

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

DEPARTMENT OF THE TREASURY

Date: **AUG 15 2018**

QUALITY HOUSING COALITION
C/O ROBERT H LEVIN
94 BECKETT ST 2ND FLOOR
PORTLAND, ME 04101

Employer Identification Number:
82-4353021
DLN:
26053496002268
Contact Person:
NANCY L HEAGNEY ID# 31306
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
February 13, 2018
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

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

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

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

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

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

Letter 947

2026 GENERAL CDBG PROGRAM APPLICATION

CHECKLIST

SUBMIT COMPLETED CHECKLIST WITH APPLICATION

Please submit each section of the application, including this

checklist: ☒ **A. Cover Page**, *limit 1 page*

☒ **B. Summary Sheet**, *limit 1 page*

☒ **C. General CDBG Application Narrative Questions**, *page limits*

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

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

☐ **E. Demonstration of Endorsement by Elected Officials**

☐ **F. Multi-community Additional Questions & Signature Page**

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**

Daniel Black, Project Home

Checklist Completed By Date:

2026 GENERAL APPLICATION COVER PAGE

Application Type	<input type="checkbox"/> General - non- eco dev. <input type="checkbox"/> General - Economic Development <input checked="" type="checkbox"/> General - Multi-Jurisdictional		
Lead Town/City	(Name of lead community and any additional partner communities) City of Westbrook, Town of Scarborough, Town of Windham		
Project Name	Project Home (formerly Quality Housing Coalition)		
Mailing Address	75 Washington Ave, Suite 2F Portland, ME 04101		
Project Address	75 Washington Ave, Suite 2F, Portland, ME 04101		
Authorized Official	Monique Cornett, City of Westbrook Deputy Director of Economic and Community Development	Phone 207-591-8111 ext 1211	Email mcornett@westbrook.me.us
Project Director	Lucas Schrage	Phone 207-274-1063	Email lucas@projecthomemaine.org
Financial Contact	Dan Black	Phone 207-274-1063	Email dan@projecthomemaine.org
Person who completed the Application	Dan Black	Phone 207-274-1063	Email dan@projecthomemaine.org
Amount of CDBG Funds Requested	\$50,000	Total Project Budget \$683,969	
UEI Number	KTHKA4GF4KL8		

Name and Signature of Authorized Official Date

GENERAL APPLICATION SUMMARY SHEET

1. **HUD National Objective.** Indicate which National Objective this program activity will address; choose one

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

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. **Beneficiaries.**

A. Describe the beneficiaries or clients served by the program.	A. Children, families, and adults earning below 60 percent of the Area Median Income (AMI).
B. How many Cumberland County residents will be served by the proposed program? (unduplicated -per year)	B. 920
C. How many are <u>low to moderate income</u> Cumberland County residents?	C. 920

4. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A. Data on participants is captured using a self-certification form and tracked in a secure database.
B. How will the outcomes be measured, collected, and documented?	B. Staff will submit a quarterly report summarizing the work completed to date.

Please limit the Public Service Worksheet to 1 Pages.

GENERAL APPLICATION QUESTIONS

Respond to the narrative questions in a maximum of six pages or seven pages for multi jurisdictional project applications.

1. Provide a brief summary (400 words maximum) of the proposed project. - 10 points.
Focus your answer on issues such as, but not limited to: What are the services to be provided? Where will they happen? Who's in charge? Who will be served?

Project Home (formerly Quality Housing Coalition) is an integrated housing and stability model that helps low and extremely low-income adults and children experiencing homelessness or at risk of homelessness secure stable and affordable housing within 30-60 days and move from crisis to self-sufficiency within two years.

HOUSING:

Lucas Schrage, Director of Housing Initiatives, leads our housing program team to secure affordable housing for approximately 200 households and prevent the evictions of between 200-250 households each year for a total of 2,029 adults and children served annually. We secure housing within the existing rental market by partnering with landlords to access both market-rate and subsidized affordable units. We work with them to: 1) remove application barriers such as low credit and income, and eviction or criminal history; 2) provide a financial lease guarantee for each unit; and 3) provide supportive services including monthly home inspections, landlord-tenant mediation, and the health and financial services described below. We receive referrals of families in need of housing from partner community social services organizations and local schools. Since May we have expanded our partnership with Portland Schools resulting in securing housing for 64 families, comprising 221 adults and children. With this grant, we seek to expand this proven and cost effective model to Westbrook, Windham and Scarborough.

HEALTH OUTREACH:

The health outreach staff conducts in-home visits to assess residents' health needs, help enroll them in MaineCare, ACA marketplace plans, or free care through Greater Portland Health or local hospitals, and assist in establishing a relationship with a primary care provider.

FINANCIAL SECURITY:

Our workforce team led by Rod Mahoua, Director of Workforce Initiatives, builds financial resilience through personalized career coaching, job training with advanced professional English classes in fields such as healthcare and manufacturing, and employment navigation.

Our economic security team is led by Peace Mutesi, Director of Economic Opportunity. For single mothers, supporting a family on one income is often untenable. Taking a job can mean losing benefits such as Temporary Aid to Needy Families and SNAP before earning enough to cover rising costs of childcare, housing, and basic necessities—placing families at risk of eviction and deeper financial insecurity. To safely bridge this benefits cliff, Project Home Trust provides one year of monthly cash assistance along with financial coaching and peer support.

2. Provide a response to the four questions below defining and justifying the need for the activity. - 20 points

a. Convey the magnitude and severity of the issue to be addressed.

Maine's affordable housing supply shortage is expected to take 10 to 20 years to tackle through new construction. In the meantime, 85% of Maine's rental housing is owned by private landlords, and 52% of Maine renters (approximately 60,000-70,000 households) are housing insecure.

Households earning \$40,000 or less, typical of the area for service and entry-level workforce, are disproportionately affected by the lack of affordable housing. According to Harvard University's Joint Center for Housing Studies, almost 52% of renters in Greater Portland are "cost-burdened," meaning they spend at least 30% of their income on housing. More than 24% are "severely" cost-burdened, spending more than 50% on housing, putting them at high risk of eviction or homelessness.

Each year, more than 3,700 households in Westbrook, Windham and Scarborough are at-risk of eviction. The community impacts of this instability are extensive: reduced workforce participation, higher healthcare utilization, greater dependence on public assistance, increased demand for emergency shelter and emergency medical services. The Maine Homelessness System Performance Report (2024) estimates the public cost of homelessness exceeds \$30,000 per individual annually, including emergency, medical, and law enforcement expenses.

b. Identify the total number of people affected by the issue. 3,713

i. Out of the total number of people affected, identify the number of people from low/moderate income households. 3,713

c. Describe to what extent the project makes in the long-term measurable difference in the economic and social health of the region.

When families lack housing security, the effects extend across education, employment, healthcare, and local economies. Households struggling to maintain housing are less able to sustain steady employment, access preventive healthcare, or achieve financial independence – reinforcing generational poverty and an increased reliance on public programs. In economic terms, stabilizing just 100 households through Project Home's model ensures those families do not become homeless, preventing up to \$3 million in annual public expenditures - funds that can be redirected toward long-term community development.

The ripple effects are also seen in schools and workplaces. Children experiencing homelessness or housing instability have higher absenteeism and lower academic performance; Maine Department of Education data (2023) shows graduation rates nearly 20% lower than for their housed peers. Stable housing enables students to attend school consistently, reduces toxic stress, and allows teachers to focus on instruction rather than crisis management. For working parents, housing stability supports reliable employment, reducing absenteeism caused by relocations, childcare disruptions, or transportation barriers.

Eight years of coalition building with the business, housing, education, and government sectors has achieved stable housing for 2,402 Project Home families, 99% of whom maintain stable housing and reach financial independence at a cost of just \$2,000 per family. Equally important, it is successfully advancing systems-level solutions beyond traditional anti-poverty efforts to build lasting progress toward a more equitable and sustainable future.

3. Provide a response to the three questions concerning management of the proposed

activity – 10 points

a. Define *who* will manage the grant funded project and *how* they will manage it.

Lucas Schrage, Director of Housing Initiatives oversees all housing programming. Lucas brings 10 years of housing authority and Project Home experience as a multilingual housing professional. He supervises 11 committed staff who work as a team to provide culturally, linguistically, and trauma-informed housing navigation and stabilization services. Lucas is also responsible for grants management, staff performance, and outcomes.

Loliana Amange, Housing Navigation Coordinator, leads landlord outreach and maintains relationships with more than 1,000 landlords statewide for Project Home. She also oversees school and community organization partnerships, manages referrals, and coordinates housing stabilization and eviction prevention efforts with her team of housing navigators. \

Josephine Kamagaju, Health Outreach Coordinator. Josephine experienced homelessness as a single mother before being housed by Project Home in 2018. Stable housing enabled her to advance her nursing and public health career and support her children. Serving first as a board member and now leading the Health Outreach program, Josephine supports families and children in accessing healthcare.

b. Explain the experience of the applicant in undertaking projects of similar complexity.

Project Home has a demonstrated track record successfully implementing housing stability initiatives of comparable scale and complexity. Since its founding in 2018 by private and nonprofit landlords, the organization has refined a holistic model that integrates access to permanent, affordable rental housing with supports that promote health and financial security.

Over the past eight years, Project Home has expanded this model by 217%, building a public-private-nonprofit partnership structure that is both outcomes-driven and cost-effective. This approach has enabled staff to navigate intricate municipal, state, and federal housing rules and regulations while resolving complex housing crises for clients.

To date, Project Home has partnered with more than 1,100 landlords to secure and stabilize housing for over 2,402 households (5,500 adults and children) who have experienced homelessness or severe housing insecurity. In 2024, the organization was selected by MaineHousing to administer the State's Eviction Prevention Program, through which it stabilized an additional 1,273 households at imminent risk of eviction by paying back and future rent.

The team's expertise extends beyond housing placement to building trust with highly marginalized populations who are transitionally housing insecure or experiencing homelessness. Approximately 60% of residents are members of Black, brown, and Indigenous communities, and 99% of tenants assisted by Project Home remain stably housed; notably, no Project Home resident was evicted in 2024, including the 30 young people served annually through the Foster Youth to Independence Program. Within 18–24 months of housing and stabilization services, most residents increase their income to the point that they no longer rely on public assistance.

This depth of experience in preventing eviction, stabilizing low-income renters, supporting job seeking, and connecting participants to wraparound services that sustain long-term housing and

workforce participation demonstrates that Project Home is well-equipped to undertake and successfully tailor this model specifically to school-identified students at risk of homelessness.

c. Demonstrate that an ongoing commitment exists to continue the maintenance and operation of the activity or facility.

We are seeking funding for our core programming and will continue to exist as long as the organization does. Our continued growth is evidence of the demand for our services and the commitment of our community to ensuring Project Home is here for the long-term.

4. Demonstrate that the project is ready to proceed – 20 points

For non-construction related projects:

• **Describe the steps that have been completed or must be completed to initiate the project. These may include: community support, staffing, securing an appropriate location, marketing and networking.**

The school-based housing navigation project in Westbrook, Windham, and Scarborough will build on Project Home's experience with landlord partnerships, eviction prevention, and school and community relationships to ensure that students at risk of homelessness are quickly identified and connected to stable housing supports.

Steps completed to date include:

- *Community support and partnerships.* Project Home has established partnerships with more than 1,100 landlords, multiple schools and community organizations statewide, creating strong community trust and a ready infrastructure for expansion into these three districts.
- *Program design and model adaptation.* Over eight years, Project Home has refined a holistic stabilization model that combines housing placement, eviction prevention, health access and employment navigation, and regular check-ins to address barriers and refine the process.
- *Core staffing capacity.* A Housing Navigation Coordinator already manages landlord outreach, school and community partnerships, referrals, and stabilization efforts, as well as a team of 3 housing navigators who are skilled at working with school-based referrals. This team forms a solid foundation for launching the school-based navigation project.

Key steps still needed to fully initiate the project are:

- Formalizing MOUs with school districts to define roles, data-sharing protocols, referral processes, and expectations for communication and follow-up.
- Conducting internal school outreach so administrators, McKinney-Vento liaisons, social workers, nurses, guidance staff, and front office personnel understand eligibility criteria, referral steps, and how the navigator will support families.
- Deepening community and landlord engagement by leveraging Project Home's network to identify units and supports in each community.
- Designing a clear referral pathway with district McKinney-Vento liaisons and student support teams, including defined triggers (such as doubled-up situations, frequent moves, or eviction notices) and a simple, secure referral form.
- Establishing centralized intake and triage through a School-Based Housing Navigator who receives referrals, completes intakes within a set timeframe, and prioritizes families facing imminent loss of housing.

- Creating a consistent feedback loop so schools receive confirmation of referrals, general progress and housing placements.

• **Describe any existing and/or potential impediments to project initiation**

Except for this funding to expand our housing navigation services where they are needed in Westbrook, Windham and Scarborough, there are no impediments.

5. Budget for project. Fill in the attached budget form and provide the basis for determination of budget amounts (Appendix IV). - 5 points

• **Describe how funds, including match when applicable, will be distributed between project elements.**

Project funds, including matching funds where applicable, will be directed primarily to housing navigation salary and benefits. The requested investment will be complemented by an estimated 120% match from other committed and anticipated sources, including a Congressional earmark, private donations, and support from the United Way of Southern Maine.

Because Project Home serves housing clients through a team-based model, all residents referred by participating municipalities will have access to the full range of support available through the organization. In practical terms, while Cumberland County CDBG resources will cover a portion of the navigator's compensation, sponsor communities' referrals will unlock additional tools such as the guarantee fund and the eviction mitigation fund, which help residents remain stably housed when unexpected financial or personal crises arise.

• **Limit the budget and budget description to that portion of your program that is applicable to this application.**

• **For projects requiring a match: County sponsored projects do not require a match. Community sponsored applicants require a threshold 20% match in cash, donated land or building materials, or contracted project development services. In-kind contributions are allowed, but need to be documented, quantifiable services for work performed.**

6. Implementation schedule for project: - 5 points

There are many types of projects, each with their own set of typical activities and timelines. Describe the implementation schedule for this program.

Quarter 1: July–September 2026

- Provide responsive housing navigation services for school children and their families referred by the Westbrook, Windham, and Scarborough School Districts who are experiencing homelessness or housing insecurity.
- Improve and streamline the referral → intake → housing placement process, including documentation, tracking, and communication with partners.
- Deliver ongoing housing and tenant education for all applicants.
- Place approximately 15–20 households per month into safe, affordable units and coordinate move-in logistics, including furniture and food boxes.
- Recruit and onboard new landlord partners in partner communities, offering orientation and establishing or updating Memoranda of Understanding.

Quarter 2: October–December 2026

- Continue all housing navigation, referral, education, and placement activities from Quarter 1.

- Launch stability support services by beginning health outreach visits to recently housed residents in these communities.
- Conduct basic health needs assessments and support connecting to a primary care provider.
- Facilitate referrals to behavioral health providers for residents who need mental health or substance use support.
- Maintain landlord recruitment, training and relationship management in partner communities.

Quarters 3 and 4: January–June 2027

- Sustain all housing navigation, stabilization, health outreach, and landlord engagement services initiated in Quarters 1 and 2.
- Begin systematically referring interested residents to career coaching and workforce development services to support income growth.
- Hold structured conversations with residents in months 8–10 of their tenancy about lease renewal options, potential moves, and long-term housing and financial goals.

7. Need for CDBG Funds (Answer either 7A or 7B)

7A) NON-ECONOMIC DEVELOPMENT ONLY

Provide a response to the three questions demonstrating the need for CDBG program funds - 15 points

a. Why are CDBG funds critical for the commencement and ultimate success of the project?

Historically, Project Home has received significant funding for eviction prevention and housing navigation from the State of Maine, MaineHousing and the Portland Public Schools, all of which are uncertain in 2026. We are actively seeking other sources of funding so that we don't have to reduce our services to communities that have no other organization to turn to. The funding from CDBG would help to fill that gap and ensure that we can help every family or child who comes to us find a stable home.

b. Have you, or will you, seek funds from other sources? If so, what are those funding sources?

From its start, Project Home has always leveraged funding through effective collaboration. By design, we fill the gaps in existing systems that don't prioritize stable housing; therefore, we don't rely solely on government grants. Instead, we braid together funding sources and make them work through housing navigation. In 2025, our funding sources for Project Home include:

- Federal Sources 22%
- State and Local Government Sources 48%
- Private Foundations 12%
- Individual Donors 16%
- Other Income 2%

c. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

Project Home is an ongoing program and would continue to exist without CDBG funds, albeit on a smaller scale. Every dollar we raise means we can assist more people with finding stable housing, healthcare and career development services. And while these services have been threatened with federal and state funding cuts, we are aggressively seeking other resources that will ensure the continuation of the work.

8. **Distress Score**

Each community will be **assigned** a score from **0 to 10 points** based upon two factors: a. Percent of low/moderate income community residents of the total community population. b. Percent of low/moderate income residents in the 25 communities of the Cumberland County Entitlement Jurisdiction that reside in the applicant community.

County sponsored projects serving region-wide initiatives will receive a distress score of **6 points**. – The applicant does not need to calculate this score, it will be assigned by County Staff to your application.

9. **Multi-Jurisdictional Bonus**

5 points will be awarded to projects sponsored by two or more communities demonstrating benefits to low/moderate income residents of all participating communities.

c. Multi-community applicants must answer two additional questions in a maximum of one page:

i. How will low/moderate income residents in each participating community benefit from the project/activity?

Low- and moderate-income residents in Westbrook, Windham, and Scarborough will benefit by gaining structured, school-based access to housing navigation, stabilization supports, and pathways to long-term self-sufficiency. Students identified by school staff as McKinney-Vento–eligible will be referred directly to Project Home’s School-Based Housing Navigation Team who will help them and their families secure safe, affordable housing, connect them to health care, and link them to income and career supports. By aligning housing placement with stabilization services such as health outreach, behavioral health referrals, and career coaching, families will be more likely to remain stably housed, avoid disruptive moves, and maintain continuity in their children’s education and community ties. New and strengthened partnerships with local landlords will increase the number of units available in each town and help families stay in, or near, their preferred neighborhoods, preserving social networks and minimizing school disruptions.

ii. What role will each applicant community play in the project/activity?

Each participating community will play an active, ongoing role in the project. School districts in Westbrook, Windham, and Scarborough will identify and refer students and families at-risk of homelessness, participate in the design and refinement of referral pathways, and collaborate with Project Home through regular check-ins and data-sharing protocols that respect privacy requirements. Municipal partners and local service providers will help inform the community about the program and any additional resources available while also informing local landlords about the program and encouraging their participation. Together, these roles will ensure that the project is deeply embedded in each community’s existing systems, making the housing navigation services responsive, accessible, and sustainable over time.

d. Application must be endorsed by officials from all communities. Use form found in Appendix II.

e. Distress score for multi-jurisdictional applicants. This will be calculated by the County based on the following factors:

i. Factor #1: Combine LMI & population of the communities to create a new “LMI as % of population factor”

ii. Factor #2: Average the existing “LMI as % of County LMI” factor for the communities.

APPENDIX I: BUDGET

*A completed budget must be submitted with the application

Revenues: List ALL funding sources for the proposed program.	Please indicate: Secured or Projected	Revenues TOTAL
CDBG Request	Projected	\$50,000
Other HUD Funds (please list)		
a. Congressional Directed Spending	Secured	\$75,000
Other Federal Funds (please list)		
a.		
b.		
State/ County Funds (please list)		
a. MaineHousing	Secured	\$25,000
b.		
Local Funds	Projected	\$150,000
Private Funds (Grants, Fundraising, etc., please list)		
a. Foundation Grants	40% Secured	\$100,000
b. Fundraising	~50% Secured	\$207,727
In Kind Services		
TOTAL PROGRAM or PROJECT REVENUE		

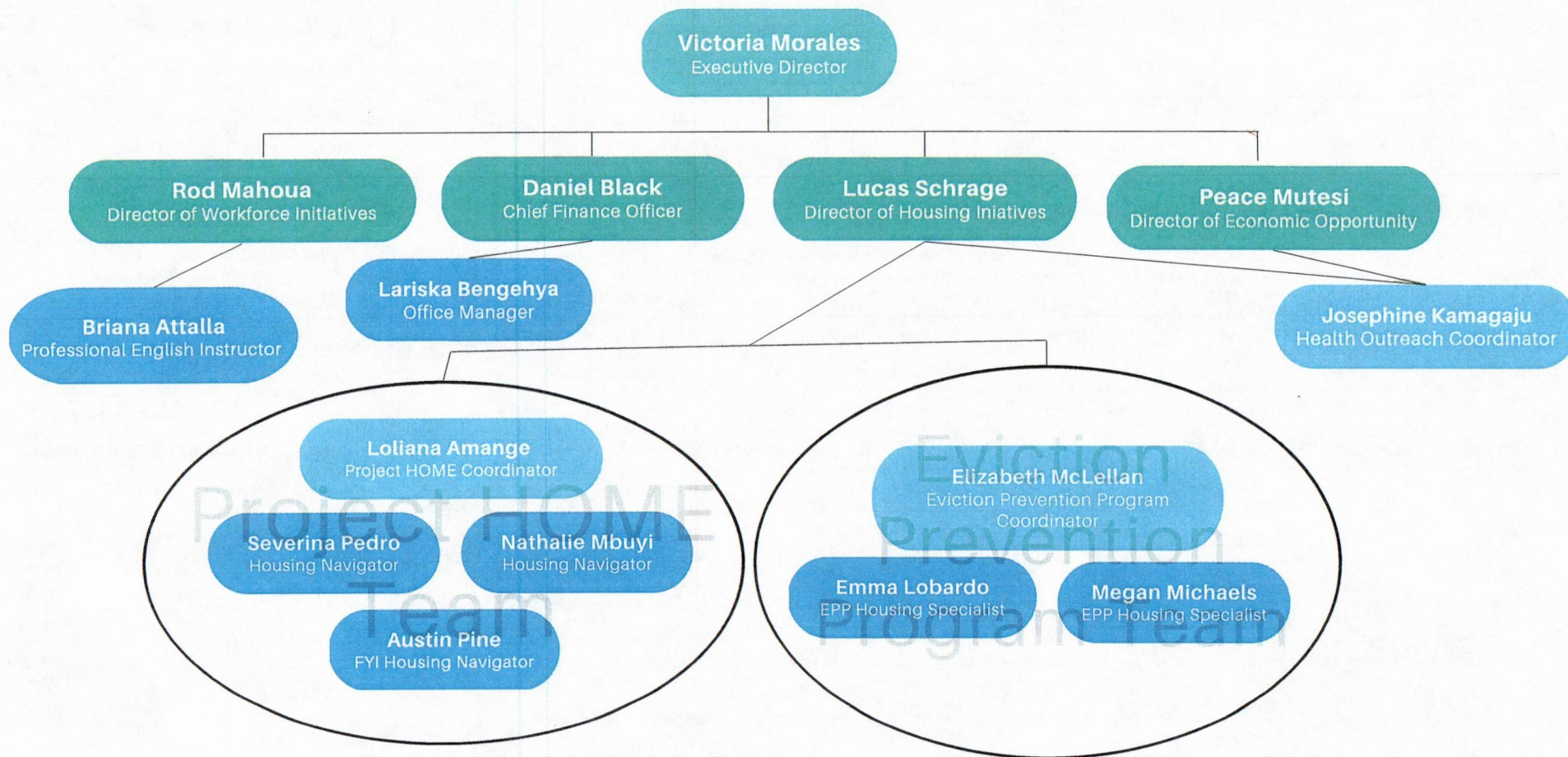
EXPENDITURES: Feel free to edit categories as relevant to your program	CDBG Expenditures	Expenditures All Other Sources	TOTAL Expenditures
Design/Engineering Costs	\$0	\$0	\$0
Advertising	\$0	\$0	\$0
Materials/Supplies	\$0	\$0	\$0
Labor (Salary and Benefits for 5 FTE, Avg per employee cost of \$69,170)	\$43,479	\$302,471	\$345,850

Project administration	\$0	\$51,877	\$51,877
Other, please specify			
a. Guarantee Fund	\$0	\$175,000	\$175,000
b. Essential Needs Fund	\$0	\$25,000	\$25,000
c. Community Building Fund	\$0	\$10,000	\$10,000
d.			
TOTAL PROGRAM or PROJECT EXPENSES			\$607,727

Admin Expenditures for CDBG Program	CDBG Expenditures	Expenditures All Other Sources	TOTAL Expenditures
Direct Admin Expenditures	\$0	\$51,877	\$51,877
Indirect Admin Expenditures (15%)	\$6,521	\$53,138	\$59,659

QUALITY HOUSING COALITION

Organizational Chart



2026 Operating Budget

Category

Income	2026 Budget
Cash-on-Hand Carryover	
Unrestricted Funds	\$96,000
Project Home Trust Designated Funds	\$190,012
Government Grants	\$867,821
Foundation Grants	\$246,822
Donations	\$778,543
MaineCare	\$117,986
Other Income	\$20,000

Total Income	\$2,317,184
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Personnel Expenses

Salary	
Administration	\$370,000
Project HOME	\$230,300
Project HOME Trust	\$100,000
Health Outreach	\$70,000
Project HOME to Profession	\$115,000
Eviction Prevention Program	\$102,292
 Total Salary	 \$987,592
 Benefits, Taxes & Fringe	 \$236,677

<u>Total Payroll Expenses</u>	<u>\$1,224,268</u>
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Consultants	
Researcher	\$156,500
Grant Writer/Development	\$68,400
Bookkeeper	\$17,000
Marketing	\$66,000
Database Architect	\$0
Accountant	\$35,000
Legal	\$3,500
MaineCare Supervisor	\$3,900
Driver's Education Outfit	\$21,600

<u>Total Consultant Expenses</u>	<u>\$371,900</u>
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Administrative Expenses

Office Rent & Utilities	\$109,916
Insurance	\$16,600
Office Equipment & Supplies	\$50,700
Interpreting & Translation	\$7,000
Staff Attraction & Retention	\$34,000

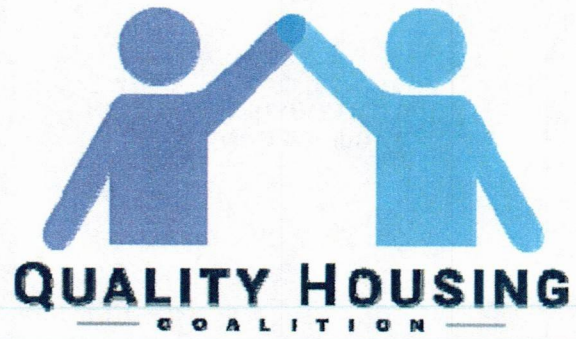
<u>Total Administrative Expenses</u>	<u>\$218,216</u>
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Program Expenses

Project Home Program Costs	\$200,000
Development Projects	\$0
Project Home Trust Payments	\$277,800
Client Events	\$25,000

<u>Total Program Expenses</u>	<u>\$502,800</u>
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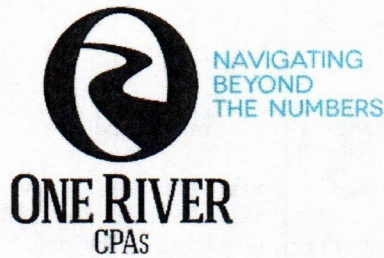
Total 2026 Operating Expenses	\$2,317,184
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FINANCIAL STATEMENTS
December 31, 2024

**QUALITY HOUSING COALITION
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INDEPENDENT AUDITORS' REPORT

To Board of Directors and Management
Quality Housing Coalition
Portland, ME

Opinion

We have audited the accompanying financial statements of Quality Housing Coalition (a nonprofit organization), which comprise the statement of financial position as of December 31, 2024, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Quality Housing Coalition as of December 31, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Quality Housing Coalition and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Quality Housing Coalition's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Quality Housing Coalition's ability to continue as a going concern for a reasonable period of time.

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

One River, CPAs

Bath, Maine
October 27, 2025

46 FIRSTPARK DRIVE, OAKLAND, ME 04963 PHONE 207.873.1603
259 FRONT STREET, BATH, ME 04530
151 CAPITOL STREET, SUITE 1, AUGUSTA, ME 04330

QUALITY HOUSING COALITION
Statement of Financial Position
December 31, 2024

Assets:

Current assets:

Cash and cash equivalents	\$	490,948
Promises to give		39,519
Grants receivable		197,843
Short-term investments		249,310
Prepaid expenses		7,531
Total current assets		<u>985,151</u>

Other assets:

Right of use assets - operating lease		8,024
Security deposits		803
Total other assets		<u>8,827</u>

Total assets	\$	<u>993,978</u>
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Liabilities and net assets:

Current liabilities:

Accounts payable	\$	19,772
Accrued payroll and related liabilities		54,439
Lease liabilities - operating		8,165
Deferred revenue		431,488
Total current liabilities		<u>513,864</u>

Net assets:

Without donor restrictions		106,768
With donor restrictions		373,346
Total net assets		<u>480,114</u>

Total liabilities and net assets	\$	<u>993,978</u>
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See independent auditors' report and accompanying notes to the financial statements.

QUALITY HOUSING COALITION
Statement of Activities
Year Ended December 31, 2024

	Without Donor Restrictions	With Donor Restrictions	Total
Support and revenue:			
Donations and foundation grants	\$ 187,192	312,796	499,988
Government grants and contracts	319,455	516,608	836,063
Donations of nonfinancial assets	4,981	-	4,981
Interest income	26,833	-	26,833
Other revenues	42,754	-	42,754
Total support and revenue	581,215	829,404	1,410,619
Reclassifications:			
Net assets released from restrictions	1,194,276	(1,194,276)	-
Total support, revenue, and reclassifications	1,775,491	(364,872)	1,410,619
Expenses and losses:			
Program services	1,462,714	-	1,462,714
Supporting services:			
Management and general	232,121	-	232,121
Fundraising	16,716	-	16,716
Total supporting services	248,837	-	248,837
Total expenses	1,711,551	-	1,711,551
Loss on uncollectible promises to give	-	5,000	5,000
Total expenses and losses	1,711,551	5,000	1,716,551
Change in net assets	63,940	(369,872)	(305,932)
Net assets, beginning of year	42,828	743,218	786,046
Net assets, end of year	\$ 106,768	373,346	480,114

See independent auditors' report and accompanying notes to the financial statements.

QUALITY HOUSING COALITION
Statement of Functional Expenses
Year Ended December 31, 2024

	Program Service	SUPPORTING SERVICES			Total Expenses
		Management and General	Fundraising	Subtotal Supporting Services	
Expenses:					
Salaries and wages	\$ 607,187	73,856	-	73,856	681,043
Payroll taxes	46,215	5,621	-	5,621	51,836
Contracted services	35,720	72,244	16,490	88,734	124,454
Office rental	40,425	6,041	-	6,041	46,466
Insurance	-	13,641	-	13,641	13,641
Subscriptions	4,562	4,813	-	4,813	9,375
Utilities	2,634	6,710	-	6,710	9,344
Office expense	14,674	41,041	177	41,218	55,892
Direct client benefits	576,212	-	-	-	576,212
Benefits	47,097	7,037	-	7,037	54,134
Conferences and events	29,622	209	-	209	29,831
Travel	7,008	74	-	74	7,082
Property management	49,648	-	-	-	49,648
Advertising	1,710	834	49	883	2,593
Total expenses	\$ 1,462,714	232,121	16,716	248,837	1,711,551

See independent auditors' report and accompanying notes to the financial statements

QUALITY HOUSING COALITION
Statement of Cash Flows
Year Ended December 31, 2024

Cash flows from operating activities:

Net change in net assets	\$ (305,932)
Adjustments to reconcile net change in net assets to net cash flows from operating activities:	
Accrued interest on certificates of deposit	(162)
(Increase) decrease in operating assets:	
Promises to give	5,481
Grants receivable	1,196
Right of use assets - operating lease	24,072
Security deposits	(803)
Prepaid expenses	(7,531)
Increase (decrease) in operating liabilities:	
Accounts payable	12,500
Accrued payroll and related liabilities	34,423
Lease liabilities - operating	(24,247)
Deferred revenue	431,488

Net cash provided by operating activities	<u>170,485</u>
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Cash flows from investing activities:

Purchase of certificate of deposit	(250,000)
Proceeds from maturity of certificate of deposit	201,541

Net cash used in investing activities	<u>(48,459)</u>
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Net change in cash and cash equivalents	122,026
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Cash and cash equivalents, beginning of year	<u>368,922</u>
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Cash and cash equivalents, end of year	<u><u>\$ 490,948</u></u>
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See independent auditors' report and accompanying notes to the financial statements.

QUALITY HOUSING COALITION
Notes to Financial Statements
December 31, 2024

NOTE 1 – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

Organization and Purpose

Quality Housing Coalition ("the Coalition") supports and creates quality housing opportunities for those in need. They are dedicated to finding pathways that can stabilize and provide access of housing to people of need in Maine to live, work, and raise their children. Project HOME, a flagship program, provides housing navigation services to low-income renters, helping them access the units of over 80 landlord partners in Cumberland, York, Androscoggin, Oxford, Sagadahoc, Kennebec, and Penobscot Counties. The Coalition is supported primarily through government grants and contracts.

Basis of presentation

The financial statements of the Coalition have been prepared on an accrual basis in accordance with U.S. generally accepted accounting principles (U.S. GAAP).

Use of Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

For purposes of the statement of financial position and the statement of cash flows, cash and cash equivalents consists of cash on deposit with banks or in highly liquid investments with an initial maturity of 90 days or less.

Credit Risk

The Coalition maintains cash balances with banks that are members of the Federal Deposit Insurance Corporation (FDIC). At times, the Coalition's cash balances may have exceeded FDIC insured limits. The Coalition has not experienced any losses in these accounts, and management does not believe it is exposed to significant risk.

Promises to Give

Promises to give are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a charge to contributions or grants support or a loss if the promise to give was originally recorded as a donor restricted support. A credit to valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written-off through a charge to the valuation allowance and a credit to promises to give. Allowance for doubtful accounts was \$0 at December 31, 2024.

Investments and Fair Value Measurement

Investments consist of certificates of deposit with a bank with an original maturity of longer than 90 days. Certificates of deposit are valued at amortized cost, which approximates fair value. The Coalition reports under Fair Value Measurements, which establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs of valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurement) and the lowest priority to unobservable inputs (level 3 measurements). The certificate of deposit is considered a level 2 investment, which inputs to valuation include: quoted prices for similar assets or liabilities in active markets; quoted prices for identical or similar assets or liabilities in active markets; inputs other than quoted prices that are observable for the asset or liability; inputs that are derived principally from or corroborated by observable market data by correlation or other means.

QUALITY HOUSING COALITION
Notes to Financial Statements
December 31, 2024

NOTE 1 – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Investments and Fair Value Measurement, Continued

If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs at the closing price reported on the active market on which the individual securities are traded.

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

Property and Equipment

The Coalition capitalizes property and equipment over \$1,000. Purchased property and equipment is capitalized at cost. The cost of depreciable property and equipment is depreciated using the straight-line method over the estimated useful lives ranging from five years for office equipment to forty years for buildings. Expenditures for maintenance, repairs, and minor renewals and betterments are expensed when incurred.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net Assets With Donor Restrictions – Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Coalition or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

Revenue and Revenue Recognition

Revenue is recognized when earned. Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met.

Grant revenue is derived from pass-through federal grant agreements and various state and private entity pass-through grant agreements. The Coalition has evaluated its grant agreements against applicable accounting standard guidance and determined that the grant agreements are contributions (a nonreciprocal transaction) conditioned upon certain performance requirements and/or incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Coalition has fulfilled performance requirements/incurred expenses in compliance with specific provisions in the grant agreement.

QUALITY HOUSING COALITION
Notes to Financial Statements
December 31, 2024

NOTE 1 – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Contributed Services

Directors and officers have made a significant contribution of their time to developing the Coalition and its programs. No amounts have been recognized in the accompanying statement of activities because the criteria for recognition of such efforts under U.S. GAAP have not been satisfied.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

The expenses that are allocated include the following:

Expense	Method of Allocation
Salaries and wages	Time and effort
Payroll taxes	Time and effort
Employee benefits	Time and effort
Contract services	Time and effort
Rent	Square footage
Insurance	Time and effort
Subscriptions	Time and effort
Utilities	Square footage
Office expense	Time and effort

Income Tax Status

The Coalition is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation. Management believes there are no uncertain tax positions with the Internal Revenue Service that require disclosure in its financial statements. The Coalition is open to audit under the statute of limitations by the Internal Revenue Service and state taxing authorities for three years after filing of the related tax forms.

Subsequent Events

Management has evaluated subsequent events through the date of this report, the date the financial statements were available to be issued and determined that any subsequent events that would require recognition or disclosure have been considered in the preparation of the financial statements.

NOTE 2 – LINE OF CREDIT

The Coalition obtained a \$100,000 secured line of credit with a bank in July 2023, with no maturity date. The line of credit is secured by substantially all assets of the organization and bears a variable interest rate set at the highest prime rate quoted in the *Wall Street Journal* (currently 7.50%). The line of credit had a zero balance at December 31, 2024.

QUALITY HOUSING COALITION
Notes to Financial Statements
December 31, 2024

NOTE 3 – LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of December 31, 2024, comprise the following:

Cash and cash equivalents	\$ 490,948
Short-term investments	249,310
Promises to give	39,519
Grants receivable	197,843
	<u>977,620</u>
Less: net assets with donor restrictions	373,346
	<u><u>\$ 604,274</u></u>

As part of its liquidity plan, excess cash is maintained, and the Coalition has one line of credit with \$100,000 of availability at December 31, 2024.

NOTE 4 – LEASING ACTIVITIES

The Coalition leases 3 suites used as office space at 188 State St., Portland, ME. Leases with an initial term of 12 months or less are not recorded on the statement of financial position. The weighted average remaining term of these leases is .3 years, and the weighted average discount rate is 3.59% at December 31, 2024 by electing to use the risk-free treasury rate.

Maturities of these operating lease liabilities at December 31, 2024 are as follows:

Year ending December 31:	
2025	\$ 8,434
Total lease payments	8,434
Less: interest	<u>(269)</u>
Present value of lease liability	<u><u>\$ 8,165</u></u>

As of December 31, 2024, the Coalition has an additional operating lease, for additional office space, that has not yet commenced with an average annual rent of approximately \$77,000. This operating lease commenced on April 7, 2025 with a lease term of 3 years with additional renewal options.

NOTE 5 – RESTRICTIONS ON NET ASSETS

Net assets with donor restrictions were as follows at December 31, 2024:

Specific Purpose:	
Project HOME Trust	\$ 301,055
Project HOME Health Outreach	49,483
Project HOME	22,808
	<u><u>\$ 373,346</u></u>

QUALITY HOUSING COALITION
Notes to Financial Statements
December 31, 2024

NOTE 5 – RESTRICTIONS ON NET ASSETS, CONTINUED

Net assets released from net assets with donor restrictions are as follows for the year ended December 31, 2024:

Satisfaction of Purpose Restrictions:

Project HOME	\$ 673,156
Project HOME Trust	396,563
Project HOME Health Outreach	60,516
Capacity Building	46,541
Project Home to Profession	17,500
	<u>\$ 1,194,276</u>

The loss on uncollectible promises to give reduced the balance in net assets with donor restrictions for Project HOME Trust in 2024.

NOTE 6 – CONCENTRATIONS

Approximately 43% of the Coalition's total support and revenue for 2024 was derived from two grantors.

NOTE 7 – CONTINGENCIES

The Coalition receives funds under federal and state grant agreements. These funds are subject to review by the funding agencies. As of this date it is not possible to determine liabilities, if any, that may arise from future reviews and as such management has not recorded any provisions in the financial statements.

Project Home Board Contact List

Brit Vitalius, President

Vitalius Realty Group, Owner
Rental Housing Alliance, Founder
September 2018-Present

Leah Bruns, Treasurer

Portland Housing Authority, Deputy Director
May 2022-Present

Jonathan Culley, Secretary

Redfern Properties, Principal
September 2018-Present

Larissa Gahimbare

August 2020-Present

Marpheen Chann

Khmer Maine, Executive Director
Author
December 2022-Present

Robert Liscord, Esq.

Drummond Woodsum, Attorney
January 2024-Present

Elaine Charette

The Wishcamper Companies, Paralegal and Executive Assistant
November 2024-Present

Josh Waxman

United Way of Southern Maine, Senior Vice President
June 2025-Present

Carol Miller

Fundraising Professional
September 2025-Present

Phil Cohen

M&T Bank, Regional President
October 2025- Present