



Notice of Funding Availability for Winter Overnight Warming Shelters 2025-2026

SCHEDULE

Issued: August 1, 2025

Proposals Due: August 29, 2025 5:00PM Local Time

MaineHousing Contact Person: Lauren Bustard

E-mail: warmingshelterrfp@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: Kelley Stonebraker, 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, Email EqualAccess@mainehousing.org.

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.

MaineHousing is allocating the last remaining flexible funds to address the issue of unsheltered homelessness during the winter months of 2025-26. This Notice of Funding Availability (“Notice”) invites applications for funding of overnight warming shelters to become operational by November 15, 2025 and operate until April 30, 2026. This funding should only be used to expand beyond existing shelter services and should not act to replace current funding for existing shelter services.

II. POPULATION TO BE HOUSED

Warming Shelters should be designed to meet the needs of individuals and families experiencing literal homelessness.

III. ELIGIBILITY CRITERIA

Funding will be available to municipalities, Native American tribes and nonprofit organizations (“Applicant(s)”). Nonprofit organizations must be working in conjunction with the municipality where the shelter will be sited and must provide a letter of support from the municipality.

Applicants must have site control of the proposed building/facility where services will be performed. The site must be able to accommodate shelter guests with accessibility needs.

IV. REQUIREMENTS

Scope of Services:

- Provide overnight or a combination of overnight and day shelter spaces for the intended population, creating as few barriers as possible to access shelter.
- Provide staffing and meals adequate to the space/number of people served.
- Coordinate with service providers in your area’s Homeless Service Hub (Homeless Service Hub information and contact information for Hub Coordinators provided in Appendix C) to offer housing navigation and stability services that will assist shelter guests in obtaining permanent housing solutions.
- Track eligible expenditures on a monthly basis and maintain supporting documentation to verify these expenditures.
- Report monthly on participants served and grant funds expended. Submit a final report by June 15, 2026 that includes aggregate demographic data on all shelter guests served and a full accounting of funds expended.
- Participate in information sharing/training sessions as requested.

Provider Qualifications:

- Experience providing shelter and/or services to individuals/families experiencing homelessness.

- Familiarity with the homeless response system and housing providers/resources.

V. TERM OF CONTRACT

Any contract awarded pursuant to this Notice will be for a term beginning as early as feasible after the award of the contract and will end on June 15, 2026. MaineHousing will have the sole right and option to extend the contract for one (1) additional short term given any unforeseen circumstances that require additional Services.

VI. FORMAT AND DEADLINE FOR APPLICATIONS AND QUESTIONS

All Applicants must submit the following, in PDF format, to warmingshelterrfp@mainehousing.org

1. Narrative, including:
 - a. Applicant's Experience providing shelter/services to people experiencing homelessness
 - b. Proposed Site Address and Description (including evidence of site control)
 - c. Number of Individuals/Families to be Served
 - d. Staffing Plan
 - e. Services to be provided, including information on partner organizations who will be collaborating on the project to provide housing navigation and other services
 - f. Admissions Policies and Rules (i.e., in what circumstances you would deny a bed to an individual).
 - g. Total Funding Request, along with operating budget that includes any funding leveraged through other sources. Use the Budget Worksheet included as Appendix E.
 - h. Description of how the Applicant's financial management system meets the following requirement: An Applicant's financial management systems must be sufficient to permit the tracking of these grant funds and any expenditures allowable under the award, and the expenditures must be supported by backup documentation showing the amounts expensed and proof of payment.
2. Letter of support from Municipality in which the shelter will operate.
3. Applicant Information Sheet in Appendix A.
4. Applicant Certification Form in Appendix B.
5. Applicant Conflict of Interest Form in Appendix F.

All applications must be submitted electronically to Lauren Bustard, Senior Director of Homeless Initiatives, by email at warmingshelterrfp@mainehousing.org, no later than 5:00 p.m. local time on August 29, 2025. Please include in the subject line of the email "Response to Notice of Funding Availability for Winter Overnight Warming Shelters."

Questions concerning this Notice must be directed to the email as noted above no later than 5:00pm on August 13, 2025. Responses will be posted to the MaineHousing webpage for the Notice on a regular basis, and responses to all questions will be posted by Friday, August 15, 2025.

VII. SELECTION CRITERIA

Submissions will be reviewed and evaluated by MaineHousing based on its assessment of each Applicant's capacity to meet the Scope of Services outlined herein. Upon such review, MaineHousing may schedule interviews with select Applicants. Any contract awarded by MaineHousing will be based on applications deemed by MaineHousing to be most advantageous, taking into account the ability to begin services by November 15th, the number of people served, the services provided, the cost (based on the number of people served) and the demonstrated ability to leverage funding from other sources.

VIII. TERMS AND CONDITIONS

Rights Reserved by MaineHousing

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

- Adjust the timetable for this Notice as deemed necessary, including but not limited to extending proposal deadlines.
- Waive informalities and minor irregularities in proposals received.
- Reject and not consider any or all Applicants who do not meet the requirements of this Notice, 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 Notice, or to cancel or terminate this Notice 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 Applicant under this Notice, MaineHousing may, in its sole discretion, negotiate with another Applicant or cancel this Notice and not award a contract to any Applicant.
- Reject the Applicant selected pursuant to this Notice and to offer a contract to another Applicant in the event the selected Applicant does not enter into the required contract to provide related services described in this Notice.
- Negotiate directly with one Applicant if the responses to this Notice demonstrate a lack of competition.
- Correct or amend this Notice. In no case will this Notice be amended within seven (7) days of the proposal submission deadline unless the amendment includes an extension of time or is for the purpose of extending the deadlines. MaineHousing will not be liable for any costs incurred as a result of changes to this Notice.

Other Terms and Conditions

Conflict of Interest. The Applicant, any principal or affiliate of the Applicant, 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 F - Conflict of Interest Disclosure Form**.

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

Confidentiality and Nondisclosure. Applicant 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. Applicant may use such information, documents and data only to the extent required for the purposes described in this Notice. Applicant 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 an Applicant 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. Section 401 et seq. ("FOAA"), except as provided therein. Applicant acknowledges that MaineHousing is required to comply with FOAA.

Protest Procedures. Protests of any award made pursuant to this Notice must be submitted in writing to MaineHousing at the address given on the cover page of this Notice , 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, Applicant must follow the steps outlined in 2 CFR 200.321.

APPENDIX A

APPLICANT INFORMATION SHEET

for

MaineHousing Notice of Funding Availability for Winter Overnight Warming
Shelters 2025-2026

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 will be Located (See Appendix C.)	
List of Partnering Organizations and Role in Shelter Program	
Contact Person for Questions	
Name:	
Title:	
E-mail Address:	

Telephone#:	
Description of Capacity	
Summarized Narrative of Applicant's ability to provide the services required under this Notice	
List of planned resources to be assigned to meet the obligations of this Notice	
TOTAL BUDGET REQUEST	

APPENDIX B

APPLICANT CERTIFICATION FORM

for

MaineHousing Notice of Funding Availability for Winter Overnight Warming
Shelters 2025-2026

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 contract 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 contract.
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

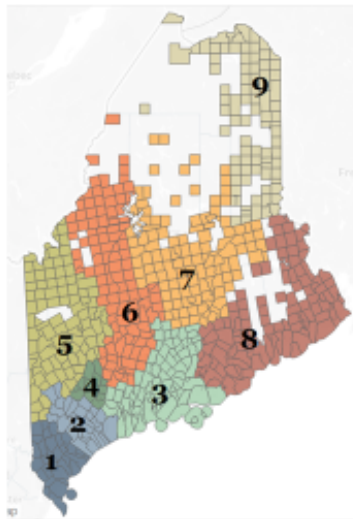
for

MaineHousing Notice of Funding Availability for Winter Overnight Warming Shelters 2025-2026

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 new structure allows homeless service providers to effectively implement 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, a 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	Hub Coordinator Name	Hub Coordinator Organization	Email	Phone
1	Abigail Woods	York County Community Action Corporation	abigail.woods@yccac.org	207-502-9415
2	Nakesha Warren	United Way of Southern Maine	nwarren@uwsme.org	207-347-2345
3	Jeffrey Cosgrove-Cook	United Way of Southern Maine	jeffcc@uwmcm.org	207-443-9752
4	Julia Kimball	Lewiston Housing Authority	jkimball@lewistonhousing.org	207-240-8265
5	Emily Meade	Western Maine Community Action	emeade@wmca.org	207-860-4469
6	Nicole Frydrych	Volunteers of America Northern New England	nicole.frydrych@voanne.org	207-751-8288
7	Jen Weatherbee	Community Health and Counseling Services	jlweatherbee@chcs-me.org	207-922-4600 ext. 6403
8	Jace Farris	Community Health and Counseling Services	jfarris@chcs-me.org	207-922-4600 ext. 6101
9	Shelby Wilson	Presque Isle Housing Authority	swilson@pihousing.org	207-768-8231

APPENDIX D

KEY PROPOSAL DATES

for

MaineHousing Notice of Funding Availability for Winter Overnight Warming Shelters 2025-2026

All dates are subject to change at MaineHousing's discretion. All proposal documents, correspondence, and/or questions must be emailed to: warmingshelterrfp@mainehousing.org

Notice Issuance:	
Date Issued:	<u>August 1, 2025</u>
Questions & Answers:	
Questions:	Questions will be received: Until: <u>August 13, 2025 no later than 5 p.m. EST</u> Questions must be emailed directly to: warmingshelterrfp@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>August 15, 2025</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>August 29, 2025</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 and Demonstration Phase:	From: <u>September 2-September 12, 2025</u>
Contract Offering:	<u>Week of September 15, 2025</u>

APPENDIX E



2025 - 2026 Warming Shelter Program Budget	
Shelter:	Program Period: 2025 - 2026
Funding Sources	Budget
MaineHousing State Funds	
Other Funds Leveraged	
Total Budget	
Staffing & Benefit Expenses	
Total Staffing & Benefit Expenses	
Operation Expenses	
Total Operation Expenses	
Other Expenses	
Total Other Expenses	
Admin/Indirect Expenses	
Total Admin/Indirect Expenses	
Total Warming Shelter Expenses	
Total Leveraged Funds	
Total Requested MaineHousing Funds	

Shelter Director Signature:	Date:
MH Approval:	Date:

Questions or concerns about budget preparation please email HIFinancials@mainehousing.org

APPENDIX F
CONFLICT OF INTEREST DISCLOSURE FORM AND
CONFLICT OF INTEREST POLICY – MAINEHOUSING
PARTNERS *

for
MaineHousing Notice of Funding Availability for Winter Overnight
Warming Shelters 2025-2026

To maintain the continued confidence of Maine citizens in carrying out our joint mission to assist Maine people in obtaining and maintaining quality affordable housing, MaineHousing Partners must avoid situations which are, or appear to be, at odds with their responsibilities to MaineHousing. Maine law and federal regulations (when federal funding is involved) govern conflicts of interest.

MaineHousing Partners must ensure that no person who is an employee, agent, or consultant of the Partner – and who performs any functions with respect to any MaineHousing program – may obtain a personal or financial interest or benefit (other than their earnings) from MaineHousing programs, either for themselves or for those with whom they have family, business, or close personal ties. As soon as the Partner becomes aware of a potential conflict of interest:

- The Partner must disclose to MaineHousing all personal and business relationships between Partner’s employees and any contractors, agents, or consultants who work on MaineHousing programs.
- The Partner must disclose to MaineHousing all employees (including temporary employees and volunteers) of the Partner who are applicants for MaineHousing programs administered by the Partner.
- The Partner must disclose to MaineHousing anyone who will be paid for work on MaineHousing programs who is a current or former MaineHousing employee or commissioner – or has family, business, or close personal ties with a current or former MaineHousing employee or commissioner (within the last year.)

Conflict of Interest Definitions

A conflict of interest arises when the personal interest of an employee (or a family member, friend, or business associate of the employee) conflicts or potentially conflicts with the employee’s work duties or responsibilities to MaineHousing. Conflicts of interest can occur when actions may be improperly influenced by a secondary motive, such as:

- financial gain,
- professional advancement, or
- desire to do favors for family and friends.

An appearance of a conflict of interest exists if circumstances are believed to create a risk that decisions may be improperly influenced by other motives. It is important to note that a conflict of interest may exist, regardless of whether any unethical or improper act has taken place.

A direct interest occurs when the employee individually, or through a majority stakeholder position in an entity, owns or is a party to any contract, business agreement, project, or property. Individuals with management, control or other decision-making responsibilities, or voting rights for an entity, are also considered to have a direct interest.

* This policy applies to all individuals and organizations who receive funding from or who have a business or contractual relationship with MaineHousing. Pertinent partners include, but are not limited to: Grantees, Subgrantees, Sub-recipients, Community Action Agencies, Shelters, Developers, Applicants, Contractors, Administrators, and Vendors.

An indirect interest occurs when family members, friends, or business associates of the employee have ownership or contractual rights in any contract, business agreement, project, or property. Shares in an entity by the employee or commissioner through an investment vehicle, a trust or estate arrangement, mutual fund, or other intermediary also

meets the definition of an indirect ownership interest. Additionally, any ownership interest in a related entity (such as a parent company or subcontractor) that plans to do business with MaineHousing is considered an indirect interest.

Family members are defined broadly, and include spouse/partner, mother, father, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, nephew, niece, uncle, aunt, first cousin, grandparent, grandchild. Family members also include all "half" or "step" relatives (e.g. half-brother or step-daughter).

Conflict of Interest Procedures

Personal or Business Relationships Involving Employees

As soon as a Partner becomes aware of a personal or business relationship involving an employee that could give rise to perceived partiality, an appearance of a conflict of interest, or an actual conflict of interest in connection with MaineHousing programs, the Partner shall disclose the relationship to MaineHousing in writing, with a description of the Partner's plan to manage the potential conflict. Once reviewed and approved by MaineHousing's Director of Audit, the plan must be signed by the employee and representative(s) of the Partner and submitted to MaineHousing. Plans must be reviewed and re-signed once a year.

Employees as Applicants for MaineHousing Programs

If eligible, Partner employees (including temporary staff and volunteers) are encouraged to apply for MaineHousing programs administered by the Partner. However, in advance of a benefit being paid, approval of any program application by a partner employee requires two levels of signature, including the Director or other Senior Executive of the Partner.

Copies of signed applications must be submitted to MaineHousing, and maintained by the Program Department in accordance with required Records Retention periods. The Partner must also retain original signed and approved applications in accordance with required Records Retention periods.

Compliance with the Partner Conflict of Interest Policy and Procedures will be monitored by MaineHousing staff and subject to periodic program audits.

If you are unsure whether a situation constitutes a conflict of interest, please consult with your contact at MaineHousing, or email MaineHousing's Director of Audit, Linda L Grotton, at lgrotton@mainehousing.org.

APPENDIX F
MAINEHOUSING PARTNERS
CONFLICT OF INTEREST DISCLOSURE FORM

I have read and understand the Conflict of Interest Policy – MaineHousing Partners.

☐ YES

☐ NO

Do you (or any of your principals or affiliates, or anyone who will be paid for work in connection with the project, program, contract or services at hand), have business ties, family relationships, or other close personal relationships with a current MaineHousing commissioner or employee or anyone who was a MaineHousing commissioner or employee within the past year?

☐ NO

☐ YES (please describe below, or attach)

Signed: _____

Date: _____

Printed Name: _____

Title: _____