



Homeless Department Memorandum

To: Interested Parties & Stakeholders
From: Nancy E. Fritz, Director of Homeless Initiatives
Date: July 30, 2009
Subject: HPRP APPLICATIONS RE-OPENED

MaineHousing has completed review of all proposals submitted for the Homeless Diversion and Prevention Program and the Engagement and Housing Stabilization Program that use funds from the Homelessness Prevention and Rapid Re-Housing Program (HPRP) under Title XII of the American Recovery and Reinvestment Act of 2009 (Recovery Act). With the advice of an Advisory Committee, MaineHousing has decided to reopen applications for the following areas:

Homeless Diversion and Prevention Program

- Androscoggin County
- Kennebec/Somerset Counties
- Sagadahoc/Lincoln Counties and Town of Brunswick

Engagement and Housing Stabilization Program

- Greater Bangor Area

Applications will be accepted until 4 p.m. on August 18 from any interested party who meets the criteria outlined in the program materials that are posted on the MaineHousing website <http://www.mainehousing.org/ARRAHomeless.aspx>. This includes re-applications from agencies that previously applied to deliver one of the programs.

The website posting includes a Program Guide for each of the initiatives, a breakdown of funding for each geographic area where a program will be located, and a Policies and Procedures Manual for HPRP Initiatives.

Proposals must include:

- General information about your agency
- Thorough description of your agency's capacity to meet financial, programmatic and reporting requirements of the program
- Description of your agency's ability to begin immediate program delivery
- Description of your agency's experience in delivering services to individuals and families experiencing homelessness and/or at imminent risk of homelessness **(for Homeless Diversion and Prevention Program)**

- Description of your agency’s experience in delivering services to individuals with apparent or diagnosed mental illness or co-occurring disorders and who are homeless **(for Engagement and Housing Stabilization Program)**
- Overview of your delivery system for this program, including strategies for preventing homelessness or for rapid re-housing
- Description of current technology infrastructure for your agency
- Description of how program staff will have a unique e-mail address that she/he can access regularly during work hours, as well as convenient access to a computer with a high speed Internet connection
- Program Budget that includes the categories of Staff Salary, Benefits, Occupancy, Supplies, Data Collection, and Administration (a sample budget can be found at the MaineHousing website at the above-mentioned link)

Proposals will be evaluated by an Advisory Committee for HPRP Initiatives that includes MaineHousing staff and stakeholders. Responses will be reviewed for completeness and ability to meet identified program needs within the financial resources available.

MaineHousing will award contracts to non-profit agencies whose proposals conform to this invitation for proposals and who are determined by MaineHousing, with input from the Advisory Committee, to be most advantageous to the programs, taking into account the factors described in this invitation for proposals. Contracts are expected to be for two years, with an option to extend the length of contracts dependent on the availability of Recovery funds.

MaineHousing reserves the right to reject all proposals or to withdraw and terminate this invitation for proposals if MaineHousing determines, in its sole judgment that it is in the programs or MaineHousing’s interest to do so.

Proposals may be submitted either electronically or by delivering two hard copies to Laurie Glidden, MaineHousing, 353 Water Street, Augusta, ME 04330. Electronic proposals also should be submitted to Laurie at lglidden@mainehousing.org

All questions about submitting applications should be directed to Laurie Glidden at 626-4660 or Cindy Namer at 626-4632.

Sincerely,

Nancy E. Fritz
Director of Homeless Initiatives

Maine State Housing Authority (“MaineHousing”) does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability, or familial status in the admission or access to, or treatment or employment in, its programs, and activities. 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: Mary Darling, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice), 1-800-452-4603 (TTY in state only), or (207) 623-2985 (TTY).