



Notice of Funding Availability for Creating Additional Bed Capacity for Existing Homeless Shelters

SCHEDULE

Issued: December 29, 2023

Deadline for Questions: Friday, February 2, 2024

**Deadline for Submitting Proposals: February 23, 2024 at
5:00p.m. Local Time**

**MaineHousing Contact Person: Lauren Bustard,
Senior Director of Homeless Initiatives**

E-mail: shelterrfp@mainehousing.org

NONDISCRIMINATION NOTICE:

Maine State Housing Authority ("MaineHousing") does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability or genetic information. 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: 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.

I. PURPOSE OF THIS NOTICE

Maine State Housing Authority (MaineHousing) is an independent quasi-state agency. The mission of MaineHousing is to assist Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs. Additional information concerning MaineHousing can be found at www.mainehousing.org.

Governor Mills and the Maine State Legislature have provided funding to MaineHousing, through L.D. 1844, to establish the Emergency Housing Matching Grant Program. The purpose of the program is to provide matching grant funding to qualified providers of emergency housing and shelter services for the construction, renovation or acquisition of a new or existing building to provide emergency housing and shelter services. Grant funds may also be used to cover the costs to lease a building to provide emergency housing and shelter services. Due to the current level of funding, this Notice of Funding Availability (“Notice”) invites applications for funding additional shelter bed capacity at existing shelters that participate in MaineHousing’s Emergency Shelter and Housing Assistance Program (ESHAP).

II. POPULATION TO BE HOUSED

Plans submitted under this Notice should be designed to meet the needs of individuals and families experiencing homelessness.

III. ELIGIBILITY CRITERIA

Funding will be available to current ESHAP participants proposing to create additional bed capacity at their existing shelter location.

Applicants must provide proof of one-to-one matching funds from a source other than the State.

Applicants must have a detailed project plan that results in the ability to serve people experiencing homelessness in time for winter 2024/2025. Additional beds must be able to accommodate shelter guests with accessibility needs.

Emergency housing and navigation services must be provided to guests utilizing these additional beds 24 hours per day, 7 days per week.

IV. SCOPE OF SERVICES

Create additional bed capacity at an existing ESHAP-participating shelter and provide 24-hour services to guests upon completion.

V. GRANT AMOUNT

Minimum: \$100,000

Maximum: \$257,000

VI. TERM OF GRANT

Any grant awarded pursuant to this Notice will be for one-time funding and the additional bed capacity must be ready to serve people experiencing homelessness in time for winter 2024/2025. Any unexpended proceeds at project completion, or proceeds deemed to have been spent outside the proposed scope of services, will be recaptured by MaineHousing. The term of the grant, including any requirements, will be for a term of one (1) year. MaineHousing reserves the right to extend the grant and any requirements for an additional short term, not to exceed six (6) months, if it deems in its sole discretion that an extension is necessary.

VII. FORMAT AND DEADLINE FOR APPLICATIONS AND QUESTIONS

All Applicants must submit the following:

- Applicant Information Sheet in Appendix A.
- Applicant Certification Form in Appendix B.
- Simple Operating Budget as Appendix E.

All applications must be submitted electronically in PDF format to Lauren Bustard, Senior Director of Homeless Initiatives, by email at shelterfp@mainehousing.org, no later than 5:00 p.m. local time on February 23, 2024. Please include in the subject line of the email “Response to Notice of Funding for Creating Additional Bed Capacity for Existing Homeless Shelters.”

Questions concerning this Notice must be directed to Lauren Bustard by email as noted above no later than 5:00pm on February 2, 2024. Responses will be posted to the MaineHousing webpage for the Notice on a regular basis.

VIII. SELECTION CRITERIA

No formal scoring of applications will be done. Submissions will be reviewed and evaluated by MaineHousing based on its assessment of each Applicant’s capacity to meet the requirements outlined herein. Special consideration will be given to Applicants that propose to create additional shelter bed capacity in geographic areas that are underserved and where the provision of those services could result in reducing the demand for emergency housing and shelter services in cities and towns in the state that serve as hubs for services for persons experiencing homelessness or that have a population of persons experiencing homelessness disproportionate to the housed population of the city or town. Upon review, MaineHousing may schedule interviews with select Applicants. Any grant awarded by MaineHousing will be based on applications deemed by MaineHousing to be most advantageous, taking into account the number of people served, the cost, and the timeline for completion.

IX. TERMS AND CONDITIONS

Rights Reserved by MaineHousing

In addition to the rights reserved by MaineHousing elsewhere in this RFP, MaineHousing reserves the right to:

Adjust the timetable for this RFP as deemed necessary.

Waive informalities and minor irregularities in proposals received.

Reject and not consider any or all Vendors who do not meet the requirements of this

RFP, including but not limited to incomplete responses and/or non-responsive proposals.

Reject any or all proposals received and not to award a contract pursuant to this RFP, or to cancel or terminate this RFP process at any time, whether before or after any proposals have been submitted or received, if deemed by MaineHousing to be in its best interest.

Negotiate price or other factors included in any proposal submitted to MaineHousing, and in the event MaineHousing is unable to negotiate a mutually satisfactory contract with the successful Vendor under this RFP, MaineHousing may, in its sole discretion, negotiate with another Vendor or cancel this RFP and not award a contract to any Vendor.

Reject the Vendor selected pursuant to this RFP and to offer a contract to another Vendor in the event the selected Vendor does not enter into the required contract to provide related services described in this RFP.

Negotiate directly with one Vendor if the responses to this RFP demonstrate a lack of competition.

Correct or amend this RFP. In no case will this RFP be amended within seven (7) days of the proposal submission deadline unless the amendment includes an extension of time. MaineHousing will not be liable for any costs incurred as a result of changes to this RFP.

Other Terms and Conditions

Conflict of Interest. The Vendor, any principal or affiliate of the Vendor, or anyone who will be paid for work on the Contract, that has business ties, familial relations, or other close personal relations with a current MaineHousing employee or a commissioner, or anyone who was a MaineHousing employee or a commissioner within the past year must disclose this information under **Appendix A - Vendor Information Sheet**.

Vendor Certification Form. As a mandatory requirement of this proposal, all Vendors must complete and submit the Vendor Certification Form attached to this RFP as **Appendix B**, along with their proposal submission.

Confidentiality and Nondisclosure. Vendor shall maintain in trust and confidence and shall not disclose to any third party, except as such disclosure may be authorized in writing in advance by MaineHousing, and shall not use for any unauthorized purpose, any and all information, documents and data received or obtained from or on behalf of MaineHousing. Vendor may use such information, documents and data only to the extent required for the purposes described in this RFP. Vendor shall adhere to all security, confidentiality and nondisclosure policies and procedures required by MaineHousing for the protection of such information and data from unauthorized use and disclosure and from loss.

Maine Freedom of Access Act. Information submitted by a Vendor in any proposal becomes

public information, and is subject to disclosure in accordance with the requirements of law, including without limitation the Maine Freedom of Access Act, 1 M.R.S.A. Section 401 et seq. ("FOAA"), except as provided therein. Vendor acknowledges that MaineHousing is required to comply with FOAA.

Protest Procedures. Protests of any award made pursuant to this RFP must be submitted in writing to MaineHousing at the address given on the cover page of this RFP, to the attention of: Director. To be considered, protests must be received by MaineHousing within fifteen (15) calendar days from the date of notification of the contract award and provide specific reasons and any supporting documentation for the protest.

Women and Minority Owned Businesses. Women and minority owned businesses are encouraged to apply. To subcontract any of the work, Vendor must follow the steps outlined in 2 CFR 200.321.

APPENDIX A

APPLICANT INFORMATION SHEET

for
MaineHousing Notice of Funding Availability for Creating Additional Bed
Capacity for Existing Homeless Shelters

Please provide the following information, completed and signed, and place this form at the front of the application:

General Information	
Applicant Name:	
Federal Tax ID:	
Street Address:	
City, State, Zip:	
Telephone#:	
Homeless Service Hub Where Shelter is Located (See Appendix C.)	
List of Partnering Organizations and Role (if any)	
Contact Person for Questions	
Name:	
Title:	
E-mail Address:	
Telephone#:	
Description of Proposal	

Please describe what funding will be used for and how it will create additional bed capacity	
Additional number of Individuals/Families to be Served on an annual basis	
How will operational costs for the additional beds be funded? Please describe the plans for sustainability of 24-hour service provision.	
Description of Capacity	
Summarized Narrative of Applicant's ability to deliver on the proposal in response to this Notice.	
List of planned resources to be assigned to meet the obligations of this Notice.	
Conflict of Interest. Does the Applicant, any principal or affiliate of the Applicant, or anyone who will be paid for work on the grant have business ties, familial relations, or other close personal relations with a current MaineHousing employee or commissioner, or anyone who was a MaineHousing employee or commissioner within the past year? If yes, please describe here:	
Funding Request	
Total Funding Request	

Please provide a simple budget as Appendix E	
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APPENDIX B

APPLICANT CERTIFICATION FORM

for

MaineHousing Notice of Funding Availability for Creating Additional Bed
Capacity for Existing Homeless Shelters

Applicant Name	
Applicant Address	

The undersigned Applicant represents and certifies as follows:

1. The prices in this Application have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other Applicant or potential Applicant.
2. No attempt has been made at any time to induce any firm or person to submit any intentionally high or noncompetitive Application or to otherwise submit or refrain from submitting an Application for the purpose of restricting competition.
3. Applicant has not given, and will not give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to any employee or representative of MaineHousing in connection with this Notice.
4. Applicant acknowledges that MaineHousing will determine whether a conflict of interest exists and that MaineHousing reserves the right to disqualify any Applicant on the grounds of actual or apparent conflict of interest.
5. Applicant has not employed or retained any person or entity to solicit or obtain any grant resulting from this Notice and has not paid or agreed to pay to any person or entity any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of any such grant.
6. Applicant understands and acknowledges that the representations in its Application are material and important and will be relied on by MaineHousing in evaluating the Application. Applicant certifies that, to the best of its knowledge, all of the information contained in its Application is true, correct and complete and acknowledges that any intentional misrepresentation by Applicant will disqualify Applicant from further consideration in connection with this Notice.
7. The undersigned individual is legally authorized to sign this Applicant Certification Form for and on behalf of Applicant and to bind Applicant to the statements made herein.

Name, Title and Signature of Individual with Authority to Bind Applicant	
Name	
Title	
Signature	
Date	

APPENDIX C

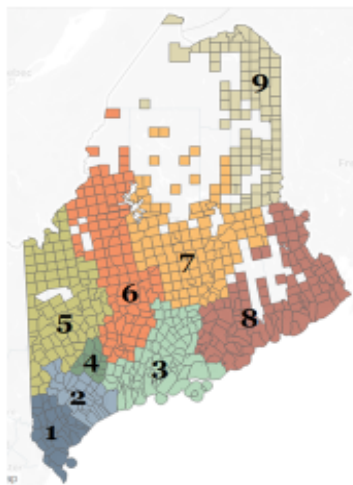
INFORMATION ON HOMELESS SERVICE HUBS

for **MaineHousing Notice of Funding Availability for Creating Additional Bed Capacity for Existing Homeless Shelters**

REGIONAL HOMELESS SYSTEM DESIGN AND IMPLEMENTATION

The nine Homeless Service Hubs operate from a framework from which coordination of activities such as provider training, coordination, referrals and distribution of housing resources can be efficiently deployed. This structure allows homeless service providers to effectively plan and launch the new Coordinated Entry System, standardize training, engage other mainstream systems such as justice and healthcare and remove access barriers for individuals seeking support. Coordinated Entry is a consistent, streamlined process for accessing the resources available in the homeless crisis response system. Through coordinated entry, Maine's Continuum of Care (CoC) ensures that the highest need, most vulnerable households in the community are prioritized for services and that the housing and supportive services in the system are used as efficiently and effectively as possible. Each Homeless Service Hub determines its own governance structure and process for system engagement, but with commitment to similar driving principles of person-centered care.

Maine Homeless Response System Service Hub Structure



- Hub1: York
- Hub 2: Cumberland
- Hub 3: Midcoast: Sagadahoc, Knox, Lincoln, Waldo and Towns of Brunswick and Harpswell
- Hub 4: Androscoggin
- Hub 5: Western: Oxford, Franklin and Towns of Livermore and Livermore Falls
- Hub 6: Central: Somerset and Kennebec
- Hub 7: Penquis: Penobscot and Piscataquis
- Hub 8: Downeast: Washington and Hancock
- Hub 9: Aroostook

Hub #	Coordinator	Email
Hub 1	Abigail Smallwood	Abigail.Smallwood@YCCAC.ORG
Hub 2	Nakesha Warren-Colby	nwarrencolbry@uwsme.org
Hub 3	Amy Holland (covering)	aholland@mainehousing.org
Hub 4	Julia Kimball	jkimball@lewistonhousing.org
Hub 5	Emily Meade	emeade@wmca.org
Hub 6	Nicole Frydryck	nicole.frydrych@voanne.org
Hub 7	Jennifer Weatherbee	jlweatherbee@chcs-me.org
Hub 8	Jace Farris	jfarris@chcs-me.org
Hub 9	Anna Robinson	arobinson@hub9community.org

APPENDIX D

KEY PROPOSAL DATES

for MaineHousing Notice of Funding Availability for Creating Additional Bed Capacity for Existing Homeless Shelters

All dates are subject to change at MaineHousing's discretion.

All proposal documents, correspondence, and/or questions must be emailed to:

shelterrfp@mainehousing.org

RFP Issuance:	
Date Issued:	<u>Friday, December 29, 2023</u>
Questions & Answers:	
Questions:	Questions will be received: Until: <u>Friday, February 2, 2024</u> no later than 5 p.m. EST Questions must be emailed directly to: shelterrfp@mainehousing.org
Answers:	All questions, and their subsequent answers, will be posted on the MaineHousing website for public viewing. Questions will be answered no later than <u>Friday, February 9, 2024</u> <i>To locate these postings, go to the MaineHousing website located at:</i> https://www.mainehousing.org/rfp
Pertinent Proposal Dates:	
Deadline for Proposal Submission:	<u>Friday, February 23, 2024</u> no later than 5:00 p.m. EST <i>**Please be sure emailed proposal is in PDF format, as well as all supplemental documentation.</i>
Proposal Evaluation Review Phase:	From: <u>February 26 – March 8, 2024</u>
Contract Offering:	<u>Week of March 11, 2024</u>