MaineHousing
MAINE STATE HOUSING AUTHORITY

Emergency Shelter and Housing Assistance Program (ESHAP)

2027 Program Guide

Contents

Program Guide 2
Overview & Purpose 2
Funding Allocation & Eligible Activities 2
Shelter Operations Share: 2
Housing Stabilization Share: 3
Performance Share: 4
Housing Voucher Rental Subsidies 5
Stability Through Engagement Program (STEP) 5
Housing Choice Vouchers (HCV) 5
ESHAP Eligible Applicants 5
Program Performance Standards 7
Recordkeeping 8
Participant Records: 8
Administrative Records: 8
ESG/ESHAP Fiscal Records: reports that only show MaineHousing's ESG/ESHAP detail 8
Monitoring Compliance and Technical Assistance 9
Application 9
Application Process 9
Application Timeline 11
Application Selection 11
Renewal Applications 11
Renewal Applications with Increased Bed Capacity 11
New Applications 12
New Application Rubric 12
MAINEHOUSING NONDISCRIMINATION NOTICE: 13

Program Guide

Overview & Purpose

The mission of MaineHousing is to empower staff and partners in helping Maine people afford safe, high-quality housing as a foundation for healthy communities. In carrying out this mission, MaineHousing provides leadership, maximizes resources, and promotes partnerships to develop and implement sound housing policy.

MaineHousing uses funds from certain federal and state resources to give grants to agencies for a variety of activities to assist people who are experiencing homelessness or who are at risk of experiencing homelessness. MaineHousing has allocated resources to the Emergency Shelter and Housing Assistance Program (ESHAP) to be distributed according to the Funding Formula Allocation outlined in this Program Guide and the Application for ESHAP. Further information regarding ESHAP can also be found in the Homeless Solutions Rule (the "Rule"), which is available electronically at: http://www.mainehousing.org/docs/default-source/msha-rules/19--homeless-solutions-rule.pdf

This Program Guide and the corresponding Application outlines the process through which these funds will be distributed, the parameters of the activities that they can support, and the process to apply for funding. Capitalized terms have the same meaning as in the Rule unless context indicates otherwise.

ESHAP grantees can receive funding through the three funding components that make up the award: the Shelter Operations Share, the Housing Stabilization Share and the Performance Share. MaineHousing also allocates Rapid Re-housing and permanent rental subsidies to ESHAP Agencies through vouchers. These vouchers are: Stability Through Engagement Program/Tenant Based Rental Assistance (STEP/TBRA) Vouchers and Homeless Priority Housing Choice Vouchers (HP HCV). Each of these vouchers have Administrative Plans which detail their usage and are available electronically at https://www.mainehousing.org/docs/default-source/rental/3-1-2026---hcv-administrative-plan.pdf and https://www.mainehousing.org/docs/default-source/rental/1-1-2025-step-administrative-plan.pdf

All ESHAP funds must be targeted to individuals and families that meet the definition of homeless outlined in 24 C.F.R. § 576.2. MaineHousing has designed ESHAP and tailored its monitoring of ESHAP to ensure its grantees are in compliance with all listed funding sources. Housing vouchers and subsidies are always subject to the availability of funds.

MaineHousing has also made Supportive Housing and Emergency Shelter Repair Program Funds available to current ESHAP grantees in good standing. The purpose of this funding is to assist Emergency Shelters in addressing physical plant deficiencies and/or issues in need of correction. Application to this funding must be made separately and details are available at https://www.mainehousing.org/programs-services/housing-development/developmentdetails/supportive-housing-emergency-shelter-repair-program

Funding Allocation & Eligible Activities

ESHAP funds will be distributed as follows:

Shelter Operations Share:

An amount equal to 60% of the Funding Formula Allocation will be disbursed among Emergency Shelters, such that each Emergency Shelter will receive a percentage equal to its Bed Capacity divided by a number equal to the total Bed Capacity available statewide for the calendar year. MaineHousing will review the number of beds reported, along with occupancy data to ensure that bed utilization is commensurate with community need. If a persistent discrepancy is observed, MaineHousing, at its sole discretion, reserves the right to reduce the number of funded beds.

Eligible Activities: The costs of maintenance (including minor or routine repairs), rent, security, fuel,

equipment, insurance, utilities, food, furnishings, supplies and staff necessary for the operation of the Emergency Shelter.

Disbursement: Quarterly

Housing Stabilization Share:

An amount equal to 30% of the Funding Formula Allocation will be disbursed among eligible agencies, such that each agency providing staffing for Rapid Re-housing and Housing Stabilization services operated by the agency will be eligible to receive a percentage equal to the agency's total number of Participants Assessed and Stabilized, divided by the total number of Participants Assessed and Stabilized statewide. The number of Participants Assessed and Stabilized will be based upon the most recent four quarters of data available to MaineHousing at the start of the grant year.

New Grantees: If an agency or program has not received ESHAP funds for the full four quarters prior to the grant period starting, MaineHousing will utilize the available data for that program to extrapolate a full four quarters. That extrapolated data will be used to determine the Stabilization share for that program.

Eligible Activities: Navigator staffing, including at least one staff designated and trained as the Primary Navigator for your agency. The Primary Navigator should attend, or complete e-learning training, specific to navigator services. This person will be the primary point of contact regarding Navigator services for the ESHAP grantee. The Primary Navigator will coordinate messaging from MaineHousing staff to the rest of their agency in regards to navigator services and program delivery requirements.

Additional Criteria: Although each agency will have a Primary Navigator, other staff within the agency may provide navigator services to eligible households through the Housing Stabilization Share. All staff providing Navigator Services must complete the trainings for Navigators as prescribed by MaineHousing. Navigator services must be provided for by the agency receiving the funds. Eligible households must meet the criteria under paragraph (1) of the "homeless" definition in 24 C.F.R. § 576.2 or under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition. Navigator services must include assessment with housing prioritization tools, 30 day check-ins and Housing Stability Plans, as well as housing navigation and stabilization services.

Disbursement: Quarterly

Assessments

Participants may be assessed using the common assessment tools which are designated by MaineHousing and the Maine Continuum of Care. Participants whose assessment results deem them ineligible for Navigator Services should not be enrolled, while participants with eligible assessment results will be entered into the agency's Navigator Services program. Shelter programs must offer an assessment for Navigator Services to all participants during the intake process. Documentation of enrollment or non-enrollment must be retained in the participant file including any required eligibility screening checks. Detailed information about the common assessment tools and appropriate housing interventions are provided in the Navigator Services Guide found under the ESHAP heading at https://mainehousing.org/partners/partner-type/homeless-service-providers/homeless-initiatives.

Monthly Check-Ins and Housing Stability Plans

Every participant enrolled in ESHAP services must have a Housing Stability Plan based on the needs found in the common assessments. The Housing Stability Plan should be updated during 30 day check-ins to assess the progress and address any additional needs. A new Housing Stability Plan should be created at least every 90 days.

Housing Navigation and Stabilization

Participants should be given Housing Navigation services after their enrollment in Navigator Services. The Navigators should apply for appropriate subsidies and housing based on the assessment result recommendations for the participant. All documentation of housing work including housing applications, mainstream and housing referrals, documentation applications, leases, etc. should be kept in the participant's file to show on-going navigation efforts. Evidence that the RentSmart curriculum is being offered must be present either in participant files or posted in agency facilities. After the participant is housed, on-going Housing Stabilization services are expected to continue for no less than one year. Participants who are not receiving subsidy through a STEP voucher have the option to opt out of Housing Stabilization services; any decision to opt out must be noted in the participant file.

Ending Services

The manner and date of a participant's exit from programs must, in all cases, be documented in the participant file, and HMIS or comparable database.

If a participant is terminated from the program, the participant should be provided with a letter clearly stating the reason for the termination and the process to appeal the decision. A copy of the termination letter and any other appeal documentation must be included in the participant file. Shelter Operations and Navigator Services are considered separate activities, and any termination from either must be documented, regardless of the participant's status with another activity.

Protections under VAWA: Sub-recipients are exempt from service and stability plan requirements if the Violence Against Women Act of 1994 (42 U.S.C. 13701 et seq.) or the Family Violence Prevention and Services Act (42 U.S.C. 10401 et seq.) prohibits that recipient or sub-recipient from making its shelter or housing conditional on the participant's acceptance of services.

Disbursement: Quarterly

Performance Share:

An amount equal to 10% of the Funding Formula Allocation will be allocated among eligible applicants that in the in the preceding period of October 1 to September 30, maintained their data quality at or above 95% for the following data points: Date of Birth, Race, Veteran Status, Destination, Relationship to Head of Household, and Client Location. HMIS participating agencies will provide Data Quality reports along with their Applications; Victim Service Providers will report from their comparable database. Those applicants that meet the above data quality threshold for the previous year will be eligible for a portion of Performance Share funds equal to the percentage of the number of Participants Assessed and Stabilized by the eligible applicant, divided by the number of Participants Assessed and Stabilized by all eligible applicants. An ESHAP Data Quality report from HMIS or comparable database must be submitted with the annual ESHAP application; MaineHousing will provide instructions for running and submitting the ESHAP Data Quality report as needed.

Starting in the 2028 grant year, MaineHousing will add Disability to the fields used to calculate Data Quality and the Performance Share. Due to the way this share is calculated, MaineHousing will begin tracking this field on October 1, 2026.

Eligible Activities: Any purpose consistent with the providers' mission and not otherwise prohibited by state or federal regulations or laws or Grant Agreement requirements.

Disbursement: Quarterly

Housing Voucher Rental Subsidies

Staff providing ESHAP Navigator Services will have access to a Homeless Priority set aside of Housing Choice Vouchers (HP HCV), available through Maine's Coordinated Entry System, as resources are available. MaineHousing's HCV department will designate the quantity of vouchers set aside and communicate the number of referrals available to each service hub.

Please refer to the Navigator Services Process Guide available electronically at https://www.mainehousing.org/docs/default-source/homeless/homeless-initiatives/monitoring/eshap/eshap-program-guide/load-first/2026-navigator-services-guide.pdffor detailed information regarding expectations and processes for the Navigator role, which is integral to utilizing the voucher resources.

Stability Through Engagement Program (STEP)

STEP guidelines, funding sources, and governing regulations are detailed in the STEP Administrative Plan located at https://www.mainehousing.org/docs/default-source/rental/1-1-2025-step-administrative-plan.pdf Providers may access STEP only to the extent that the resources remain available. Grantees will use the funds for rental assistance, utility deposits and security deposits to rapidly re-house families and individuals experiencing homelessness. STEP vouchers may be accessed by ESHAP providers through their Hub's Coordinated Entry process, and are administered by MaineHousing's Housing Choice Voucher department.

Housing Choice Vouchers (HCV)

Homeless Priority, Housing Choice Vouchers (HP HCV) are rental subsidies administered according to federal regulations and MaineHousing policies detailed in the current Administrative Plan for Section 8 Housing Choice Voucher and Project Based Voucher Programs.
https://www.mainehousing.org/docs/default-source/rental/3-1-2026---hcv-administrative-plan.pdf

MaineHousing makes the final decision on program eligibility, which requires a determination that the current or past behavior of household members does not include activities which are prohibited by HUD or MaineHousing. Upon admission, each family will be required to pay between 30% to 40% of their adjusted total household income for rent in accordance with the individual voucher's administrative plans. All subsidies are only available as funding permits.

ESHAP Eligible Applicants

To be eligible to receive ESHAP funds, an Applicant must:

- be a non-profit corporation in good standing in the State of Maine qualified for tax exemption under 501(c)(3) of the Internal Revenue Code or a municipal corporation;
- be eligible in accordance with the HEARTH Act;
- be a provider of homeless services with at least one (1) year of experience providing emergency housing, street outreach, Homeless Prevention, or Rapid Re-housing activities;
- be a regular and active participant in the Maine Continuum of Care, in accordance with its governance charter and performance criteria. Agencies must have at least one staff on a CoC committee;
- be a regular and active participant in their local Homeless Service Hub by participating in Hub meetings and providing relevant data to the Hubs for the generation of a by-name list of Persons Experiencing Homelessness;
- have board and or advisory board representation from Persons Experiencing Homelessness or formerly experiencing homelessness who are involved in policy or planning of the organization;
- participate in Coordinated Entry Process by acting as an access point to the Coordinated Entry Process, administering the common assessment tools, placing eligible participants on the housing

prioritization list, participating in case conferencing meetings, and completing housing referrals utilizing the process and procedures designated by the Maine Continuum of Care;

- have the administrative and financial management capacity necessary to administer and to account for the use of the applicable grant in accordance with the funding requirements;
- operate in accordance with the homelessness strategy outlined in the Maine Consolidated Plan;
- meet the objectives of the Program under which they areapplying as set forth in the applicable Program Guide;
- participate in and meet the performance and reporting requirements of the Homeless Management Information System (HMIS) or a comparable database if the Applicant is a Victim Service Provider;
- not engage in any explicitly religious activities, such as worship, religious instruction, or proselytization, as part of the activities and services funded with any grant for activities or services covered by the Rule; and if religious activities are offered, they must be offered at a separate time or location from the activities and services covered by the Rule; and participation in those religious activities must be voluntary for persons receiving assistance with funds covered by the Rule;
- operate its programs free from discrimination on the basis of protected classes in accordance with applicable federal and state fair housing laws; have written policies and procedures for standards that address the following areas: non-discrimination, participant grievance and appeal of termination, approval of financial transactions, record retention, procurement, whistleblower, access to services, participant rights and responsibilities, Navigator Services administration, health and safety, food access, Data and Security Protocols, Fair Housing, reasonable accommodation, Drug Free Workplace, Emergency Action Plans, Coordination of Services, and policy on handling of confidential information. All policies must meet federal guidelines and comply with Section 504 of the Rehabilitation Act of 1973, which prohibits disability discrimination in programs that receive HUD funds;
- treat all participants with dignity and respect, regardless of religious or political beliefs, , disability, or any other class protected by law;
- provide shelter and housing services based upon a Rapid Re-housing approach;
- have admittance and stay policies that are appropriate for the population served and do not create unnecessary barriers to participants entering and staying;
- provide linkages and access to community resources such as job readiness and employment services, Mainstream Resources, and educational services to assist participants in achieving housing stability;
- assess participants for program eligibility and services to enable mobility to permanent housing with adequate supports;
- inform participants of their rights and responsibilities, including specific shelter policies and house rules;
- accept eligible persons regardless of their ability to pay or their eligibility for reimbursement or actual reimbursements from any third party source, including local, municipal, state, or federal funding sources;
- protect the privacy and confidentiality of participants and their personal information;
- provide training, policies, procedures and regular maintenance to encourage, improve, and maintain the health and safety of participants, volunteers and staff;
- comply with MaineHousing requirements.

To be eligible to receive Shelter Operations Share Funds, an Applicant must also:

- provide access 365 days per year to assist Persons Experiencing Homelessness meet basic emergency shelter needs. If the shelter must close or reduce Bed Capacity for any reason, grantees must immediately inform MaineHousing's Director of Homeless Initiatives in writing;

- provide adequate sleeping space or beds, and clean and functioning shower and toilet facilities;
- provide safe and nutritious food, including breakfast or access to breakfast and, if open 24 hours, also provide lunch and dinner or access to lunch and dinner; if meal arrangements occur offsite, arrangement must be reasonably located, comply with accommodation requests, and be safe to consume;
- provide adequate staffing for program and facility design that ensures participant safety and access to necessary services;
- treat all guests with dignity and respect, regardless of religious or political beliefs, or any other class protected by law;
- provide shelter, housing services, and connection to permanent housing without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements;
- have admittance and stay policies that are appropriate for the population served and do not create unnecessary barriers to guests staying;
- provide linkages and access to community resources such as health care, job readiness and employment services, Mainstream Resources, and educational services to assist guests in achieving housing stability;
- assess guests for program eligibility and services to enable mobility to permanent housing with adequate supports;
- inform guests of their rights and responsibilities, including specific shelter policies and house rules;
- accept eligible persons regardless of their ability to pay or their eligibility for reimbursement or actual reimbursements from any third party source, including local, municipal, state, or federal funding sources;
- refrain from collecting fees from guests' personal assets unless approved by MaineHousing;
- have no lease requirements for participants;
- if serving families with children, provide space other than open dormitory style and do not require involuntary family separation for admission;
- provide separate accommodations as appropriate for the demographics served;
- post fire, disaster, and other emergency procedures in a conspicuous place and review the procedures with each participant;
- maintain a daily and confidential census of shelter participants including precise sleeping locations; and
- operate in compliance with all applicable federal, state and local codes, laws and regulations and Grant Agreement requirements.
- have written policies and procedures for standards that address the following areas: non-discrimination, client grievance and appeal of termination, approval of financial transactions, record retention, procurement, whistleblowers, access to shelter and services, client rights and responsibilities, program personnel and facility operations, health and safety, food preparation and distribution, electronic data and security, Fair Housing, and Drug Free Workplace. All policies must meet federal guidelines.

Program Performance Standards

In addition to the data quality performance measure, MaineHousing will utilize additional performance metrics to gauge the effectiveness of each grantee, as well as ESHAP as a whole.

Length of time to housing- MaineHousing will review the number of days between program entry and entry into housing. The 2027benchmark for low barrier shelters is less than or equal to 200 days. The 2026

benchmark for non-low barrier shelters is less than or equal to 120 days.

Exits to Permanent Housing- MaineHousing will review the percentage of each grantee's participants that exit their programs into permanent housing over the course of the year. The 2027 benchmark for low barrier shelters is greater than or equal to 20%; the 2027 benchmark for non-low barrier shelters is greater than or equal to 50%.

Returns to Homelessness- MaineHousing will review the percentage of each grantee's participants, who after having exited to a permanent housing destination, subsequently return to homelessness within six months of that exit. The benchmark for low barrier shelters is less than or equal to 3%; the benchmark for non-low barrier shelters is less than or equal to 5%.

Performance benchmarks are set based on currently available data. Should MaineHousing observe significant changes in overall data trends, these benchmarks may be adjusted accordingly. Should individual grantees fall significantly and/or consistently short of these metrics, MaineHousing will follow the compliance and technical assistance process outlined in the section below.

Recordkeeping

All funded agencies are required to enter data into the Homeless Management Information System (HMIS) (or comparable database in the case of Victims Service Providers), according to the standards in the most current HMIS Data Manual.

In addition to HMIS data, agencies must maintain the following records according to record retention guidelines, in either paper or electronic form:

Participant Records:

- Verifications of Homeless Status
- Coordinated Entry Assessments
- Records of services provided, including Housing Stability Plans (HSPs) and their updates
- Records of housing referrals provided
- Records of mainstream resource referrals provided
- Authorizations to Release and Receive Confidential Information, as needed
- Documentation of End of Services, including documentation of due process for termination
- Evidence of Habitability assessment or HQS inspection for any housing destination obtained with Navigator assistance

Administrative Records:

- Most recent Financial and Uniform Guidance Audit Report
- A copy of the approved indirect rate agreement (If Applicable)
- Cost Allocation Policy – How expenses are allocated to grants
- Procurement Policy, Record Retention Policy, Whistleblower Policy, Fiscal Control Policies
- Organizational Chart
- Chart of Accounts
- Job descriptions for key program and financial employees
- Profit and Loss Statement January – December

ESG/ESHAP Fiscal Records: reports that only show MaineHousing's ESG/ESHAP detail

- General Ledger (G/L) detail for the entire grant period January – December
- Payroll distribution reports and required activity reports to support timecards January – December.

Payroll reports need to clearly define which activity they are providing services for, indicating if the activity is for operations, stabilization, or performance.

Monitoring Compliance and Technical Assistance

MaineHousing will review for program and fiscal compliance based on assessment of risk or at least every three years at reasonable times and may copy and examine all of a grantee's records other than medical or other confidential participant information protected by privacy laws except as required by the federal award pursuant to 2 C.F.R. §200.336. MaineHousing will determine the frequency and level of monitoring conducted based on a risk assessment that evaluates each Grantee's potential risk to the overall grant. Grantees will maintain records sufficient to meet monitoring and auditing requirements of MaineHousing and HUD including, without limitation, daily rosters and participant files. Grantees will adhere to uniform administrative requirements as outlined in the code of federal regulations 2 C.F.R. §200. Grantees will retain program records for no less than five (5) years after participation ends as detailed in 24 C.F.R. §576.500(y). Grantees will maintain timesheets for staff salaries being charged to ESHAP that specify the amount of time spent on ESHAP activities. MaineHousing will inspect the shelter physical plant for compliance with 24 C.F.R. §576.403 (b) and other MaineHousing requirements. MaineHousing staff will provide grantees with training, technical assistance, monitoring and oversight to ensure program integrity.

Funding is subject to a grantee's compliance with this Program Guide, a Grant Agreement with MaineHousing, and with all applicable federal, state and local laws and ordinances as may be amended from time to time including, without limitation, the Rule, the Maine Housing Authorities Act, 30-A M.R.S., §4701, et. seq., as amended: and the McKinney-Vento Act, as amended by the HEARTH Act.

MaineHousing will review the performance of each grantee in carrying out its responsibilities based on assessment of risk or at least every three years and as otherwise determined by MaineHousing. In conducting performance reviews, MaineHousing will rely primarily on information obtained from the records and reports from grantees, as well as information from monitoring reviews, audit reports, and HMIS or comparable data bases. If MaineHousing determines that a grantee has not complied with a program and fiscal requirement, MaineHousing will give the grantee notice of this determination. MaineHousing will offer technical assistance and give the grantee an opportunity to demonstrate, within the time prescribed by MaineHousing, that grantee has complied with program requirements. If the grantee fails to demonstrate to MaineHousing's satisfaction that the activities were carried out in compliance with program requirements, MaineHousing may take one or more of the following actions:

- provide additional technical assistance and training opportunities;
- instruct the grantee to submit and comply with proposals for action to correct, mitigate, and prevent noncompliance with program requirements;
- suspend disbursement of funds for some or all activities;
- reduce or terminate the remaining grant and reallocate those funds to other grantees;
- disqualify grantee from participation in the Performance Share or future ESHAP; and
- require grantee to repay grant funds.

Application

Application Process

The Applications are due no later **than Tuesday, November 3, 2026 by 5pm**. If you have questions as you prepare your Application, please e-mail ESHAPHelpDesk@mainehousing.org.

The Application is available at https://www.mainehousing.org/partners/partner-type/homeless-service-providers/homeless-initiatives. Applications with all attachments and exhibits must be uploaded to ShareFile.

If you need assistance accessing ShareFile, please e-mail ESHAPHelpDesk@mainehousing.org.

Applications submitted in any other format will not be reviewed. Please note that the documents submitted with your ESHAP Application are used for the purposes of determining your agency's eligibility for ESHAP and monitoring your shelter's compliance with the program requirements.

Applications that, in MaineHousing's sole judgment, are incomplete and/or missing required documents will not be eligible for consideration. For an application to be considered complete, it must contain the following and be uploaded to your ShareFile Folder;

1. Complete answers in ESHAP, Data Security, and Shelter Operations (if applicable) sections;
2. a completed Emergency Shelter Minimum Threshold Requirements review (see below);
3. the following attachments uploaded and with electronic signatures;
    - Attachment A: Certificate Regarding Lobbying;
    - Attachment B: Homeless Experience Consumer Participation Certification;
    - Attachment C: Minimum Data Requirements Certification;
    - Attachment D: Applicant Conflict of Interest Disclosure and Acknowledgement Form;
    - Attachment E: Certificate of Local Approval for Nonprofit Organizations;
    - Attachment F: Homeless Initiatives Contact Form;
    - Attachment G: Documentation of 501(c)(3) Status;
    - Attachment H: Most recent audit within the last 12 months completed by an outside firm and accompanying management letter. (Single Audit if applicable);
    - Attachment I: Corporate Resolution from Board of Directors to approve application submission;
    - Attachment J: An organizational chart showing titles and lines of authority for all individuals with any role in approving or recording of financial transactions;
    - Attachment K: List of agency board of directors outlining who each member represents;
    - Attachment L: Agency general Release of Information;
    - Attachment M: Data Quality Report for pervious period of October 1 to September 30; and
    - Attachment N: Operating Revenue and Expense Form
    - Attachment O: Acknowledgment of the U.S. Department of Housing and Urban Development Policy Requirements and Terms and Conditions
4. Policy checklist, along with any of the listed policies and procedures that have been revised or updated since your agency's last ESHAP application submission.

MaineHousing will use the following process to determine which applicants are eligible for funding:

MaineHousing staff will review each application to ensure that it is complete, including the submission of the required attachments. Only complete applications, which have included all required attachments, will be considered. Staff will determine if the application meets minimum threshold requirements.

Applicants who are eligible for funding will be issued a Grant Agreement specifying terms and conditions of the funding award. Once successful applicants receive this notification they will be expected to submit:

1. a signed HMIS Agency Participation Agreement if you are a new ESHAP recipient for the 2026 program year (excluding Victims Service Providers);
2. a certification of Local Approval verifying that the municipality in which the program will run will not be seeking any funds from the Emergency Solutions Grant program to perform similar activities.

A Grant Agreement will not be fully executed until all certification and any other documents that may be required by MaineHousing have been received. Applicants who do not meet threshold requirements will be

notified in writing.

Application Timeline

Task	Date
Complete Application to ShareFile by 5PM	November 3, 2026
Award Notifications sent to grantees	December 15, 2026
Executed Grant Agreement	December 29, 2026
Grant Year	January 1, 2027- December 31, 2027

Application Selection

Following the application submission deadline, MaineHousing will separate applications from previous ESHAP providers ("Renewal Applications") and new applications ("New Applications") and consider selection using the processes detailed below. Any applications submitted past the deadline will not be considered.

Renewal Applications

Renewal Applications will be considered based on the Risk Assessment scores from the Applicant's most recent annual monitoring. Each year MaineHousing conducts a Risk Assessment on ESHAP providers which determines each project's overall potential risk to the overall Emergency Solutions Grant, of which MaineHousing is the Recipient, and Applicants are subrecipients. The Risk Assessment scores ESHAP providers on a 16-75 scale, with 16-31 being considered Low Risk, 32-47Medium Risk, and 48-75-considered High Risk based on a number of factors.

All Applicants with a Low or Medium Risk score in the most recent monitoring year will be approved for renewal. Applicants with a High Risk score from the most recent monitoring year, but a Low or Medium Risk score in previous years, will also be approved for renewal. MaineHousing may attach conditions to the approval of Applicants with a High Risk score, which may be determined on a case-by-case basis.

Applicants with a High Risk score from the two most recent monitoring years will be referred to a Renewal Review Committee ("RR Committee"). The RR Committee will consist of MaineHousing's Director of Homeless Initiatives, Senior Director of Operations, and Senior Director of Government Relations and Communications.

The RR Committee will review the previous monitoring results along with the current application. The RR Committee will consider the potential gap in services that would occur if the application is refused, as well as any progress the Applicant has made to correct deficiencies since the latest Risk Assessment was completed. The RR Committee will issue a decision on whether or not to accept or reject the Renewal Application, and what conditions may be placed on an acceptance, within seven (7) days of referral.

If an Applicant wishes to appeal a rejected Renewal Application, they must submit a written request for appeal within seven (7) days of the rejection being issued. At that time, the appeal will be considered by the Director of MaineHousing. The decision of the Director will be issued within five (5) business days of the appeal being submitted, and that decision will be final.

Renewal Applications with Increased Bed Capacity

Renewal Applications that propose to increase the number of funded beds in their shelter will have their existing bed capacity approved using the Renewal Application process above. New beds will be considered using the New Application process below, but the AR Committee will only use criterion 4 of the New Application Rubric, outlined below.

New Applications

In the case of New Applications, MaineHousing will first determine if the Applicant is eligible under the provisions in federal regulations, the Homeless Solutions Rule and this Program Guide. In order to be eligible to apply, a new Applicant must first attend the New Provider Information Session, conducted by MaineHousing prior to the release of the Application. If the Applicant is deemed eligible for ESHAP, MaineHousing will convene an Application Review Committee ("AR Committee"). The AR Committee will consist of representatives from MaineHousing and relevant partner agencies, the Hub Coordinators for the applicable Hubs, and a representative from the Maine Continuum of Care. If possible, partner agencies in the geographical vicinity of the Applicant will be included on the AR Committee.

The AR Committee will consider the approval of all New Applications based on the need for services in the area of the Applicant, using the New Application Rubric, outlined below. New Applications will be approved if the Applicant will serve an area not otherwise served, or a population not served within their area of operations. The AR Committee will also consider the impact to the overall funding when deciding which New Applications to approve.

MaineHousing will inform new Applicants of the AR Committee's decision within one (1) business day of the AR Committee's review. In the case of Applicants whose applications are not accepted, the Applicant may appeal this decision within five (5) business days of receipt of the AR Committee's decision. The Senior Director of Government Relations and Communications, Senior Director of Operations and the Director of MaineHousing will consider any appeals and render a decision within five (5) business days of the appeal being lodged, and that appeal will be final.

New Application Rubric

Criteria	Answer	Result
1- Are there any other ESHAP providers in the Applicant's Hub?	No	Application is approved
	Yes	Move to Criteria 2
2- Do the existing ESHAP providers already target the proposed Applicant's intended demographic? (Adult, Family, Youth, DV)	No	Application is approved
	Yes	Move to Criteria 3
3- For Hubs with multiple counties, are existing providers in same county as the Applicant? -OR- For Hubs with a single county, are existing providers less than 30 minute normal driving distance away?	No	Application is approved
	Yes	Move to Criteria 4
4- If all other criteria are 'Yes,' can the Applicant provide verifiable data that shows an unmet need in their catchment area? (records of services provided to people experiencing homelessness not being otherwise served; turn away data from existing providers)	No	Application is denied
	Yes	Application is approved

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MaineHousing does not discriminate on the basis of protected classes under the applicable federal and state nondiscrimination laws, in the admission or access to, or treatment in, its programs and activities and in employment. 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: Kelley Stonebraker, Maine State Housing Authority, 26 Edison Dr, Augusta, Maine 04330-6046, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice), Maine Relay 711, or Email: EqualAccess@mainehousing.org