



## **Notice of Funding Availability for Winter Overnight Warming Shelters**

### **SCHEDULE**

**Issued: January 13, 2023**

**Proposals Due: February 3, 2023 5:00PM Local Time**

**MaineHousing Contact Person: Lauren Bustard**

**E-mail: [lbustard@mainehousing.org](mailto: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](http://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 during the winter months of 2023. This Notice of Funding Availability (“Notice”) invites applications for funding of overnight warming shelters to become operational as soon as possible and operate until April 30<sup>th</sup>, 2023. This funding should only be used to expand beyond existing ESHAP-funded shelter services. A separate Notice of Funding Availability has been issued concurrently with this Notice to address longer-term solutions.

## **II. POPULATION TO BE HOUSED**

Warming Shelters should be designed to meet the needs of individuals and families experiencing literal 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 and ethnic and community based organizations must be working in conjunction with the municipality where the shelter will be sited.

Applicants must have site control of the proposed building/facility where services will be performed. The site must be able to accommodate shelter guests with accessibility needs.

## **IV. SCOPE OF SERVICES**

- Provide overnight or a combination of overnight and day shelter spaces for the intended population.
- Provide staffing adequate to the space/number of people served.
- Coordinate with service providers in your areas Homeless Service Hub (Homeless Service Hub information and contact information for Hub Coordinators provided in Appendix C) to offer housing navigation and stability services that will assist shelter guests in obtaining permanent housing solutions.

## **V. TERM OF CONTRACT**

Any contract awarded pursuant to this Notice will be for a term beginning as early as feasible after the award of the contract and will end on April 30, 2023. MaineHousing will have the sole right and option to extend the contract for one (1) additional short term given any unforeseen circumstances that require additional Services.

## **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](mailto:lbustard@mainehousing.org), no later than 5:00 p.m. local time on February 3, 2023. Please include in the subject line of the email “Response to Notice of Funding Availability for Winter Overnight Warming Shelters.”**

Questions concerning this Notice must be directed to Lauren Bustard by email as noted above no later than 5:00pm on February 2, 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 contract awarded by MaineHousing will be based on applications deemed by MaineHousing to be most advantageous, taking into account the ability to begin services quickly, the number of people served, the services provided and the cost.

## **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 contract 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 contract 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 Contract, 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 contract award and provide specific reasons and any supporting documentation for the protest.
- Applicants may not condition the receipt of Services by shelter guests 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 Winter Overnight Warming  
Shelters

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

<b>General Information</b>	
<b>Applicant Name:</b>	
<b>Federal Tax ID:</b>	
<b>Street Address:</b>	
<b>City, State, Zip:</b>	
<b>Telephone#:</b>	
<b>Homeless Service Hub Where Shelter will be Located (See Appendix C.)</b>	
<b>List of Partnering Organizations and Role in Shelter Program</b>	
<b>Contact Person for Questions</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>E-mail Address:</b>	
<b>Telephone#:</b>	

**Description of Proposed Warming Shelter Services**

<p><b>Proposed Site Address and Description (including evidence of site control)</b></p>	
<p><b>Number of Individuals/Families to be Served</b></p>	
<p><b>Staffing Plan</b></p>	
<p><b>Services to be provided, including meals if any will be provided</b></p>	

**Description of Capacity**

<p><b>Summarized Narrative of Applicant’s ability to provide the services required under this Notice</b></p>	
<p><b>List of planned resources to be assigned to meet the obligations of this Notice</b></p>	
<p><b>Conflict of Interest. Does the Applicant, any principal or affiliate of the Applicant, or anyone who will be paid for work on the contract have business ties, familial relations, or other close personal relations with a current MaineHousing employee or commissioner, or anyone who was a MaineHousing employee or</b></p>	

commissioner within the past year? If yes, please describe here:	
<b>Funding Request</b>	
Total Funding Request through April 30, 2023  Please provide a simple operating budget as Appendix D	

**APPENDIX B**

**APPLICANT CERTIFICATION FORM**

*for*

MaineHousing Notice of Funding Availability for Winter Overnight Warming  
Shelters

<b>Applicant Name</b>	
<b>Applicant Address</b>	

**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 contract 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 contract.
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.

<b>Name, Title and Signature of Individual with Authority to Bind Applicant</b>	
<b>Name</b>	
<b>Title</b>	
<b>Signature</b>	
<b>Date</b>	

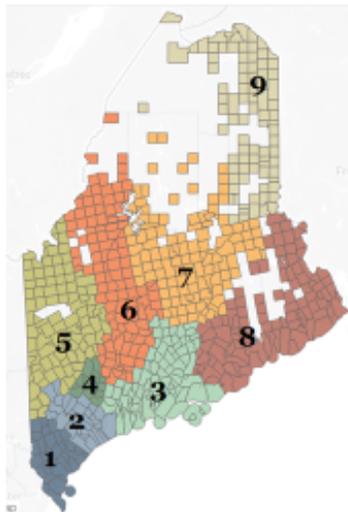
**APPENDIX C**  
**INFORMATION ON HOMELESS SERVICE HUBS**

*for*  
MaineHousing Notice of Funding Availability for Winter Overnight Warming  
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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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