

June 23, 2009

**INVITATION TO SUBMIT PROPOSAL  
FOR  
ENGAGEMENT & HOUSING STABILIZATION PROGRAM  
Part of the Homeless Prevention and Rapid Re-Housing Program (HPRP)  
The American Recovery and Reinvestment Act of 2009**

**PROPOSAL DEADLINE: 4:00 p.m. on July 13, 2009**

Dear Non-Profit Agency:

Maine State Housing Authority (MaineHousing) is inviting your agency to submit a proposal for delivering the Engagement & Housing Stabilization Program (the Program) that is described in the attached program guide. Further details are also described in the MaineHousing Policies & Procedures for HPRP Initiatives. This two-year program uses funds from the HPRP under Title XII of the American Recovery and Reinvestment Act of 2009 (Recovery Act).

The primary purpose of this Program is to serve individuals with apparent or diagnosed mental illness or co-occurring disorders from emergency through stability by engaging with these individuals, providing case management, and overseeing support services with a goal of permanent housing and an adequate support network for every program participant.

This Program will be delivered in the following geographic areas of Maine. You are invited to submit a proposal for the area(s) in which you have the capacity to provide all of the program requirements, except for the Greater Portland area where a sub-grantee has already been selected.

**Geographic Areas:**

Greater Bangor  
Greater Portland  
Lewiston-Auburn  
Augusta-Waterville  
York County

Responses to this invitation for proposals must include:

- General information about your agency
- 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 with apparent or diagnosed mental illness or co-occurring disorders and who are homeless
- Overview of your delivery system for this program
- Description of the current technology infrastructure for your agency
- Description of how program staff assigned to the Program 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

The amount of grant funds that will be available to each of the geographic areas is \$470,044 for case management staff and direct client support, \$4,474 total for data collection and evaluation (25% of this amount to be retained by the sub-grantee and 75% to be paid to MaineHousing as an HMIS participation fee), and \$12,540 for administrative costs. Each potential sub-grantee's budget should be based on a 2-year time frame and include one full-time case manager. MaineHousing has estimated \$50,000 per year for a case manager's salary, benefits, and travel. In no case may a sub-grantee's costs for the case manager's salary, benefits and travel exceed \$60,000 per year.

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. The Committee will make recommendations about the proposals to the Homeless Initiatives Department at MaineHousing.

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 Engagement & Housing Stabilization Program, 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 submitted in response to this invitation for proposals or to withdraw and terminate this invitation for proposals if MaineHousing determines, in its sole judgment, that it is in the program's 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. Her e-mail is listed below. Deadline for proposals is 4 p.m. on Monday, July 13, 2009.**

An informational meeting for all agencies invited to submit a proposal for this initiative will be from 9 to 10:30 a.m. on Tuesday, July 7. The meeting will be held in the MaineHousing Conference Room at MaineHousing.

All questions concerning this invitation for proposals should be directed to Laurie Glidden at 626-4660, e-mail: [lglidden@mainehousing.org](mailto:lglidden@mainehousing.org), or Cindy Namer at 626-4632, e-mail: [cnamer@mainehousing.org](mailto:cnamer@mainehousing.org)

Sincerely,

Nancy E. Fritz  
Director of Homeless Initiatives

Enclosures

*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).*