

Housing Problem Solving (HPS) Eligible Expenses and Requirements

Each item listed for reimbursement needs to have an accompanying invoice and proof of payment

- Invoice should be legible, with a description of what was purchased, the amount and date
- Proof of Payment- this can include canceled checks, credit card statements, bank statements, or copies of service receipts

Expense Categories:

- Program Operating Expenses (up to 35%)
 - Staff time in direct client interaction
 - Data and financial management of the HPS grant
 - Staff transportation at the standard federal mileage rate. Include mileage logs
 - Salaries-documentation should include staff name, hours, and amount-include a payroll report or timecards that match the request
 - Fringe- documentation should include percentage fringe is calculated at
 - Hazard or incentive pay may be considered allowable if the agency has an established policy, expenses are in line with that policy, and are allocated equitably to all activities performed by the position
 - Vacation or sick accrual payouts, holiday time, and bonuses are not allowable
 - Other non-work time salary related expenses will be covered if they are reasonable, provided under established written leave policies, and equitably allocated to all activities performed by the position
- Admin/Indirect Cost Rate
 - If not using de minimus rate or indirect cost rate, please provide explanation/backup
- Direct Client Expenses (Up to 100% and not less than 65%)
 - Utility assistance: Up to six months of eligible utilities which may be ongoing or arrears. Payment should be made by the agency directly to the utility company. Eligible utilities are electricity, water, sewer, and heat. Phone, cable, and internet are not eligible under this cost activity. Utility assistance may also include standard deposits required by eligible utilities. HPS funds may not be used to pay for utilities that are already subsidized through another funding source. A partial payment of a utility bill counts as

one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments

- Rental assistance- Up to three months of rental assistance, either ongoing or in arrears whose rent is not subsidized through any other means.
- Payment must be made to the landlord, or to the lease holder in the case of a sublease arrangement. Documentation should include Landlord/Agency Attestation form
- Rental application fees- A fee that is charged by the landlord to all applicants. Examples are Zillow, etc. and Property Management agencies
- Security Deposits- Security deposit cannot be more than 2 months' rent. Documentation should include: Landlord/Agency Attestation Form/Lease
- Moving costs- Truck rental or hiring a moving company. This assistance may include up to three months of temporary storage fees. Payment of temporary storage fees in arrears is not eligible. Moving costs may also apply to temporary lodging as part of a safety plan for a domestic violence survivor who is in transit to a safe location
- Minor repair- Minor repairs to a client's unit, provided the repair is necessary for the unit to remain habitable, there is not another party responsible for the repair, and there are no other resources available to fund the repair. The cap for repair is \$500 per unit that are not covered by the Security deposit
- Transportation- May pay for client transportation, if lack of transportation will cause the client to lose their housing. Eligible forms of transportation include transportation in staff or agency vehicles, public transport such as bus or train, taxis or ride-share expenses. HPS funds may not be used to purchase client vehicles. Client is eligible for up to thirty cumulative days of transportation assistance
- Other uses as approved- In order to maintain flexibility to address many situations, MaineHousing may approve other uses of Housing Problem Solving funds on a case-by-case basis. Agencies wishing to utilize funds in a way not described above should contact MaineHousing for approval prior to expending funds. MaineHousing will evaluate the eligibility of the request based on the fidelity to the goals of Housing Problem Solving Program and the constraints of the funding source

This is not intended to be an all-inclusive list of allowable and non-allowable expenses. Please reach out to us with questions before paying for an expense if you are uncertain

**Duplication of assistance is prohibited if a client is receiving subsidy for the same expense or activity (Section 8/ESHAP/low-income housing/Survivor Rapid Rehousing/SSVF, etc. **)