

## Maine State Housing Authority

### Supportive Housing and Emergency Shelter Repair Program Application

There are three components to the Supportive Housing and Emergency Shelter Repair Program Application. All three components must be completed and submitted to MaineHousing at the time of application.

#### Component 1: Background Information (please complete all blanks or indicate N/A)

Legal Name of Applicant Organization: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Project or Shelter Name: \_\_\_\_\_

MaineHousing Project Number (if applicable): \_\_\_\_\_

Project Address (or indicate if this is a shelter-serving victims of domestic violence):  
\_\_\_\_\_

Number of Units or Beds: Units \_\_\_\_ Beds \_\_ Age of the

Building(s): \_\_\_\_\_

Description of the Target Population for the Project: \_\_\_\_\_

Current Number of Occupants: \_\_\_\_\_

Current Replacement Reserve Balance: \_\_\_\_\_

Provide a brief narrative on project background and description of the repair work that is being proposed and how the repairs will benefit the residents and the applicant:

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Projected Start Date of Repairs: \_\_\_\_\_

Length of Time to Complete Repairs: \_\_\_\_\_

Conflict of Interest: Does the applicant, any principal or affiliate of the applicant, or anyone who will be paid for work on the program have business ties, familial relationships, or other close personal relationships with a current MaineHousing employee, commissioner, or anyone who was a MaineHousing employee or commissioner within the past year? Yes          No

If the answer is yes, please describe the conflict in detail here:

Signature is required:

Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Component 2: Documentation**

### **The following items must be submitted:**

- A. Board resolution authorizing the applicant to apply for funding and to comply with MaineHousing requirements and authorizing the signatory if the applicant is awarded financing.
- B. Copy of 501(c) (3) Determination Letter.
- C. Assessed value for property tax purposes.
- D. All bids from qualified contractors for each element of the proposed scope of work and when three bids for a proposed scope of work are not received evidence that three bids were sought.
- E. Any plans, working drawings, specifications, prepared by a design professional or contractor.
- F. Copy of the latest audited financial statements (if audited statements are not performed, an unaudited year-end compilation will be acceptable).
- G. If the applicant will be contributing non MaineHousing funds to the repair work, the source of additional funding.
- H. Description of municipal requirements for approval of the proposed repairs (if applicable).

### Component 3: Rehabilitation Budget

Instructions: Separate the individual elements of your overall repairs proposal; i.e. windows; boiler; roof; etc. Enter each individual element where indicated in the Costs of Repairs section. Enter a bid amount for each repair element. Itemize the individual elements to the degree that is practical. For example, if the windows are being replaced, then all related work connected with window replacement (finish work, etc.) should be included in the window item. However, repairs such as window replacements would be separated from other heat-saving measures such as roof insulation, boiler replacement, etc.

#### Selected bid:

Repair Elements	Bid Amount
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
Total Cost of Repairs:	\$

#### Source of Funds for Repairs:

Replacement Reserve Available to Project (if required – enter \$0 if not required)	\$
Funds Pledged from Applicant’s Own Sources source of funds	\$ Identify
MaineHousing Repair Funds	\$

