

Program: Home Accessibility Repair Program	MHPN # 2025-HARP-001
Issued by: MaineHousing, Energy and Housing Services	Effective Date: 1/1/2025

This MaineHousing Notice is being issued to notify CAAs of the HARP changes in PY2025. These changes are effective as of the date of this notice. The language within the HARP Guidance and all Forms as indicated below have been updated.

- Changed the wait list methodology for Emergency and Accessibility components from a CAA triage system to a first come first serve system**

HARP Guide Changes:

Section A4.A.1 Changes:

FROM – "CAA must maintain a wait list and service Applicants based on a first come first serve based on the intake date listed on the *Pre-Screen* form. CAAs must use the *Eligibility Priority Wait List* found at on MaineHousing’s CAA Portal.”

TO – “CAA must maintain two wait lists and serve potential Applicants based on a first come first serve basis using the intake date listed on the Pre-Screen form for both lists. CAAs must use the Eligibility Wait List found at on MaineHousing’s CAA Portal. One wait list will be used for Home Repair and/or Older Adult Home Repair projects and a second wait list for Emergency / Emergency Manufactured Home Repair / and Accessibility projects.”

- Clarify that clients can only appeal ineligibility based on income/liquid assets. All other criteria cannot be appealed (waitlist, property ownership, etc.)**

HARP Guide Changes:

Section B2.A.3 Changes:

FROM – "Applicant’s wishing to appeal an ineligible determination, must submit a request for appeal in writing to MaineHousing. MaineHousing will take the following steps for processing an Applicant’s request for appeal.”

TO – “Applicants wishing to appeal an ineligible determination, must submit a request for appeal information from the CAA and the appeal must be made in writing to MaineHousing. Clients can only appeal based on income/liquid assets. They cannot appeal the waitlist, property ownership, etc.”

- Emergency projects must be completed within 45 days from the date the contract is signed**

HARP Guide Changes:

Section A4.C(6) Changes:

FROM – *N/A*

TO – “All Emergency Home Repair, Emergency Manufactured Home Repair, and/or Accessibility projects must be completed within 45 business days from the date the Construction Contract is signed. For certain well drilling and septic projects, this time frame may be extended for a reasonable period of time as these projects tend to take longer.”

4. Allow 2 emergency tasks to be combined so long as the cost does not go over the allowable \$15K limit.

HARP Guide Changes:

Section A4.C(3) Changes:

FROM – *N/A*

TO – “If the client has two Emergency situations at the same time, CAA’s may address both in one project if the total project cost does not exceed the Emergency maximum of \$15,000.00.”

5. Increase the current \$150 Walkaway fee to \$300

HARP Guide Changes:

Section A7.F. Changes:

FROM – “In instances when CAA staff conduct an initial inspection or home visit for a prospective, income eligible Applicant and it is determined that repair measures under the Program are not possible, the CAA will receive a one-time, \$150 fee to cover travel and staff time expenses. This fee will not include the additional 20% Administration Fee described above.”

TO – “In instances when CAA staff conduct an initial inspection or home visit for a prospective, income eligible Applicant and it is determined that repair measures under the Program are not possible, the CAA will receive a one-time, \$300 fee to cover travel and staff time expenses. This fee will not include the additional 20% Administration Fee described above.”

6. Require an Emergency Home Repair checklist to be filled out when multiple emergencies are to be addressed.

HARP Guide Changes:

Section A.9.C. Changes:

FROM – “WSD Standards assessment is not required. CAA must perform eligible activities per Section A9(B)(3), Eligible Improvements.”

TO – “WSD Standards assessment is not required. CAA must perform eligible activities per Section A9(B)(3), Eligible Improvements. An Emergency Home Repair Checklist is required if multiple emergencies are being addressed.”

HARP Emergency Checklist Form updates

Removed from the Emergency Checklist– “Emergency *Manufactured* Home Repair Checklist”

Revised to the Emergency Checklist– “Emergency Home Repair Checklist”

7. Require the Home Accessibility and Evaluation Checklist when applicants attest that yes, “I have physical barriers that prevent me from navigating in/out of my home” on their HARP application, for all HARP components. Separate accessibility projects may now be addressed alongside any component of HARP, of up to \$15,000 for accessibility repairs.

HARP Guide Changes:

Section A8.5. Changes:

FROM – "HARP projects funded with Home Repair or Older Adult Home Repair Funds may also receive Accessibility funds for the same project."

TO – "Warm, Safe, and Dry, Emergency Home Repair, Emergency Manufactured home Repair, and Older Adult Home Repair-funded projects may also receive Accessibility funds for the same project, so long as the applicant attests that they are facing physical barriers navigating their home and a Home Accessibility Evaluation checklist is completed."

HARP Home Accessibility Evaluation Form updates

The Home Accessibility Evaluation Form will now be used for all project types, if an applicant attests that yes, "I have physical barriers that prevent me from navigating in/out of my home" on their HARP application.

8. Require full file review for the Home Repair and Older Adult Home Repair components of HARP, regardless of project cost, and only require full file review for emergencies or accessibility projects that exceed the \$15,000 project cost limit.

HARP Guide Changes:

Section B7.E.3 Changes:

FROM – "*HARP Project Award \$15,000.00 or Less:*

HARP Projects \$15,000.00 or less do not require pre-approval by MaineHousing.

HARP Project Award \$15,000.01 or Greater:

HARP Projects \$15,000.01 or greater must be pre-approved by MaineHousing and should be submitted by the CAA as part of the Phase 1 invoice submission to MaineHousing. No work can start until MaineHousing has approved and notified the CAA."

TO – "*Emergency, Emergency Manufactured, and Accessibility Projects:*

HARP Projects funded under the Emergency, Emergency Manufactured, or Accessibility programs do not require pre-approval by MaineHousing if their cost remains under the program component's limit of \$15,000.

Home Repair and Older Adult Home Repair Projects:

HARP Projects Home Repair or Older Adult Home Repair programs must be pre-approved by MaineHousing and should be submitted by the CAA as part of the Phase 1 invoice submission to MaineHousing. No work can start until MaineHousing has approved and notified the CAA."

HARP CAA HARP Document Checklist Form updates

Removed from the CAA Document Checklist– "Documents Required to Submit to MaineHousing for Grants \$15,000.00 or Less" and "Documents Required to Submit to MaineHousing for Grants \$15,000.00 or More"

Revised to the CAA Document Checklist – "Documents Required to Submit to MaineHousing for Emergency Grants" and "Documents Required to Submit to MaineHousing for Home Repair Grants"

9. Notice Contact

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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.

