

2010 ANNUAL REPORT



51 Main Street
P.O. Box 573
Milbridge, Maine 04658

(207) 546-3006 *voice*
(207) 546-2865 *fax*

www.manomaine.org

Building a stronger Downeast Maine...

Mano en Mano's outreach program was very successful in 2010—We answered **395 REQUESTS FOR GENERAL ASSISTANCE!** This includes helping clients with job applications, interpretation, translation, facilitating job interviews, receiving faxes and phone calls as a point of communication for clients and other agencies, and more. When we make home visits to our clients, maybe to translate a letter or to deliver medication, a short stop has a way of turning into a longer conversation, in turn building trust and inspiring confidence. **OUR CLIENTS SHOW THEIR BELIEF AND TRUST IN OUR WORK WHEN THEY CALL US BACK TO ASK FOR HELP, WHEN THEY COME INTO OUR OFFICE FOR ASSISTANCE, AND WHEN THEY REFER THEIR FRIENDS AND FAMILY TO US.**

In the last year, we consistently stepped in at local schools to interpret and ensure that parents and teachers had a successful meeting. We were a point of contact for the Mexican Consulate during their summer visit and during the spring, we set up **FREE VOLUNTEER TAX PREPARATION** appointments with a local certified accountant. We worked with the CareerCenter to plan a bilingual workshop around **STRATEGIES FOR FINDING A JOB IN MAINE** and also dealt with a number of unemployment-related activities for seasonal farmworkers, assisting with phone calls, interpretation, and translating paperwork. We continually connected clients to medical and behavioral health services through the **MAINE MIGRANT HEALTH PROGRAM** and other health care centers. We often acted as the contact person for any family member when contacted by various health and social service agencies or employers.

Finally, we hosted **EIGHT POTLUCKS** (see picture at top right) **AND THREE MAJOR COMMUNITY EVENTS** that celebrated heritage and built community: a Spring Fling, Mother's Day Event, and in December, La Posada (see picture at bottom right). **OUR CONTINUING CHALLENGE IS THE WORK OF BUILDING BRIDGES OF TRUST AND COMMUNICATION BETWEEN OUR CLIENTS, OURSELVES, AND OUR PARTNER AGENCIES—ALL THREE GROUPS ARE VITAL LINKS IN ACCOMPLISHING ALL OF THE ABOVE AND IN BUILDING A STRONGER AND MORE INCLUSIVE DOWNEAST MAINE.**



OUTREACH & COMMUNITY BUILDING



E N G A G I N G V O L U N T E E R S & F A M I L I E S



BY MARIYA ILYAS '13
Bowdoin College Volunteer

Most college students spend their weekends catching up on sleep, doing homework, or hanging out with friends. Last November, however, six Bowdoin students did none of that; instead, they volunteered with Mano en Mano.

“I participated in the trip because as a Latina in the middle of Maine I wanted to learn more about my own people and how and why they were here in Maine,” said Sandra Martinez '13.

When the Bowdoin students

arrived in Milbridge on a Friday night, they first learned about Mano en Mano’s mission and history over dinner with Executive Director Ian Yaffe. The next morning, the eager students rolled up their sleeves and got to work. They cleaned and reorganized all the bookshelves in the resource room and then planned reading activities for families and kids.

“The most rewarding part was definitely spending time with the kids – some of them were so ecstatic and excited to read,” said

Rachel Turkel '12. “With the stress of homework and classes, it was great to be around the energy and optimism of little kids.”

Yaffe and the students, alike, are looking forward to a greater collaboration between Mano en Mano and Bowdoin College. Already, Mano en Mano has received in-kind donations from the College, sent staff to receive professional development from Bowdoin faculty, and sent staff to guest lecture with the Education Department.

“I’m especially proud as an alumna to be establishing partnerships between Mano en Mano and numerous students and

staff,” said Yaffe. “Bowdoin inspired a lot of my beliefs about the Common Good so it’s a real honor to be connecting back with the College in a way that furthers our mission, helps our constituency, and provides opportunities for students to see a different side of Maine and make a lasting difference.”

Since that visit, Bowdoin students have returned to Mano en Mano, along with students from College of the Atlantic, UMaine, and members of the Downeast Maine community—and we’re always looking to find new ways to engage more volunteers!

HAND IN HAND / MANO EN MANO, INC.
AUDITED STATEMENTS OF FINANCIAL POSITION
December 31, 2010 and 2009

ASSETS		
	2010 (\$)	2009 (\$)
CURRENT ASSETS		
Cash - Unrestricted	9,992	18,096
Cash - Restricted (Note 5)	4,258	5,735
Total Cash	14,250	23,831
Accounts Receivable - Services	9,740	
Accounts Receivable - Donations	848	—
Accounts Receivable - Development (Note 2)	3,500	2,281
Total Current Assets	28,338	26,112
PROPERTY & EQUIPMENT		
Land	87,553	—
Equipment	3,394	949
Construction in Progress	275,716	150,647
Total	366,663	151,596
Less Accumulated Depreciation	1,172	569
Net Property & Equipment	365,491	151,027
TOTAL ASSETS	<u>\$393,829</u>	<u>\$177,139</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts Payable - Operations	—	800
Accounts Payable - Construction (Note 3)	8,045	122,486
Total Current Liabilities	8,045	123,286
LONG-TERM LIABILITIES		
Predevelopment Loan (Note 2)	—	28,161
TOTAL LIABILITIES	8,045	151,447
NET ASSETS		
Unrestricted Net Assets	381,526	19,957
Temporarily Restricted Net Assets (Note 5)	4,258	5,735
TOTAL NET ASSETS	385,784	25,692
TOTAL LIABILITIES & NET ASSETS	<u>\$393,829</u>	<u>\$177,139</u>

The full Independent Auditor's Report is available at www.manomaine.org/about/docs and was completed by Otis | Atwell, CPA of South Portland, Maine.

HAND IN HAND / MANO EN MANO, INC.
STATEMENTS OF ACTIVITIES & CHANGES IN NET ASSETS
For the Years Ended December 31, 2010 and 2009

	2010 (\$)	2009 (\$)
INCOME		
Foundation Grants	57,544	47,600
Development Grant (Note 6)	359,717	—
Contributions	15,998	15,602
Program Service Fees	48,939	5,613
Miscellaneous	823	179
Interest	34	33
Total Income	483,055	69,027
EXPENSES		
Administrative	26,947	26,733
Services	77,818	37,581
Fundraising	13,166	9,500
Depreciation	603	190
Insurance	4,429	1,607
Total Expenses	122,963	75,611
Increase in Net Assets	360,092	(6,584)
Net Assets, Beginning of Year	<u>25,692</u>	<u>32,276</u>
Net Assets, End of Year	<u>\$385,784</u>	<u>\$25,692</u>

APPLICABLE NOTES TO AUDITED FINANCIAL STATEMENTS

Note 2 - Note Payable: During 2009, the Organization executed a predevelopment loan with MaineHousing. Under the terms of the loan agreement, MaineHousing agreed to advance up to \$60,000 for certain predevelopment costs associated with the development of an affordable housing project. At December 31, 2009, \$28,161 of loan funds had been advanced. During 2010, the loan was repaid from USDA-RD grand proceeds. Due to a clerical error on the part of MaineHousing, the outstanding loan balance was overpaid by \$3,500. At December 31, 2010, \$3,500 was due from MaineHousing.

Note 3 - Accounts Payable - Construction: During 2009, the Organization began to develop a low income housing project. At December 31, 2010 and 2009, construction costs payable totaled \$8,045 and \$122,486, respectively.

Note 5 - Temporarily Restricted Assets: Temporary restrictions on net assets at December 31, 2010 and 2009 are related to funds raised from various sources which are to be used to provide educational assistance to local individuals. At December 31, 2010 and 2009, the Organization had \$4,258 and \$5,735, respectively, of cash on hand which could only be used for scholarships.

Note 6 - Development Grant: During 2010, the Organization executed a grant agreement with USDA, Rural Development which provides up to \$1,005,722 of funds to be used for the development of an affordable housing project. At December 31, 2010, \$359,717 of funds had been advanced.

AFFORDABLE HOUSING

October 6, 2010 was a day we had been dreaming about at Mano en Mano for nearly five years. On that special day, we issued Notice to Proceed to our General Contractor, and with the stroke of a pen, a **\$1.4 MILLION PROJECT** to build Hand in Hand Apartments and invest in Downeast Maine was finally underway. Offering affordable housing opportunities to local families who choose to make some of their annual income from working on a lobster boat, on the blueberry barrens, or in the clam flats will help keep these workers in the area as they **SUPPORT OUR RESOURCE-BASED ECONOMY.**

Key partners in the project include USDA Rural Development, Coastal Enterprises, E.W. Littlefield & Sons, and WBRC Architects/Engineers. **“HAVING A SAFE, DECENT, AND AFFORDABLE PLACE TO CALL HOME FOR THESE WORKERS AND THEIR FAMILIES IS ESSENTIAL,”** said USDA State Director Virginia Manuel earlier that month. Construction was completed on June 27, 2011 and the building quickly went to 100% occupancy (and a growing waitlist) just 1.5 months later!



EDUCATION

Educational Programming saw a lot of growth in 2010. In addition to the Adult ESL classes that have been offered for years, a competitively-awarded contract with Maine Migrant Education allowed us to send a team of four teachers to the camps to work with **OVER 60 MIGRANT STUDENTS** during the Blueberry Harvest (see photo above). During the academic year, we continued to offer education support and classes specific to student needs. In order to have our services reflect family's busy schedules and avoid common barriers like transportation, classes were offered in our office, in student's homes, or at Narraguagus High School during study hall periods. In addition to teaching and tutoring, we continue to work on building the trust and communication that allows us to serve as advocates for families and youth.

Our **FREE ADULT ESL PROGRAM** held classes three times per week throughout the school year to a dedicated group of 15-20 students. Classes focused on topics that related to the student's daily routines, family, work, and social interactions. Finally, we awarded **THREE \$1,000 SCHOLARSHIPS** to support the higher-education aspirations of our talented high school graduates!





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