been identified by the city as a priority service and investment area. See also #5. Measurable Community Impact. Please see #3. Diversity and Inclusiveness. The ILS program directly promotes Portland's diversity and inclusiveness goals by enabling immigrants to deepen ties within their own family, their community and with Portland's economic, social and cultural fabric. The chart below shows the ethnic and racial diversity among CCM's ILS clients since program inception, the majority of who are settled in Portland. ILAP's client profile in 2019 shows similar diversity: African/African American: 77%, Latinx: 15%, Caucasian: 4%, Asian: 3%, and Other 1%. (See also #9 for language capability of both CCM and ILAP.). CCM is engaged in a 3-year process to adopt anti-racist and anti-bias practices agency-wide, guided by an outside consultant.

ILS Clients by Country of Origin to Date	
Country of Origin	**Number**
Democratic Republic of Congo	93
Somalia	68
Iraq	45
Afghanistan	31
Burundi	40
Rwanda	36
Sudan	14
Djibouti	16
Iran	8
Ethiopia	10
Angola	8
Other:	73
Total	**443**

Priority to Low Incomes. 100% of clients are low income. ILAP clients have incomes up to 200% of the federal poverty rate (corresponding to above 30% and below 50% of HUD Low to Moderate income guidelines for Portland). CCM clients are likewise low income, falling within 30% of the HUD median income for Portland. Refugees resettled by CCM are eligible for public benefits which include: MaineCare up to 8 months, food stamps (approx. $175/month for individual) and a 1-time sum of $975 for initial costs (housing, furniture, clothing, food). Families with children receive Temporary Assistance to Needy Families (TANF). In fiscal year 2018-2019, 67% of clients received TANF, 71% received food stamps and 45% were found to be "employable".

7. Partnerships, Collaboration, and Outreach. CCM and ILAP's actively collaborate to assure each client receives timely expert services. There is "no wrong door" to ILS. CCM and ILAP cross-refer clients based on expertise and capacity to take on a new case at a given time. Referrals come from partners including Gateway Community Services and the Opportunity Alliance. See also new collaboration with Portland's OEO, #4. CCM and ILAP work with community groups and non-profits to translate/distribute accurate immigration law material. ILAP holds information sessions at locations like adult education and Portland Public Schools and CCM supports ongoing work at Hope House on work authorization applications. ILS coordinates with USCIS office in South Portland at biannual meetings with participation of immigration attorneys; representatives from Maine's congressional offices; ethnic community- based organizations, and adult education departments. USCIS reviews trends in immigration, new regulations, law and policy, and experts discuss national developments. Participating agencies share information about work and emerging local issues. We attend quarterly Refugee Advisory Committee meetings convened by Maine's State Refugee Coordinator and RIS Director. And CCM is active in employment coalitions like the Greater Portland Workforce Initiative. ILAP and CCM work closely with the Maine Immigrants' Rights Coalition (MIRC), comprised of 51 member organizations – a majority immigrant led – who advance and defend immigrant rights. MIRC's 2018 State of the State member survey found the greatest on-the-ground immigrant need in Maine includes the need for legal services. RIS' Program Director, is on the MIRC board and ILAPs director was for years, after helping to launch the coalition in 2005.

8. Readiness to Proceed. CCM and ILAP already deliver services described. Both are ready to proceed with the increased level of services. Upon award, CCM and ILAP will sign a new 1-year contract and continue work without interruption to provide services directly, refer clients, and consult on clients. See MOU for details. *Provision of legal services to clients*. Dates: ongoing. Green Card and Citizenship applications. This entails client intakes of 30 minutes, followed by 4-6 hours of casework to complete and file applications/ gather documents. Processing by USCIS takes approximately 5 months. *Family petitions*. These can be complex based on age, relationship and documentation needed. Petitions entail client intake of 30 minutes followed by 10-20 hours of case work. Processing by USCIS takes 1-10 years. *Other*. This includes applications for travel documents, requests for evidence, and help obtaining or renewing work authorizations. *Interpretation and Translation*. CCM and ILAP provide services in 44 languages; using multilingual staff and contracting for other languages as needed (see #9).

9. Experience Providing Service. CCM and ILAP are the only two organizations in Maine recognized by Department of Justice and who provide immigration legal services with qualified DOJ Accredited Representatives. CCM has the experience and capacity to conduct the program described including subcontracting with ILAP. Since 1975, Catholic Charities has continuously served as Maine's sole resettlement agency, providing services to newly arrived refugees who arrive through the federal "Reception and Placement" contract with the Department of State. This early contact with refugees enables us to connect those in need with legal services from our Portland office. RIS Director Hannah DeAngelis has overseen the ILS program for 5 years. Michel Kanyambo was accredited in July 2016. Mr. Kanyambo holds a Master's in International Law Degree from the Catholic University of Louvain-La-Neuve, Belgium and Master of LAWS

Degree from the University of Maine Law School. Mr. Kanyambo speaks English, French, Swahili, Kirundi, Lingala and Kinyarwanda. New expertise includes Program Coordinator Carolyn Graney, LMSW, hired with 4 years of experience coordinating social service programs for asylum seekers and currently pursuing her Accredited Representative Status, and Immigration Attorney Julia Broulidakis, graduated from USM Law School in 2020 after interning with CCM, the Refugee and Human Rights Clinic and the ACLU.

ILAP incorporated as a 501c3 in 1993 and has a highly skilled legal team. Executive Director Sue Roche has 20 years with ILAP as an immigration lawyer Legal Director Phil Mantis, has 10 years' experience as an immigration lawyer, leads ILAP's legal staff of 8 attorneys and 1 DOJ Representative with a combined 40+ years' experience, plus 5 paralegal / program assistants.

CCM and ILAP have expertise working with non-native English clients. Language Partners Program is a CCM program with interpretation and translation in 44 languages. Both agencies are skilled at delivering culturally and linguistically competent services. Of CCM's total caseload in 2019, 75% of clients required interpretation, 55% of whom CCM staff were able to speak with their native language and 45% of whom received professional interpretation free of charge. ILAP has staff members who speak Spanish, French, Lingala, Swahili, Kinyarwanda, and, Portuguese, Kikongo, Ciluba and Kirundi and utilizes in person and phone interpreters for all other languages.

10. Financial Need. CCM and ILAP rely on grants to provide legal help to Portland's immigrants of lawful statuses. Need far outpaces available services. The arrival of over 300 asylum seekers to Portland in 2019 continues to ripple thru the community as the vast majority need attorney help, putting pressure on the services of ILAP and requiring an institutional focus towards asylum applications. Most immigrants of all lawful statuses are just starting their working life, limiting their ability to pay for services. DOJ requires recognized agencies keep fees very low. If a CDBG grant is not awarded, CCM and ILAP will be unable to expand services to meet growing need. Clients will wait longer, and case resolutions will be delayed or denied. ILAP has a strong financial foundation, receives almost no federal funding, is supported by individuals (40%), grants (45%), events (5%) and two state funding sources for civil legal aid (10%). CCM benefits from the reputation as one of the largest and longstanding social service providers in Maine and expertise serving refugees. CCM and ILAP are long time United Way Greater Portland (UWGP) partners.

11. Leveraged Funding Narrative. CCM's ILS program is supported by minimal federal funding for specific family reunification services and some citizenship services for elder refugees (about .2 of one FT staff member) through two separate federal programs. With the added staff capacity made possible with CDBG 2020 funding CCM will expand direct service capacity by ensuring our DOJ accredited staff members have more direct service hours. Investment by Portland CDBG helps us demonstrate to foundation partners the local support and value on immigration legal services. Last year CCM was awarded a rare 2-year UWGP grant.

12. Budget Narrative. Funds will pay for staff time, training, interpretation and capacity building. Staff. We will increase time of ILS and ILAP staff by 1.0. FTE. Training. Training will be focused immigration law and current regulation and policy changes including expert-led courses and in-person conferences by CLINIC, ILRC, and other immigrant legal organizations on all topics related to the most current best practices in immigration law. Interpretation. Interpretation services are obtained for languages not spoken by staff. Subcontract with ILAP. CCM subcontracts with ILAP for expanded immigrant legal services as outlined in the MOA.

D. BUDGET FORM , ***limit 1 page***

Complete one program budget spreadsheet for each program application.
Feel free to edit categories under Revenues or Expenditures as relevant to your program or project.

PROGRAM OR PROJECT NAME: **Immigrant Legal Services**
OPERATING AGENCY: **Catholic Charities Maine**

CDBG Program Year (PY): July 1, 2021- June 30, 2022 *

REVENUES	**Please indicate: Secured or Projected**	**Revenues TOTAL**
CDBG Request 2021-2022	101,608	101,608
Other HUD Funds (please list)		
a.		
Other Federal Funds (please list)		
a. Dept Health and Human Services/Administration Children and Families - Refugee Support Service Program	12,051	12,051
b. Department of State/Division Population, Refugees and Migration - Reception and Placement Services	5,152	5,152
State/ County Funds (please list)		
a.		
b.		
City Funds		
Private Funds (Grants, Fundraising, etc, please list)		
a. Private Client Fees (Projected)	6,000	6,000
b. United Way of Greater Portland (Projected)	59,868	59,868
In Kind Services		
TOTAL PROGRAM or PROJECT REVENUE		**184,679**

EXPENDITURES	**Expenditures CDBG**	**Expenditures All Other Sources**	**Expenditures TOTAL**
Administration			0
Employee Salaries	38,566	55,271	93,837
Employee Fringe Benefits	10,206	6,987	17,193
Professional Services/ Consultant	34,131		34,131
Equipment			0
Materials/Supplies	345	30	375
Office Space (Program only)			0
Construction costs			0
Insurance			0
Advertising & Public Information			0
Other, please specify			0
a. Indirect Cost	6,659	10,232	16,891
b. Interpreting	261	6,024	6,285
c. Mileage			0
d. Training, Conferences, Dues & Subscriptions	1,010	1,852	2,862
e. ADP/MIS	8,692	2,334	11,026
f. Depreciation/Building Cost/Other	1,738	341	2,079
TOTAL PROGRAM or PROJECT EXPENSES	**101,608**	**83,071**	**184,679**

* A second Budget form will need to be submitted for multi-year social service requests.

E. SOCIAL SERVICE SUMMARY, *limit 1 page, (**This is the only page that goes to Council**)*

Application Type	☒ Standard Social Service	
Operating Agency	Catholic Charities Maine	
Program Name	Immigration Legal Services	
Funds Requested	$ 101,608	

Program Summary The Immigrant Legal Services project will increase the amount of affordable, qualified legal services for Portland immigrants, refugees, asylum seekers, and asylees (persons who received asylum). Services will be delivered by Maine's sole refugee resettlement agency (CCM) and Maine's only comprehensive statewide immigration legal aid agency (ILAP) and include quarterly coordination with Portland's Office of Economic Opportunity. Services will expand economic opportunity for clients by helping them to gain residency, work permits, citizenship and to reunify with family.

HUD National Objective *Refer to Section II.B.1*	☒Low to Moderate Income Limited Clientele, will this serve a population HUD presumes to be low income? ☒Yes ☐ No ☐Low to Moderate Income Area Benefit, if chosen describe service area:	
HUD Program Objective *Refer to Section II.B.2*	☐ Creating Suitable Living Environment ☐ Providing Decent Housing ☒ Creating Economic Opportunity	
Primary Goal *Refer to Section II.B.3*	☐ Neighborhood Investment ☒ Economic Opportunity	☐ Affordable Housing ☐ Prevent/Reduce Homelessness

Beneficiaries/ Clients Served - *Refer to Section II.B.4*

Client Description	Immigrants, refugees, asylees, asylum seekers	
Number of Clients Served	265	
Number of LMI Portlanders	265	
LMI Portland Percentage	100%	

Units of Service - *Refer to Section II.B.5*

Type of Unit of Service	Hour of immigration legal service	
Number of Units Provided	2919	
Cost per Unit of Service	$34.81	

Outcomes - *Refer to Section II.B.6*

Increased number of Portland refugees, immigrants and asylees able to obtain legal services and therefore residence, employment, citizenship. Improved access for Portland refugees, immigrants and asylees to obtain legal services.

Budget - *Refer to Section II.D Budget*

$ 101,608	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
$ 184,679	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
55%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]

Leveraged Funds – *Refer to Section II.D Budget*

$ 17, 203	Federal	$ 59,868	Other grants – United Way Greater Portland
$	State	$	Endowment
$	County	$ 6,000	Private Funds - fees
$	City (*not CDBG)*	$	Gifts in kind

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: August 21, 2019

Person to Contact:
R. Meyer ID# 0110429
Toll Free Telephone Number:
877-829-5500

United States Conference of Catholic Bishops
3211 4th Street, NE
Washington, DC 20017-1194

Group Exemption Number:
0928

Dear Sir/Madam:

This responds to your August 14, 2019, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2019*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2019* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

Subordinate organizations under a group exemption do not receive individual exemption letters. Subordinate organizations are not listed in Tax Exempt Organization Search (Pub 78 data), and many are not listed in the Exempt Organizations Business Master

File extract, or EO BMF. Donors may verify that a subordinate organization is included in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. *See* IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

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

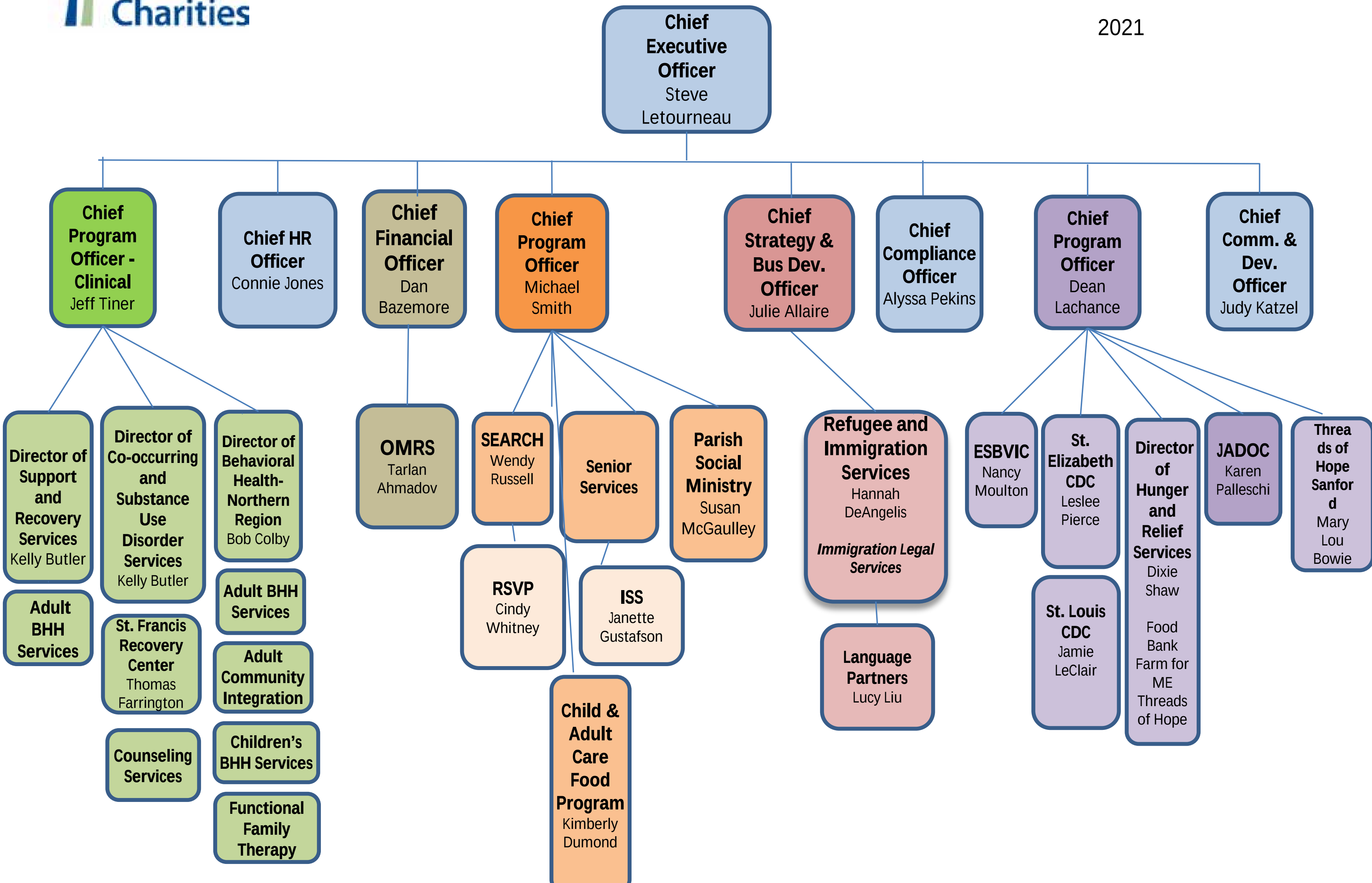
Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Catholic Charities Maine Programs

2021



CATHOLIC CHARITIES MAINE BOARD OF DIRECTORS LIST FISCAL YEAR 2021

Last Name	First Name	Board Position	Street Address		State		Work Phone Number	Home Number	Cell Phone Number	Fax Number	E-Mail Address	Term Information
Deeley	Most Rev. Robert	President	510 Ocean Ave	Portland	ME	04103	773-6471			773-0182	RitaMae.Bissonnette@portlanddiocese.org	Appointed: February 2014
Caron	Msgr. Marc	Diocesan Chaplain	510 Ocean Ave	Portland	ME	04103	773-6471		615-9756	773-0182	Marc.Caron@portlanddiocese.org	Appointed: September, 2009
Ayotte	Robert	Treasurer	505 Delano Park	Cape Elizabeth	ME	04107		799-3649			rayotte@maine.rr.com	Appointed: January 2016; Term Ends: Annual Mtg. 2021; Term Limit: Annual Mtg. 2023
Brackett	Janet		52 Starks Road	New Sharon	ME	04955		778-3652	592-4598		janetbrackett15@gmail.com	Appointed: January 2020; Term Ends: Annual Mtg: 2021; Term Limit: Annual Mtg. 2027
Brown	Kathy		60 Pleasant St.	Gardiner	ME	04345			443-739-6458		kathypbrown4@gmail.com	Appointed: January 2021; Term Ends: Term Limit
Cleveland	Deacon Bob		20 Taylor Hill Road	Hope	ME	04847	691-1651	785-5238	975-6949		Bob.Cleveland@portlanddiocese.org	Appointed: January 2018; Term Ends: Annual Mtg. 2021; Term Limit: Annual Mtg. 2025
Costello	Steven		15 Hillview Lane	Lewston	ME	0424-		754-7858			stephenmcostello@gmail.com	Appointed: January 2021; Term Ends: Term Limit
des Rosiers	Jared		71 Mast Road	Falmouth	ME	04107	791-1390		232-4553		jared.s.desrosiers@gmail.com jdesrosiers@pierceatwood.com	Appointed: January 2020; Term Ends: Annual Mtg: 2021; Term Limit: Annual Mtg. 2027
Dyer	Kathy		314 Symrna St.	Houlton	ME	04730		532-0554			thedyers@pioneercable.net	Appointed: January 2017; Term Ends: Annual Mtg. 2020; Term Limit: Annual Mtg. 2024
Flagg	Bill		1095 South Shore Road	Stockholm	ME	04783		227-0145			flagg.william@gmail.com	Appointed: January 2016; Term Ends: Annual Mtg. 2019; Term Limit: Annual Mtg. 2023
Ford	Amy		P.O. Box 378	Waldoboro	ME	04572		832-2189			amyford@gwi.net	Appointed: Janaury 2020; Term Ends: Annual Mtg. 2021; Term Limiit: Annual Mtg. 2027
Grivois	Rachel	Chair	P.O. Box 935	Brewer	ME	04412-0935			299-5424		rgrivois@roadrunner.com, rachel@accountingservicesofmaine.com	Appointed: January 2014; Term Ends: Annual Mtg. 2021; Term Limit: Annual Mtg. 2021
Letourneau	Steve	CEO	24 Woods Street	Fairfield	ME	04937	781-8550	453-9853	232-0220	781-8560	sletourneau@ccmaine.org	
McAuliffe	Deacon John		38 Highland Avenue	South Portland	ME	04106	893-7947	799-7367	650-4403		jmcaulif@sjcme.edu	Appointed: January 2014; Term Ends: Annual Mtg. 2021; Term Limit: Annual Mtg. 2021
McCormack	Jack		31 Brackett Rd.	Gorham	ME	04038		839-7302	653-1947		Tundra1@maine.rr.com	Appointed: January 2014; Term Ends: Annual Mtg. 2021; Term Limit: Annual Mtg. 2021
Moody	Lauren		48 Waylen Drive	Auburn	ME	04210		786-2254			laurenmoody1@aol.com	Appointed January 2016; Term Ends: Annual Mtg. 2021; Term Limit: Annual Mtg. 2023
Morin	Fr. Frank		P.O. Box 1704	Waterville	ME	04903			592-1335		aumorin8@gmail.com	Appointed: Janaury 2020; Term Ends: Annual Mtg. 2021; Term Limit: Annual Mtg. 2027
Parent	Romeo		P.O. Box 978	Caribou	ME	04736		492-1485	540-0190	895-3474	rparent11@maine.rr.com	Appointed: Janaury 2020; Term Ends: Annual Mtg. 2021; Term Limit: Annual Mtg. 2027
Pora, RSM	Sr. Patricia		39 Walton Street, #10	Portland	ME	04103-3624		615-2522			patricia.pora@portlanddiocese.org	Appointed January 2016; Term Ends: Annual Mtg. 2021; Term Limit: Annual Mtg. 2023
Reardon	Dan		59 West Street	Portland	ME	04102	773-3643		233-0196		dreardon@maine.rr.com dan_reardon@king.senate.gov	Appointed January 2014; Term Ends: Annual Mtg. 2021; Term Limit: Annual Mtg. 2021
Rico, P.E.	Nick F.	Secretary	11 Hawthorn Circle	Scarborough	ME	04074		838-5049			regrico@maine.rr.com	Appointed January 2016; Term Ends: Annual Mtg. 2021; Term Limit: Annual Mtg. 2023
Smith	Barbara		33 Stratton Road	Scarborough	ME	04074	730-3853	885-5203			bsmith18@maine.rr.com	Appointed: January 2019; Term Ends: Annual Mtg. 2020; Term Limit: Annual Mtg. 2026
Suttie	Kim		14 Keyes Street	Fairfield	ME	04937		649-4289			kim.suttie@yahoo.com	Appointed: January 2017; Term Ends: Annual Mtg. 2020; Term Limit: Annual Mtg. 2024

Catholic Charities
Providing help and creating hope in Maine

Most Rev. Robert P. Deeley, J.C.D.
President

Rachel Grivois, CPA
Chair

Stephen P. Letourneau
Chief Executive Officer

307 Congress Street
PO Box 10660
Portland ME 04104-6060

T. (207) 781-8550
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www.ccmaine.org

Memorandum of Agreement
December 2020

Between Catholic Charities Maine and Immigrant Legal Advocacy Project for the Immigrant Legal Services (ILS) Project

Catholic Charities Maine (CCM) intends to execute a sub-grant with the Immigrant Legal Advocacy Project (ILAP), if awarded a Community Development Block Grant (CDBG) by the City of Portland with the term running from 07/01/21 to 06/30/22. Immigrant Legal Services Program (ILS) will assist refugees, asylum-seekers, immigrants, persons who have been granted asylum, and who are Portland residents, with a range of immigrant legal services. In compliance with federal regulations no funds will be provided in the form of a cash benefit, or to reimburse things like court fees which could be construed as a cash benefit. If a grant is awarded to CCM in the requested amount, ILAP will deliver subcontracted services not to exceed 839 hours. If the award is lower, this will be proportionately adjusted.

Immigrant legal services include those tasks needed to help clients: establish legal permanent residence, obtain US citizenship, reunify with family and secure work authorizations.

Services will be provided by staff as follows:
ILAP: Immigration Law Attorneys and Department of Justice (DOJ) accredited paralegals and legal assistant
CCM: DOJ Accredited Representatives.

Both agencies will deliver services from their respective office locations as follows:

- advise and assist clients to obtain documentation / evidence, and complete complex federal immigration forms
- conduct ongoing communication and coordination around specific cases in various manners including through direct staff consultation, participation in quarterly USCIS meetings, Maine Immigrations Rights Coalition (MIRC) meetings, Refugee Advisory Council (RAC) meetings, and others
- provide assistance with Family Reunification Petitions (Refugee/Asylee Relative Petition (I-730), Petition for Alien Relative (I-130), Application for Permanent Residence (Green Card), Application for US Citizenship (N-400)
- refer above cases to each other in the event that either agency has greater expertise in the case type, the ability to more effectively address case complications, and has current staff capacity to respond to a particular case and client needs

- remain abreast of changes in immigration law and regulation
- assure staff remain in DOJ accredited status

ILAP will:

- accept eligible referrals from CCM on complex legal cases requiring immigration attorney or paralegal expertise as capacity permits
- accept eligible referrals from CCM on Human Trafficking Victims (T-Visa, U-Visa) as capacity permits
- refer appropriate cases to CCM for services in Priority 3 Refugee Cases (P3), Affidavit of Relationship (AOR) and US Citizenship cases requiring an N-648 Medical Certification for Disability Exceptions (N-648)
- track and identify clients served by CDBG funds
- report quarterly to CCM on any program measures and financial information required by CDBG program guidelines

CCM will:

- accept eligible referrals from ILAP on Priority 3 Refugee Cases (P3), Affidavit of Relationship (AOR) and US Citizenship cases requiring an N-648 Medical Certification for Disability Exceptions (N-648)
- refer to ILAP for services complex legal cases requiring immigration attorney or paralegal expertise
- refer to ILAP for services cases of Human Trafficking Victims (T-Visa, U-Visa)

Stephen P. Letourneau

Stephen P. Letourneau, CEO
Catholic Charities Maine

12/07/2020

Date

Susan Roche, Esq, Executive Director
Immigrant Legal Advocacy Project

12/07/20

Date

PROGRAM YEAR 2021-2022

II. SOCIAL SERVICE APPLICATION

COMPLETE APPLICATION CHECKLIST

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

☒ **A. Social Service Cover Page,** *limit 1 page*

☒ **B. Social Service Worksheet,** *limit 2 pages*

☒ **C. Social Service Narrative,** *limit 7 pages*

☒ **D. Budget: Revenues and Expenditures,** attached separately, *limit 1 page*

Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative

Multi-year initiatives must submit 2 budgets, 1 per year, limit 1 page per budget

☒ **E. Social Service Summary,** *limit 1 page*
[Complete this section in whole; this is the only form forward to the City Council]

Required documents for non-profit organizations:

☒ **Verification of 501(c)3 Status,** ***limit 1 page***

☒ **Agency Organizational Chart to show how the proposed program fits into the overall organizational structure; include program staff or positions,** ***limit 1 page (under separate cover)***

☒ **Most Recent Agency Operating Budget** ***Summary, limit 1 page (under separate cover)***

☒ **Most Recent Independent Auditors Report and identified findings** ***(submitted under separate cover)***

☒ **Complete list of Board Members**

Supporting documents (subject to scoring):

☒ **Project Timeline may be included in narrative or attached separately**

☒ **Memorandum of Agreement, limit 2 pages: may be one MOA that is two pages long or two MOAs that are one page each.**

☐ **Letter of Support, if there is no MOA; a letter of support may be submitted.** ***Limit 2 pages: can be one letter that's two pages long or two letters that are one page each.*** **Attached separately.**

Signature of the President or Executive Director

Lori Moses

A. SOCIAL SERVICE COVER PAGE, limit 1 page

COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2021-2022

<table>
<tr><td>Application Type</td><td colspan="2">☒ Standard Social Service</td><td>☐ Social Service Multi Year Initiative</td></tr>
<tr><td>Operating Agency</td><td colspan="3">Catherine Morrill Day Nursery in collaboration with: Youth & Family Outreach, The Opportunity Alliance and St. Elizabeth's Child Development Center (a program of Catholic Charities Maine)</td></tr>
<tr><td>Program Name</td><td colspan="3">Portland CDBG Childcare Voucher Collaborative</td></tr>
<tr><td>Mailing Address</td><td colspan="3">96 Danforth Street, Portland, Maine 04101</td></tr>
<tr><td>Address Services are Delivered</td><td colspan="3">96 Danforth Street, 331 Cumberland Avenue, 215 Congress Street * and 87 High Street.

*multiple sites in Portland</td></tr>
<tr><td>Executive Director</td><td>Lori Moses</td><td>Phone
207-874-1115</td><td>Email
catherinemorrill.director@gmail.com</td></tr>
<tr><td>Project Director</td><td>Lori Moses</td><td>Phone
207-874-1115</td><td>Email
catherinemorrill.director@gmail.com</td></tr>
<tr><td>Financial Contact</td><td>Lana Gendreau</td><td>Phone
207-874-1115</td><td>Email
catherinemorrill.finance@gmail.com</td></tr>
<tr><td>Person who completed the Application</td><td>Lori Moses</td><td>Phone
207-874-1115</td><td>Email
catherinemorrill.director@gmail.com</td></tr>
<tr><td>Amount of CDBG Funds Requested</td><td>$80,808</td><td colspan="2">Total Program Budget

$117,773</td></tr>
<tr><td>DUNS Number</td><td>071744262</td><td colspan="2">Tax ID
01-0211542</td></tr>
</table>

B. SOCIAL SERVICE WORKSHEET, *limit 2 pages*

1. **HUD National Objective**. Indicate which National Objective this program activity will address; choose one. Refer to National Objective description p. 3 for additional information.

☒ **Low and Moderate Income Clientele** (LMC): an activity which provides benefits to a specific group of persons of which at least 51% qualifies as LMI Portlanders.
Does this activity benefit a population that HUD presumes to be low to moderate income, including *abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers*? ☐ No ☐ Yes

☐ **Low and Moderate Income Area Benefit** (LMA): an activity *which is available to benefit all the residents of an eligible area/census tract*, plus housing authority properties.

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

☐ **Creating a Suitable Living Environment**

☐ **Providing Decent Affordable Housing**

☒ **Creating Economic Opportunity**

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

☐ **Neighborhood Investment and Infrastructure:** *Create strong, safe accessible and vibrant neighborhoods*

☐ **Housing Availability:** *Increase housing availability and affordability*

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

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

4. **Beneficiaries.**

A. Describe the beneficiaries or clients served by the program.	A. LMI Portland families in need of affordable, quality child care so they can work.
B. How many will be served by the proposed program? (unduplicated -per year)	B. 20-30 LMI children and their families (100%)
C. How many are <u>*residents of Portland*</u>?	C. 20-30 LMI children and their families (100%)
D. How many are <u>*low to moderate income residents of Portland*</u>? See income data in the instructions	D. 20-30 LMI children and their families (100%)
E. What percentage of total clients are low to moderate income residents of Portland? *(To calculate = D/B * 100; Must be > 51%)*	E. 100%

5. **Units of Service.** Describe the type of unit of service provided by the program.

A. Describe the type of unit of service provided by the program.	A. 1 unit of service = 1 full week (5 days or 30-55 hours) of subsidized **I**nfant, **T**oddler **&** **P**reschool childcare
B. How many units of service will be provided by the program?	B. Approx. **<u>303</u>** total units, based on the child age and family's work schedule (1 – 5 days/wk; or 8-55 hrs/wk): <u>50</u> **I**nfant, <u>52</u> **T**oddler & <u>201</u> **P**reschool units
C. What is the cost per unit of service?	C. $300/**I**nfant; $276/**T**oddler; $256/**P**reschool

D. Explain the relationship between the cost per unit of service and the total program budget.	D. The total program budget is based on the # of FTE units of quality, subsidized childcare
E. What percentage of the total budget is CDBG?	E. 68.61%

6. **Program Objectives and Outcomes**. Please list below.

Program Objectives	**Outcomes/ Community Impact**
LMI Portland parents will be able to access affordable, quality childcare services so they can seek, accept and maintain employment, participate in education/training and/or receive needed services	LMI Portland parents will increase their participation in the workforce productivity and their job retention, which will sustain or improve their financial stability moving them toward self-sufficiency and out of poverty.
To provide gap funding for LMI Portland parents whose other options for childcare vouchers from other public subsidy programs are denied or delayed.	Families will be able to access reduced-fee childcare as a workforce support that will make them more able to accept a job or participate in an activity (job training, ESL classes, social services, counseling, medical appointments) which will help them remove barriers that prevent them from participating in the workforce.
LMI Portland children who attend one of our quality early care and education programs will receive a healthy start.	LMI Portland children will enter kindergarten with the requisite skills necessary to be successful (proficient in reading & math), thus reducing special education costs and increasing their chances of graduating from high school & being productive Maine citizens in the future.

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

A. How many employees are currently employed in this program?	A. CMDN: 19.5; YFO: 18 TOA: 94; St. E's: 13.5= 145 FTE
B. How many employees will be employed in this program if it receives CDBG funding?	A. CMDN: 19.5; YFO: 18 TOA: 94; St. E's: 13.5 = 145 FTE
C. How many employees will be employed in this program if it does not receive CDBG funding?	C. CMDN: 19.5 YFO: 18 TOA: 94; St. E's: 13.5 = 145 FTE

8. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A. Families complete an application including demographic info: Portland residency, race/ethnicity, gender, income (2021 HUD guidelines), and need for childcare. Documentation includes 2 recent paystubs or employer/school/social services verification letter.
B. How will the units of service be tracked and documented?	B . Enrollment applications, eligibility documentation, children's files, Excel spreadsheets, individual program invoices, QuickBooks, daily attendance sheets or attendance software, CDBG Performance, Unit & Finance Reports. Each program will keep financial records of parents' co-payments.
C. How will the outcomes be measured, collected, and documented?	C. Documentation of parents' work/school/social services status, # parents who move off of a PCCCVC voucher to state subsidy, quarterly eligibility determinations, # & % of children meeting educational & developmental benchmarks for school readiness.

C. SOCIAL SERVICE NARRATIVE

1. Program Description

The Portland CDBG Childcare Voucher Collaborative (PCCCVC) offers childcare scholarship assistance to some of Portland's most vulnerable low-to-moderate income (LMI) families. It is intended to be temporary to fill the critical gaps and/or flaws in the administration of Maine's other subsidy programs. This PCCCVC voucher will only be used when no other childcare assistance is available. The PCCCVC is a partnership between Catherine Morrill Day Nursery (CMDN), Youth & Family Outreach (YFO), The Opportunity Alliance (TOA) and St. Elizabeth's Child Development Center (St. E's). Our collective goal is to provide affordable childcare by removing cost as a barrier for LMI Portland families with young children so that they can work. Our collaborative is the only program in Portland that provides childcare assistance to LMI families while they are waiting for a state voucher or that serves families who aren't eligible for other financial support. Only 45% of Portland childcare centers accept state vouchers, limiting access of quality childcare for LMI families.[1] Maine's Child Care Subsidy Program (CCSP) system is a Catch 22: parents need to be currently working to qualify for the subsidy, but working parents can't find or accept work if they don't have childcare assistance. Equally as prohibitive, "the current childcare system requires LMI parents to navigate a two-step process that is confusing, time consuming and on average requires them to wait six weeks." Available jobs can not wait. To make matters worse, a recent federal audit of Maine's administration of the CCSP vouchers caused many previously approved families to suddenly lose their subsidy, wreaking havoc on the stability of many Portland families' ability to work. High risk families are often denied access to childcare subsidies because of their lack of eligibility due to the complicated application process, homelessness, status as New Mainers, being "termed out" of benefits, or needing to participate in substance use treatment or other mental health services, which aren't eligible activities. Affordability is the single biggest challenge that families at all income levels face when looking for childcare, with the cost of infant care rivaling the costs of Maine state college tuition.[2] Maine has the distinction of being one of the 10 least affordable states for childcare, where the cost takes up nearly 11% of the state's median income for married couples and 37% of a single parent's median income.[3] Through our program, LMI parents are provided a reduced fee voucher ($30-$34 per week) so they can work or attend school or much needed services.

2. Community Need Description

The PCCCVC was formed to address a specific need we experienced in our community. Some of Portland's most vulnerable children were either denied access to childcare or would lose their current childcare spot because they were ineligible or waiting for state subsidies. The already tight childcare market has gotten tighter because of the pandemic, where many childcare programs closed, reduced hours or reduced enrollment. Childcare was deemed as an essential service by Governor Mills in her first emergency declaration. The First Five Years Fund found that 84% of respondents said that high-quality, affordable childcare for young families is an essential service. To make matters worse, 55% of the licensed centers in Portland do not accept state childcare vouchers. For LMI parents to qualify for a CCSP voucher, <u>both</u> parents must <u>already</u> working <u>and</u> be income-eligible (250% of the Federal Poverty Level or 85% of the State Median Income). Families who receive welfare (TANF) or are transitioning to a job may be eligible for ASPIRE/FedCap or Transitional Vouchers, and that system

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[2] Investing in Our Future, How Maine Can Prepare Our Children to Become Tomorrow's Leaders, 2017

[3] Economic Policy Institute, Portland Press Herald, October 24, 2015

is not stable when they are approved for a 4 week voucher and then it ends. Many LMI families' lives are not stable, often due to lack of housing, which was exacerbated by the pandemic, causing their eligibility status to fluctuate. This, in turn, causes instability for the family and inconsistency for the children. Starting out in a quality, stable early learning environment can make a huge difference in the trajectory of a child's life. We know that "the quickest way to reduce child poverty is to improve the economic circumstances of poor children during their first four years, which are considered brain developmental years. The gap between the need for high quality childcare and the number of available quality slots is high. In 2015, Portland had the ability to provide childcare for about 35% of its children under 5." [4] Children who live in poverty for long periods of time are at an increased risk for poor health, cognitive, social and educational outcomes. [5] If LMI Portland children are in inferior or unsafe early childhood settings during their formative years, the likelihood of succeeding in school is diminished as is their ability to break the cycle of poverty. There is also a correlation between a lack of access to quality childcare and child maltreatment rates. [6]

3. Measurable Community Impact

The most direct outcome of this project will be an increase in the number of LMI families who can enter or remain in the workforce because they have access to reliable, affordable childcare. Equally as compelling, quality childcare influences children's ability to be prepared for school, which affects their ability to be a contributing citizen down the line. Investing in high quality early childhood education yields an estimated 7-13% return-on-investment. Investing in quality early childhood programs is a cost-effective strategy….to promoting economic growth.[7] "Quality early childhood education produces higher levels of future school readiness, social and emotional resilience, and even better long-term physical health. Maine's future success relies upon the accessibility of high-quality, affordable early childhood education for all Maine families." [8] The opposite is true as well, with poor child outcomes associated with societal costs in remediation, crime and dependency. "Every student who does not complete high school costs our society an estimated $260,000 in lost earnings, taxes and productivity." [9] "Strong human capital, supported by welcoming communities, will help the economy grow and thrive and support a high quality of life for Mainers." [10] Understandably, the first goal of United Way of Greater Portland's Thrive 2027 community impact initiative is that "every child has quality early learning experiences beginning at birth". Maine is the oldest state in the nation with more deaths than births. [11]The impact of children succeeding or failing will have an enormous impact on the future of our state. "Maine's labor force shortage is putting a lid on our potential job, income and economic growth." [12] Clearly, investment in the early years has a huge community impact in both the short and the long run.

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[4] The State of Infant Pre-K Childcare In Portland, presented to the Portland Planning & Urban Development Committee in 2015.
[5] Acheson, Ann, Maine Policy Review: "Family Economic Security", 2009
[6] Maine Child Welfare Priority Reform Recommendations, 2017
[7] Bradache, Jeffrey L. and Katherine Kaufmann, Achieving Kindergarten Readiness for All Our Children: A Funders Guide to Early Childhood Development from Birth to Five, 2015
[8] Investing in Our Future, How Maine Can Prepare Our Children to Become Tomorrow's Leaders, 2017
[9] Bradache, Jeffrey L. and Katherine Kaufmann, Achieving Kindergarten Readiness for All Our Children: A Funders Guide to Early Childhood Development from Birth to Five, 2015
[10] Kids Count, 2015
[11] Making Maine Work: Critical Investments for the Maine Economy, 2018
[12] IBID

4. Goal

Making quality childcare available to LMI Portland families is closely correlated with the goal ***to create the economic opportunity to transition people out of poverty.*** By providing access to affordable, quality childcare, LMI parents are better able to increase their financial stability, which in turn, relieves some of the stress of living in poverty. Going to work every day allows parents to be positive, responsible role models for their children, thereby influencing the next generation. Parents' productivity increases by their ability to enter and stay in the workforce with the peace of mind that their children are well cared for. James Heckman, a Nobel Laureate in economics, posits that there is a large body of research that establishes the investment in disadvantaged young children improves productivity of the economy, and at the same time, reduces social and economic inequality. [13] The "workforce of the 21st century will favor individuals with individual flexibility, strong problem-solving skills, emotional resilience, and the capacity to work well with others in a competitive environment". These are the same skills that are practiced every day in our quality early childhood education programs. It is essential to maximize our human capital so that each child meets his or her full potential to address our diminished capacity caused by our aging population. "High quality early care and education is a proven approach that can help lay the foundation children need for success in school and to enter the workforce with the skills the U.S. employers require to compete in a global marketplace." [14] Giving young children a healthy start is one of the best ways to ameliorate the potential impact of generational poverty and to assure that there are enough qualified workers to handle the jobs of the 21st century economy.

5. Priority Impact Level

This Collaboration ***will create an economic opportunity to transition out of poverty***. Currently, seventy-three (73%) percent of Maine children under 6 years have all parents in their family working: only six states have higher rates than Maine.[15] This is an 8% increase since 2016. The Governor's Economic Recovery Committee report included in their recommendations support to Maine's early care and education system to ensure that parents can go to work with the peace of mind that their children are safe, nurtured, and prepared for success entering school.[16] This CDBG funding will require that all of the families who receive the PCCCVC vouchers be LMI Portland residents, seeking to provide for their families and receive the skills needed to be able to work, becoming less reliant on public benefits. They simply cannot move from their current circumstances without affordable childcare. Each of our programs has a unique niche. CMDN is located across the street from McAuley Residence, which is a residential program for children and mothers who are in recovery for substance use. Without affordable childcare, these moms can't participate in their required program, including group time and counseling. YFO is located near the Preble Street Resource Center and works with many teen parents and many New Mainers. TOA classrooms are located throughout the City in areas of highest need, including Bayside, Parkside, the East End and Riverton. As a Head Start grantee, TOA offers families comprehensive services. TOA partners with Women United for their two-generation approach to success. And St. E's focuses on children with special needs, contracting with the Department of Education to provide specially designed instructed and other early

[13] Trostel, Phillip, A Maine Policy Review, "The Dynamics of Investment of Young Children", 2009
[14] Boosting Maine's Economy: Short and Long-Term Economic Gains Through Quality Early Learning, 2012.
[15] "The State of Child Care in Maine", Maine Children's Alliance, June 2019.
[16] Recommendations to Sustain and Grow Maine's Economy, November 24, 2020

intervention services on-site. Many of our LMI families struggle with food insecurity issues. Our programs, as participants in the USDA Child and Adult Care Food Program, (the childcare equivalent to the school lunch program), serve children two balanced meals and one snack per day at no additional cost to the families. We all follow USDA nutritional guidelines and participate in the "Let's Go! 5-2-1-0" initiative, which is a nationally recognized anti-obesity prevention program. The Maine Resilience Building Network has worked to educate stakeholders about Adverse Childhood Experiences (ACES), which are stressful or traumatic events, including child abuse and neglect, witnessing domestic violence, or living with family members who struggle with substance abuse and mental health issues. ACES are strongly correlated to the development and prevalence of a wide range of health problems throughout a person's lifespan, which can have a tremendously negative impact on the economy. Prevention is the key to reducing these long-term negative health effects, which can affect a person's quality and length of life. Prevention begins early.

6. Guiding Principles

Priority to Lower Incomes. One hundred percent (100%) of the families who receive a PCCCVC voucher are LMI Portland parents. TOA, the Community Action Program for Cumberland County, has 50 years of service, a strong community presence, and offers 46 integrated community-based and clinical program, including Head Start and Early Head Start. CMDN has been serving low income families for over 100 years since its inception in 1919 as the "Portland Baby Hygiene and Child Welfare Association", having begun as a Milk Station with Portland's first public health nurse. YFO began serving children and families in 1986, although its origins are with the Portland Missionaries at Large in 1844, focusing on compassionate mission to serve the poor. St. E's, which began in 1972, is a program of Catholic Charities Maine, serving the poor and vulnerable populations since 1966. Together, we have the license capacity to serve 521 children from 6 weeks to 5 years with approximately 27,092 units of quality childcare. The request for CDBG funding represents 303 units or 1.11% of our total collective capacity. These vouchers, while a small percentage of our collective total service delivery, are invaluable to the families who need them.

Diversity and Inclusiveness. "Communities prosper because childcare promotes economic growth, racial and economic equity, and child well-being."[17] While TOA serves almost exclusively LMI families, the other 3 partner programs serve families from diverse socioeconomic backgrounds. Our families' diversity is our strength. All four programs serve diverse ethnic groups, diverse family compositions, primary languages, religions and abilities. Our programs serve refugee and immigrant families, single-parent households, same-sex parents, teen parents, homeless families, families involved with the child welfare system, children with special needs, as well as parents who are enrolled in educational, vocational or rehabilitation services. Our programs meet national accreditation and performance standards each of which requires evidence to document how we value diversity and inclusivity. We do this by honoring families' home languages and culture in every aspect of our programs. Families are invited to share home culture with their children's classrooms, which reflect the uniqueness of their specific group of families through posted vocabulary in different languages, family pictures, clothing, books, music and other educational materials that reflect the families of the children. Our programs offer parent groups and support through multi-lingual staff, translated materials and interpreters for enrollment, parent/teacher conferences and other activities. Food served reflects the various religious restrictions, as well as take individual children's allergies into consideration to assure a safe and healthy mealtime experience.

[17] America, It's Time to Talk About Child Care, October 2019

7. Partnerships, Collaboration, and Outreach

In addition to the partnership and collaboration between the four members of our Collaborative, we each have extensive partnerships with an array of agencies and programs that benefit the health and well-being of not only our students but the entire family. All partners are listed on the Maine government's "Child Care Choices" website. We are also listed on NAEYC's website for accredited programs, and all staff are enrolled in the Career Lattice Registry at Maine Roads to Quality, which is Maine's early childhood education's professional development network. We are all active with the Greater Portland Early Childhood Directors Group, which is the only "Community of Practice" for directors in the state. We all have relationships with DHHS's Office of Child and Family Services as licensed programs and recipients of subsidy payments. Three of our programs are community partners with Portland Public Schools for the delivery of public pre-k. All our agencies partner with the United Way of Greater Portland and are all aligned with Goal 1 of their Thrive2027 collective impact model. CMDN and YFO have been approved by the Department of Labor as Apprenticeship Programs for the Child Care Specialists I& II that lead to national Child Development Associate (CDA) certification. We are all host sites to the Foster Grandparent Program, collaborate with the "Eat Well, Play Hard" with Portland Health for on-site educational activities, as well as serving as practicum sites for Southern Maine Community College's early childhood education students. YFO, St. E's and CMDN partner with Maine Behavioral Healthcare for regular on-site mental health consultation and coaching for teachers and parents who need support with their children's social and emotional development. This is a unique model, which is a testament to the dedication of these programs to good outcomes for children. The 3 latter centers also partner with the Portland Museum of Art's "My Museum" program, giving 3 -5 year olds the opportunity to learn about and visit the PMA. At the time of this application, the pandemic has put a hold on some of these activities. All of us are following Maine Center for Disease Control protocols by screening all children and staff, wearing masks, not allowing parents or volunteers in the building, not mixing classrooms indoors and outdoors, and being vigilant with hand-washing and disinfecting.

As stated in our MOA, CMDN authors the grant application for all four of our childcare partners and also acts as the fiscal agent. Each partner program is responsible for recruiting and determining program eligibility as well as for the enrollment process, the provision of full-day, full-year childcare services and the billing of families for their weekly CDBG parent co-payment. Each partner submits monthly invoices to CMDN, who then aggregates the information for the monthly submission of the Performance Report, Unit Report and Invoice to the City of Portland. CMDN, in turn, pays the partner programs from the City's reimbursements.

8. Readiness to Proceed

The CDBG funding for vouchers provides consistency and continuity of care for the families and children, who already have enough disruption and uncertainty in their lives. All of our partner programs are well-established and have considerable quality assurance components, including accreditation and other internal and external review processes by funders and clients. All of our partner programs prioritize LMI children and families as defined by our collective missions, history and experience. Utilizing the CDBG funding for childcare vouchers has enabled us to serve some high risk families that we might not have been able to serve otherwise. This funding helps families from slipping through the cracks. We have established processes for applications and determining family eligibility for the vouchers, formats for monthly invoicing to CMDN with the following information: # of units (based on the age and schedule of the child, socioeconomic status (very low income, low income or moderate income), as well as the head-of-household, gender, race and ethnicity information. We have a format to report the number of units provided and the dollars to be reimbursed that works well. CDBG reimburses each partner after the City approves and reimburses us for our request for funding. CDBG funds are reviewed as part of CMDN's annual financial audit and we had a very successful HUD audit of this CDBG funding in the spring 2019. We are ready to proceed on day one of the grant cycle. If funded, any families receiving a CDBG voucher on June 30, 2021 will be able to continue with their work or employment plan seamlessly without any disruption.

9. Experience Providing Service

All of our partner programs have a history of CDBG funding from the City of Portland as well as the United Way of Portland. All of our programs are nationally accredited and/or meet best practice standards, either Head Start's Performance Standards, the National Association for the Education of Young Children, and the Council on Accreditation. The outputs of our most recent CDBG grant (2019-2020), collectively produced 314.3 units or 14,143.5 hours of quality childcare for 35 LMI Portland children. This reflected 103.73% of our collective goal of service delivery, because we ended up providing more preschool units than infant and toddler units than projected, which are less expensive to provide. It is impossible to predict who will come through our doors, and what ages these vouchers will serve. Clearly, our collaboration maximized limited resources to meet the needs of some of Portland's most at-risk families. The families that we served were those that would have otherwise been unable to access other funding, thereby limiting their ability to work, go to school, or participate in services. These vouchers contributed to Portland's economic development.

10. Financial Need

This program was born out of the need to help our low income families who had no other option but to pull their children out of childcare due to losing or not being eligible for state child care assistance. We are all non-profit organizations with a goal of doing whatever we can to help our low income families. Without CDBG funding, there is simply no other funding options for some of these children. The State's reimbursement rates for subsidized childcare slots reflects the 75th percentile in each county in the State's most 2018 Market Rate Study, which leaves a gap in payment for the real cost. This detracts from many providers' willingness to accept state vouchers, which, in turn, limits some LMI families' ability to access childcare. The State of Maine is currently in the process of the 2020 Market Rate Study, resulting in new reimbursement rates that will take place in 2021. In anticipation, we increased our unit cost by 10%. Like most childcare programs, our labor costs (wages, benefits and fringe) comprise at least 75% of our operating budgets, leaving little room for the rising costs of supplies and materials, occupancy, food, licensing and accreditation fees not to mention enhanced pandemic costs. If this application for CDBG social service funds for childcare vouchers is not successful, our programs will enroll more private-paying, higher-income families so we can keep our doors open, leaving many LMI at-risk families without access to high quality childcare programs. TOA, with its Head Start mandate, will continue to offer Head Start and Early Head Start services with waiting lists, but will be less able to offer wrap-around childcare services who need extended day childcare in order to work. Without these funds, some Portland LMI families will have to make significant life choices that may not move their trajectory out of poverty, negatively impacting them and their children's future.

11. Leveraged Funding Narrative

Our funding request covers 90% of the childcare tuition for eligible families. The amount per unit is based on the ages of the children (I, T & PS) and Full-time Equivalents (FTE) of the child's enrollment. We utilized Maine's 2018 Market Rates plus an additional 10% in anticipation of the updated Market Rates in 2021 for high quality center-based childcare in Cumberland County as well as to cover costs for potential hazard pay in Portland. The 2021-22 rates are: $300/week for Infants, $276/week for Toddlers and $256/week for Preschoolers. For 2021-2022, we project serving 303 units of service, or 12,120 hours of quality childcare: 50 units of reduced-fee Infant care; 52 units of reduced-fee Toddler care; and 201 units of reduced-fee Preschool care. Parents are responsible to pay 10% of the rate as a co-payment: $34/week for Infants; $32/week for Toddlers; and $30/week for Preschoolers, bringing in $9,394 in parent co-payments to the respective programs. We maximize the funding to reach as many LMI parents as possible by pro-rating each unit, based on the child's FTE enrollment status. This CDBG funding will help to secure United Way particularly for CMDN, YFO and St. E's who are required to serve at least 51% LMI families to qualify as a partner agency. The CDBG vouchers will allow families to enter or remain in the workforce, leveraging thousands of dollars in family income and reduction in public benefits. An estimate of the contribution that these vouchers make to the local economy is complicated, but it is significant. This is especially true in a pandemic, when many low-income workers are on the front-line. Quality childcare is an investment in economic development if we want to maximize our community's potential, now and in the future.

12. Budget Narrative

The CDBG funding will pay for childcare vouchers so that LMI families can access high quality childcare by being able to afford it. Our request for CDBG funding in the amount of $80,808 is for 90% of the cost of providing approximately 303 units of quality childcare by four of Portland's highest quality, longest established childcare programs to some of the highest need children and families. Ten percent (10%), or $9,394, will come from parent co-payments of these voucher units of service. CMDN has secured $11,110 in-kind for tuition discounts, including the use of the sliding fee scale for eligible families and the loss from the lower rates by accepting third-party funding from the State and the PCCCVC vouchers. The voucher administration by the partner programs in the amount of $4,010 will be in-kind. This includes the cost of advertising these vouchers, determining eligibility of LMI Portland families, invoicing as well as each program's administration of their Accounts Payable and Accounts Receivable functions. CMDN will utilize a portion of CMDN's United Way of Greater Portland funding ($12,451) to leverage this CDBG funding, since the goals of this project are very much aligned with the United Way's ***Thrive 2027*** goals. Our collective programs provide significant contributions to the Portland community by providing high quality childcare to its highest risk citizens, which impacts financial stability and health outcomes. Some of the expenditures of this program are a portion of the direct service wages ($30,215) and fringe benefits ($6,250) affiliated with the provision of 40+ hours/week of quality childcare. Five hundred dollars ($500) will go toward CMDN's annual financial audit, representing 4.54% of the total cost of the audit.

D. BUDGET: REVENUES AND EXPENDITURES, limit 1 page.

PROGRAM OR PROJECT NAME: **Portland CDBG Child Care Voucher Collaborative**
OPERATING AGENCY: **Catherine Morrill Day Nursery**

CDBG Program Year (PY): July 1, 2021- June 30, 2022 *

REVENUES	**Please indicate: Secured or Projected**		**Revenues TOTAL**
CDBG Request 2018-2019	Projected		$80,808
Parent Co-payments	Projected		$9,394
IN-KIND SERVICES (please list)			
a. CMDN's Discounts	Secured		$11,110
b. CMDN's United Way of Greater Portland grant	Secured		$12,451
c. Administration of PCCCVC vouchers for 3 partner programs	Secured		$ 4,010
TOTAL PROGRAM or PROJECT REVENUE			**$117,773**

EXPENDITURES	**Expenditures CDBG**	**Expenditures All Other Sources**		**Expenditures TOTAL**
CMDN Employee Salaries		$30,215		$30,215
CMDN Employee Fringe Benefits		$6,250		$,6250
CMDN Annual Financial Audit		$ 500		$ 500
PCCCVC monthly payments to CMDN, YFO, TOA & St. E's	$80,808			$80,808
TOTAL PROGRAM or PROJECT EXPENSES	**$80,808**	**$36,965**		**$117,773**

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E. SOCIAL SERVICE SUMMARY, *limit 1 page, (**This is the only page that goes to Council**)*

Application Type	☒ Standard Social Service	☐ Social Service Multi Year Initiative
Operating Agency	Catherine Morrill Day Nursery in collaboration with YFO, TOA & St. E's	
Program Name	Portland CDBG Childcare Voucher Collaborative	
Funds Requested	$80,808	

Program Summary

Child care vouchers will be administered through partnerships with 4 high quality child care programs, removing the cost of child care as a barrier for working. Children will be provided with a healthy start during their brain development years, increasing their chances to be successful, thereby reducing the cycle of poverty.

HUD National Objective *Refer to Section II.B.1*	☒Low to Moderate Income Limited Clientele, will this serve a population HUD presumes to be low income? ☐Yes ☐ No ☐Low to Moderate Income Area Benefit, if chosen describe service area:	
	Service area:	
HUD Program Objective *Refer to Section II.B.2*	☐ Creating Suitable Living Environment ☐ Providing Decent Housing ☒ Creating Economic Opportunity	
Primary Goal *Refer to Section II.B.3*	☐ Neighborhood Investment ☒ Economic Opportunity	☐ Affordable Housing ☐ Prevent/Reduce Homelessness

Beneficiaries/ Clients Served - *Refer to Section II.B.4*

Client Description	LMI Portland families and their children, ages 6 weeks to 5 years
# of Clients Served	20-30 children & families, depending on children's ages and parents' schedule
# of LMI Portlanders	20-30 children & families, depending on children's ages and parents' schedule
LMI Portland %	100%

Units of Service - *Refer to Section II.B.5*

Type of Unit of Service	1 week of quality childcare services (30 – 55 hours/week)
# of Units Provided	303 Full-time Equivalent (FTE) units or at least 12,120 hours of affordable, quality childcare (projected: 50 infant, 52 toddlers and 201 preschoolers)
Cost per Unit of Service	$300/week for Infant Care; $276/week for Toddler Care; $256 for Preschool Care

Outcomes - *Refer to Section II.B.6*

1) LMI Portland parents will increase their participation in the workforce; 2) CDBG funding will allow parents to access affordable, quality childcare. 3) LMI children will enter kindergarten with the requisite skills necessary to be successful in school. School readiness affects third-grade reading scores, which is a predictor of high school graduation and participation in post-secondary education. School readiness begins at birth.

Budget - *Refer to Section II.D Budget*

$80,808	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
$117,773	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
68.61%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]

Leveraged Funds – *Refer to Section II.D Budget*

$0	Federal	$12,451	United Way of Greater Portland
$0	State	$11,110	CMDN Tuition Discounts
$0	County	$9,394	Private Funds: Parent co-payments
$0	City *(not CDBG)*	$4,010	Voucher Administration by partners

Verification of 501(c)3 Status

Internal Revenue Service

Date: February 10, 2005

CATHERINE MORRILL DAY NURSERY
96 DANFORTH ST
PORTLAND ME 04101-4523

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

Person to Contact:
Lois Parrott 31-07342
Customer Service Specialist
Toll Free Telephone Number:
8:30 a.m. to 5:30 p.m. ET
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
01-0211542

Dear Sir or Madam:

This is in response to your request of February 10, 2005, regarding your organization's tax-exempt status.

In August 1937 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under section 509(a)(2) of the Internal Revenue Code.

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

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

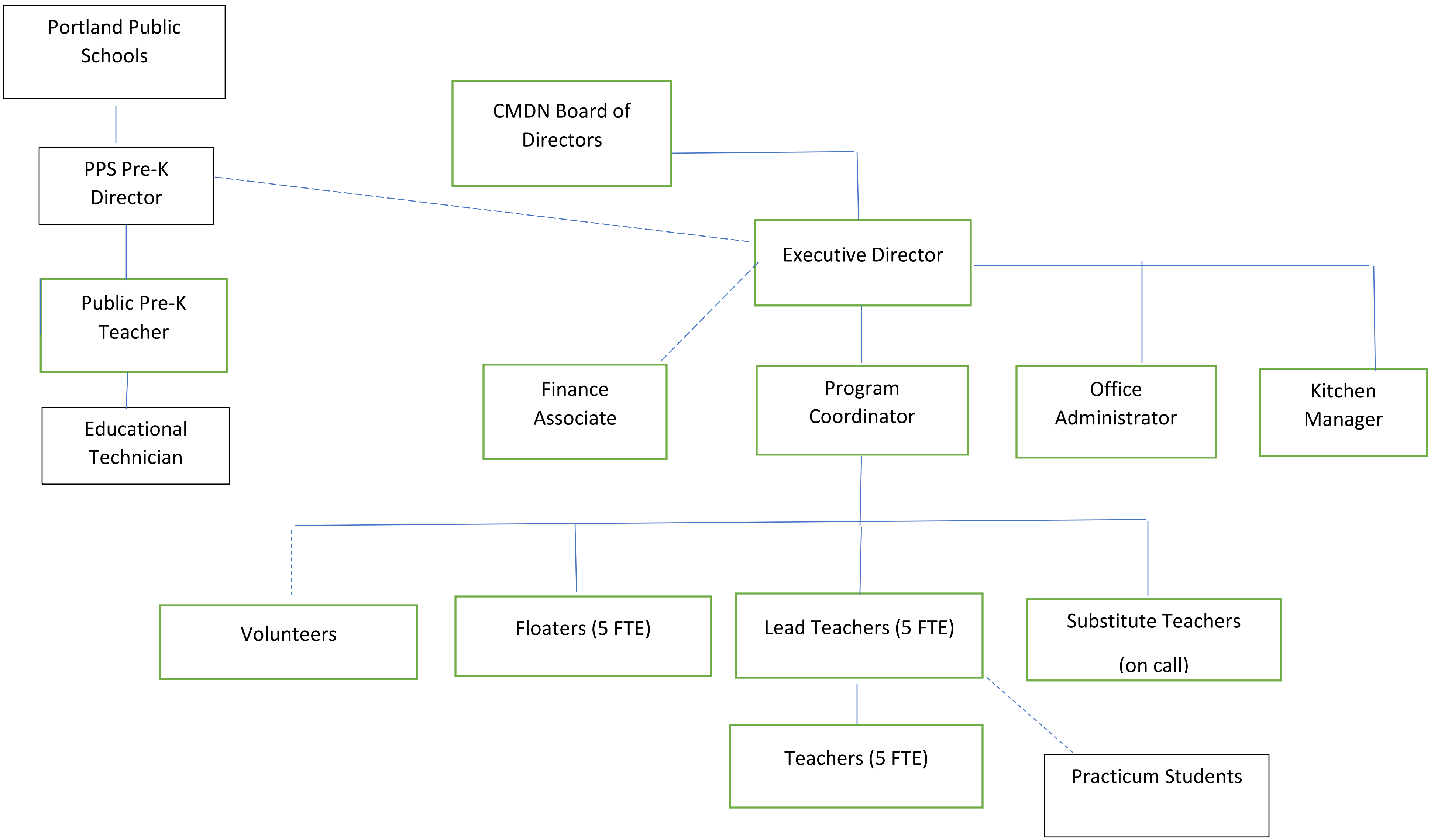
Sincerely,

Janna K. Skufca

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

I.

Catherine Morrill Day Nursery
Organizational Chart
Updated 2020



Catherine Morrill Day Nursery
BOARD OF DIRECTORS 2020-2021

Term Ends	Name/Address	Home or Cell Phone	Office Phone	Email Address	Affiliation
2019	Alyssa Parker **President** 84 Groveside Road Portland, ME 04102	617-594-1744	773-3625	aparker@wright-ryan.com	Director of Commercial Projects, Wright Ryan Construction, *Building & Grounds Committee*
2020	Ian Wagge **Vice President** 14 Owens Way Scarborough, ME 04074	602-769-5505	207-885-3761	iwagge@gmail.com	Director, IT Business Relationship Management, Delhaize America, *Finance Committee and Development Committee*
2021	Lauren Olerio **Secretary** 94 Loveitts Field Road So. Portland, ME 04106	284-4505		lolerio@sacoschools.org	Literacy Instructional Coach, Saco School Department, *Current CMDN Parent, Long-Range Planning/Personnel Committee*
2020	Kelly Chaisson **Treasurer** 32 Iffley Street Portland, ME 04103	207-615-3784	207-253-4119	kchaisson@cportcu.org	Director of Lending, CPort Credit Union, *Finance Committee*
2019	Anita Chandler 22 Libby Street Portland, ME 04103	772-2701	671-0833	achandler@maine.rr.com	Retired, Southern Maine Area Agency on Aging, *Long Range Planning Committee*
2021	Abbie Carter 95 Westland Ave. Portland, ME 04102	831-3317	741-5607	acarter2@smccme.edu	Director, Spring Point Children's Center, Southern Maine Community College, *Long-Range Planning Committee*
2022	Devie Hamlen 358 Danforth St. Portland, ME 04102	805-1812	221-6363	dhamlen@hhlawcenter.com	H & H Law Center, *former CMDN parent, Development Committee*
2022	Sarah Southard 107 Vaughn Street Portland, ME 04101	651-1243	662-0111	sarahcsouthard@gmail.com	Nurse Practitioner, Maine Medical Center, *former CMDN parent, Development Committee*
2022	Kristin Styles 602 Ocean Ave. Portland, ME 04103	813-505-6416	699-1906	Styles@cumberlandcounty.org	Community Development, Cumberland County, *Building & Grounds Committee*
2023	Amanda Payne 23 Clipper St. Cumberland Foreside, ME 04110	615-8211	420-3902	Amanda.Payne@bangor.com	Sales Officer, Bangor Savings Bank, *Building & Grounds Committee*
2023	Matthew Pinchevsky 63 Morning St. Unit 2 Portland, ME 04101	954-448-8208	954-448-8208	mattpin21@bellsouth.net	Hockey Coach, Maine Nordiques, *Current CMDN parent, Development Committee*

Portland CDBG Childcare Voucher Collaborative

PROJECT TIMELINE

July 2021	Monthly	Quarterly	Annually
			CMDN is notified of CDBG award, and participates in 2 public hearings (March/April 2021)
Review & Revise CDBG grant (CMDN).	Review applications for CDBG vouchers on an on-going basis (all partners)	Re-determine eligibility of all families (all partners)	CMDN signs contract with City of Portland (July 2021)
Review eligibility process, 2021 current HUD Income guidelines & unit projections	Four partner programs submit detailed invoices and demographic information to CMDN		CMDN authors final CDBG Narrative Report with aggregate information from all 5 programs (June 2022)
CMDN creates 2021-2022 spreadsheet to track units and dollars	CMDN submits CDBG Performance, Financial & Unit Reports along with back-up documentation by the 15th of the month		
Each partner program advertises the CDBG voucher program to existing and prospective families, as appropriate (on-going)			
Each partner program accepts & process applications, verifying documentation of eligibility (on-going)	The City of Portland reimburses CMDN for the collective dollars based on reported units and respective ages of children		
Each partner program informs families of their eligibility and the amount of their co-payment	CMDN reimburses partner programs based on their itemized invoices		
Each partner program tracks parent co-payments	Weekly		

MEMORANDUM OF AGREEMENT
Portland CDBG Child Care Voucher Collaborative
2021-2022

The purpose of this Memorandum of Agreement (MOA) is to clarify the goals, roles, relationships and commitment between Catherine Morrill Day Nursery (CMDN) and the following programs/agencies regarding the collaboration of the **Portland CDBG Child Care Voucher Collaborative:** Youth & Family Outreach (YFO), The Opportunity Alliance (TOA), and St. Elizabeth's Child Development Center, a program of Catholic Charities Maine (St. E's CDC).

GOALS:

1. To provide financial assistance to low-to-moderate income Portland Families who need affordable child care in order to work, to attend school or to participate in mandated social service activities. Families are required to apply for all other sources of subsidy before applying to the **Portland CDBG Child Care Voucher Collaborative**. Eligible families may be on the waiting list for the Child Care Subsidy Program or other state subsidy program, may be approved for a state subsidy for less than the amount of child care that they need, may have lost their subsidy but still need child care, or may not qualify for state assistance at the time of enrollment. This voucher can also be used for eligible Portland families due to an emergency as deemed by the partner program/agency or due to status that deems them ineligible for other subsidies, i.e. asylum seeker status.
2. To support families experiencing job loss by providing reduced-fee child care while they look for gainful employment.
3. To ensure that Portland low-to-moderate income parents have access to high quality early care and education services so that their children enter kindergarten with the necessary school readiness skills.

The primary role of each program will be as follows:

- Advertise the **Portland CDBG Child Care Voucher Collaborative** to existing enrolled families
- Recruit potential low-to-moderate income Portland families
- Review applications and income verification to determine eligibility as applications are submitted to their program, responding to families within five (5) business days of their application.

Youth & Family Outreach, The Opportunity Alliance, and St. Elizabeth's Child Development Center will:

- Determine eligibility for Portland families according to the most recent HUD income guidelines
- Determine and collect parent co-payments
- Submit invoices to CMDN on a monthly basis for units of service, racial identity, gender and income level as required by HUD.
- Keep documentation of eligibility in children's confidential files.

Catherine Morrill Day Nursery will:

- Act as lead agency in the administration of the **Portland CDBG Child Care Voucher Collaborative**, which includes authoring the CDBG social services grant application and attending the required hearings
- Determine eligibility for Portland families according to the most recent HUD income guidelines and shared these guidelines with partner programs
- Keep detailed records of eligibility documentation
- Determine and collect parent co-payments
- Combine the information from the invoices by the partner programs/agencies in support of the submission of required reports including the Performance Report, Unit Report, and the Invoice for reimbursement to the City of Portland on a monthly basis.
- Distribute payment for reimbursement of voucher payments to YFO, TOA, and St. E's CDC on a monthly basis after receipt of detailed invoices from each respective program/agency and reimbursement from the City
- Include CDBG funding in its annual financial audit for compliance with appropriate financial accounting practices.
- Participate in any HUD audit with the City of Portland

*As partners in this **Portland CDBG Child Care Voucher Collaborative** and as collaborators in Portland's early care and education community, we agree to continue our commitment to prioritize low-to-moderate income Portland families to provide affordable child care services, as well as to provide the children with exemplary early care and education services.*

Lori Moses, Executive Director
Catherine Morrill Day Nursery

Camelia Babson-Haley, Executive Director
Youth & Family Outreach

Joseph R. Everett

Joe Everett, President and CEO
The Opportunity Alliance

Stephen P. Letourneau, CEO
Catholic Charities Maine