



MaineHousing

MAINE STATE HOUSING AUTHORITY

Notice of Funding Availability for Long-Term Solutions to Assist People Experiencing Homelessness

SCHEDULE

Issued: January 13, 2023

Proposals Due: February 24, 2023 5:00PM Local Time

MaineHousing Contact Person: Lauren Bustard

E-mail: lbustard@mainehousing.org

NONDISCRIMINATION NOTICE:

Maine State Housing Authority ("MaineHousing") does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Lauren Bustard, Maine State Housing Authority, 26 Edison Drive, Augusta, Maine 04330, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.

I. PURPOSE OF THIS NOTICE

Maine State Housing Authority (MaineHousing) is an independent quasi-state agency. The mission of MaineHousing is to assist Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs. Additional information concerning MaineHousing can be found at www.mainehousing.org.

Governor Mills and the Maine State Legislature have provided funding to MaineHousing, through L.D. 3, to address the crisis of unsheltered homelessness in Maine. This Notice of Funding Availability (“Notice”) invites applications for funding of permanent, long-term solutions based on an individual community’s needs. A separate Notice of Funding Availability has been issued concurrently with this Notice to address specific solutions for winter 2023.

II. POPULATION TO BE HOUSED

Solutions submitted under this Notice should be designed to meet the needs of individuals and families experiencing homelessness.

III. ELIGIBILITY CRITERIA

Funding will be available to municipalities, Native American tribes, nonprofit organizations, and ethnic and community based organizations (“Applicant(s)”). Nonprofit organizations must have experience developing affordable housing or serving people experiencing homelessness including, but not limited to, social service agencies, homeless service providers, affordable housing developers, and the faith community.

Applicants must have a detailed plan that can, preferably, begin implementation no later than May 1, 2023 and must be ready to serve people experiencing homelessness in time for winter 2023/2024. All solutions must be able to accommodate shelter guests with accessibility needs.

IV. SCOPE OF SERVICES

- Provide long-term solutions to unsheltered homelessness through permanent supportive housing, shelter beds, or other opportunities that will continually provide warm, safe, and dry accommodations.

V. TERM OF GRANT

Any grant awarded pursuant to this Notice will be for one-time funding and implementation of the solution must begin as soon as possible, preferably no later than May 1, 2023. The implemented solution must be ready to serve people experiencing homelessness in time for winter 2023/2024. Any unexpended proceeds on October 31, 2023, or proceeds deemed to have been spent outside the proposed scope of services, will be recaptured by MaineHousing

VI. FORMAT AND DEADLINE FOR APPLICATIONS AND QUESTIONS

All Applicants must submit the following:

- **Applicant Information Sheet in Appendix A.**
- **Applicant Certification Form in Appendix B.**
- **Simple Operating Budget as Appendix D.**

All applications must be submitted electronically to Lauren Bustard, Senior Director of Homeless Initiatives, by email at lbustard@mainehousing.org, no later than 5:00 p.m. local time on February 24, 2023. Please include in the subject line of the email “Response to Notice of Funding for Long-Term Solutions to Assist People Experiencing Homelessness.”

Questions concerning this Notice must be directed to Lauren Bustard by email as noted above no later than 5:00pm on February 15, 2023. Responses will be posted to the MaineHousing webpage for the Notice on a regular basis.

VII. SELECTION CRITERIA

No formal scoring of applications will be done. Submissions will be reviewed and evaluated by MaineHousing based on its assessment of each Applicant’s capacity to meet the Scope of Services outlined herein. Upon such review, MaineHousing may schedule interviews with select Applicants. Any grant awarded by MaineHousing will be based on applications deemed by MaineHousing to be most advantageous, taking into account the number of people served, the cost, and the services provided.

VIII. ADDITIONAL TERMS AND CONDITIONS

This Notice is subject to the following terms and conditions:

- MaineHousing expressly reserves the right to modify or withdraw this Notice at any time, whether before or after any applications have been submitted or received, to correct or amend the Notice, including to adjust the timetable for this Notice, as deemed necessary.
- MaineHousing reserves the right to reject and not consider any or all Applicants who do not meet the requirements of this Notice, including but not limited to incomplete applications and/or applications offering alternate or non-requested services.
- MaineHousing reserves the right to waive informalities and minor irregularities in applications received.
- MaineHousing reserves the right to negotiate price or other factors included in any application submitted.
- MaineHousing reserves the right to reject any or all applications and not to award funding pursuant to this Notice, or to terminate the Notice process at any time, if deemed to be in its best interest.
- In no event will any obligations of any kind be enforceable against MaineHousing unless and until a written grant is entered into.
- Each Applicant agrees to bear all costs and expenses of his or her application and there will be no reimbursement for any costs and expenses relating to the preparation of applications submitted or for any costs or expenses incurred during negotiations.
- This Notice and the successful applications, as may be modified pursuant to this Notice, will be incorporated by reference into and be part of any grant between MaineHousing and the Applicant. Information submitted by an Applicant in any application becomes public information, and is subject to disclosure in accordance with the requirements of law, including without limitation the Maine Freedom of Access Act, 1 M.R.S.A. Section 401 et seq. ("FOAA"), except as provided therein. Applicants acknowledge that MaineHousing is required to comply with FOAA.
- The Applicant, any principal or affiliate of the Applicant, or anyone who will be paid for work on the grant, that has business ties, familial relations, or other close personal relations with a current MaineHousing employee or a commissioner, or anyone who was a MaineHousing employee or a

commissioner within the past year must disclose this information under **Appendix A – Applicant Information Sheet**.

- As a mandatory requirement of this Notice, all Applicants must complete and submit the Applicant Certification Form attached to this Notice as **Appendix B**, along with their application submission.
- Applicants shall maintain in trust and confidence and shall not disclose to any third party, except as such disclosure may be authorized in writing in advance by MaineHousing, and shall not use for any unauthorized purpose, any and all information, documents and data received or obtained from or on behalf of MaineHousing. Applicants may use such information, documents and data only to the extent required for the purposes described in this Notice. Applicants shall adhere to all security, confidentiality and nondisclosure policies and procedures required by MaineHousing for the protection of such information and data from unauthorized use and disclosure and from loss.
- Protests of any award made pursuant to this Notice must be submitted in writing to MaineHousing at the address herein to the attention of: the Director. To be considered, protests must be received by MaineHousing within fifteen (15) calendar days from the date of notification of the grant award and provide specific reasons and any supporting documentation for the protest.
- Applicants may not condition the receipt of Services on Applicants' mission or goals.
- Applicants may not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities.

APPENDIX A

APPLICANT INFORMATION SHEET

for

MaineHousing Notice of Funding Availability for Long-Term Solutions to Assist
People Experiencing Homelessness

Please provide the following information, completed and signed, and place this form at the front of the application:

General Information	
Applicant Name:	
Federal Tax ID:	
Street Address:	
City, State, Zip:	
Telephone#:	
Homeless Service Hub Where Housing or Services will be Located (See Appendix C.)	
List of Partnering Organizations and Role (if any)	
Contact Person for Questions	
Name:	
Title:	
E-mail Address:	
Telephone#:	
Description of Proposal	

<p>Please describe what funding will be used for and how it will benefit people experiencing homelessness</p>	
<p>Number of Individuals/Families to be Served on an annual basis</p>	
<p>Staffing Plan</p>	
<p>Services to be provided</p>	
<p>How will the proposal continue into the future despite this being one-time funding? Please describe the plans for sustainability.</p>	
<p>Description of Capacity</p>	
<p>Summarized Narrative of Applicant's ability to deliver on the proposal in response to this Notice</p>	
<p>List of planned resources to be assigned to meet the obligations of this Notice</p>	
<p>Conflict of Interest. Does the Applicant, any principal or affiliate of the Applicant, or anyone who will be paid for work on the grant have business ties, familial relations, or other close personal relations with a current MaineHousing employee or</p>	

commissioner, or anyone who was a MaineHousing employee or commissioner within the past year? If yes, please describe here:	
Funding Request	
Total Funding Request Please provide a simple budget as Appendix D	

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APPENDIX B

APPLICANT CERTIFICATION FORM

for

MaineHousing Notice of Funding Availability for Long-Term Solutions to Assist
People Experiencing Homelessness

Applicant Name	
Applicant Address	

The undersigned Applicant represents and certifies as follows:

1. The prices in this Application have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other Applicant or potential Applicant.
2. No attempt has been made at any time to induce any firm or person to submit any intentionally high or noncompetitive Application or to otherwise submit or refrain from submitting an Application for the purpose of restricting competition.
3. Applicant has not given, and will not give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to any employee or representative of MaineHousing in connection with this Notice.
4. Applicant acknowledges that MaineHousing will determine whether a conflict of interest exists and that MaineHousing reserves the right to disqualify any Applicant on the grounds of actual or apparent conflict of interest.
5. Applicant has not employed or retained any person or entity to solicit or obtain any grant resulting from this Notice and has not paid or agreed to pay to any person or entity any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of any such grant.
6. Applicant understands and acknowledges that the representations in its Application are material and important and will be relied on by MaineHousing in evaluating the Application. Applicant certifies that, to the best of its knowledge, all of the information contained in its Application is true, correct and complete and acknowledges that any intentional misrepresentation by Applicant will disqualify Applicant from further consideration in connection with this Notice.
7. The undersigned individual is legally authorized to sign this Applicant Certification Form for and on behalf of Applicant and to bind Applicant to the statements made herein.

Name, Title and Signature of Individual with Authority to Bind Applicant	
Name	
Title	
Signature	
Date	

APPENDIX C
INFORMATION ON HOMELESS SERVICE HUBS

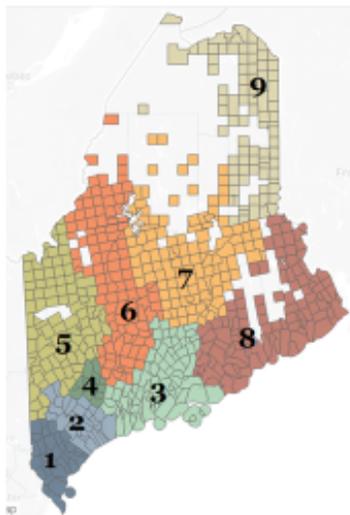
for

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REGIONAL HOMELESS SYSTEM DESIGN AND IMPLEMENTATION

The nine Homeless Service Hubs operate from a framework from which coordination of activities such as provider training, coordination, referrals and distribution of housing resources can be efficiently deployed. This new structure allows homeless service providers to effectively plan and launch the new Coordinated Entry System, standardize training, engage other mainstream systems such as justice and healthcare and remove access barriers for individuals seeking support. Coordinated Entry is a consistent, streamlined process for accessing the resources available in the homeless crisis response system. Through coordinated entry, a Continuum of Care (CoC) ensures that the highest need, most vulnerable households in the community are prioritized for services and that the housing and supportive services in the system are used as efficiently and effectively as possible. Each Homeless Service Hub will determine its own governance structure and process for system engagement going forward, but with commitment to similar driving principles of person-centered care.

**Maine Homeless Response System
Service Hub Structure**



- Hub 1: York
- Hub 2: Cumberland
- Hub 3: Midcoast: Sagadahoc, Knox, Lincoln, Waldo and Towns of Brunswick and Harpswell
- Hub 4: Androscoggin
- Hub 5: Western: Oxford, Franklin and Towns of Livermore and Livermore Falls
- Hub 6: Central: Somerset and Kennebec
- Hub 7: Penquis: Penobscot and Piscataquis
- Hub 8: Downeast: Washington and Hancock
- Hub 9: Aroostook

Hub Coordinator Contact Information

Hub	Hub Coordinator Name	Hub Coordinator Organization	Email	Phone
1	TBD (Carter Friend Supervisor)	York County Community Action Corporation	Carter.Friend@YCCAC.ORG	207-502-9415
2	TBD (Anne Marie Brown Supervisor)	United Way of Southern Maine	abrown@uwsme.org	207-347-2307
3	Amy Holland	United Way of Southern Maine	aholland@uwsme.org	207-317-2895
4	Julia Kimball	Lewiston Housing Authority	jkimball@lewistonhousing.org	207-240-8265
5	Emily Meade	Western Maine Community Action	emeade@wmca.org	207-860-4469
6	Nicole Frydrych	Volunteers of America Northern New England	nicole.frydrych@voanne.org	207-751-8288
7	Jen Weatherbee	Community Health and Counseling Services	jweatherbee@chcs-me.org	207-922-4600 ext. 6403
8	Jace Farris	Community Health and Counseling Services	jfarris@chcs-me.org	207-922-4600 ext. 6101
9	Shirley Caron	Aroostook Community Action Program	scaron@acap-me.org	207-764-3721 ext. 229

Hub1: **York**

Hub 2: **Cumberland**

Hub 3: **Midcoast:** Sagadahoc, Knox, Lincoln, Waldo and Towns of Brunswick and Harpswell

Hub 4: **Androscoggin**

Hub 5: **Western:** Oxford, Franklin and Towns of Livermore and Livermore Falls

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