



Request for Proposals for Student Homelessness Prevention Program

SCHEDULE

Issued: **May 22, 2026**

Deadline for Questions: **June 5, 2026 at 5:00 p.m. EST**

Deadline for Submitting Proposals: **June 22, 2026
at 5:00 p.m. EST**

MaineHousing Contact for this Request For Proposals:

[Kelly Watson, Director of Homeless Initiatives](#)

E-mail: studenthomelessnessrfp@mainehousing.org

Maine State Housing Authority (“Maine Housing”) 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.

Maine Housing will provide appropriate communication auxiliary aids and services upon sufficient notice. Maine Housing will also provide this document in alternative formats upon sufficient notice. Maine Housing 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), Maine Relay 711, or Email EqualAccess@mainehousing.org.

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Request for Proposals for Student Homelessness Prevention Program

I. INTRODUCTION

A. Overview

In this **Request for Proposals for Student Homelessness Prevention Program** (the “RFP”), Maine State Housing Authority ("MaineHousing") is requesting proposals from experienced Maine School Administrative Units and Education in Unorganized Territory (collectively “SAU’s”) who can provide Student Homelessness Prevention Program (“Program”). This program was originally established by 2024 Public Law Chapter 643, Section KKKK-1. 30-A MRSA c. 201, sub-chapter 14, and was funded with \$2 million to allow MaineHousing to create a program that provides housing subsidies directly to families of homeless students. The program was extended through 2026 Public Law chapter 650 using \$2 million in funding from the Emergency Housing Relief Fund Program (Z340).

Successful SAUs will be funded to hire or continue to employ a Homelessness Prevention and Housing Navigation Specialist who will provide services designed to either assist the student/family in maintaining current housing, or in obtaining new housing that meets their needs. These services will fall within Homelessness Prevention/Diversion and/or Housing Navigation and Stabilization. Direct Financial Assistance Payments may also be provided by SAU’s to families.

Student Homelessness Prevention funds may be used for the following activities:

- to hire or continue to employ a Homelessness Prevention and Housing Navigation Specialist (or subcontract out to a service provider) to provide diversion, housing navigation and housing stability services; and
- to provide direct financial assistance to a student’s family to cover expenses that will help them maintain their current housing or obtain new housing. This assistance is flexible to best meet the needs of the family. Ongoing rental assistance for current or newly established housing must not exceed six months of payments.

This Request for Proposals (“RFP”) seeks SAUs to administer the Program in their School Administrative Unit or through a collaborative effort of multiple SAUs. MaineHousing will disburse funding to the designated lead SAUs, collect data on use of funds, and monitor and report on Program outcomes.

B. Population to be assisted

Assistance may be provided to students and their families who meet the criteria under the Maine Department of Education definition in [Title 20-A, Part 1, Chapter 1, Section 1, Definitions, 13-A](#).

13-A: Homeless student. "Homeless student" means a person eligible to attend elementary or secondary school pursuant to [section 5201](#) who:

A. Lacks a fixed, regular and adequate nighttime residence;

B-1: Is a child or a youth:

(1) Who is sharing the housing of other persons due to loss of housing or economic hardship or a similar reason; is living in a motel, hotel, trailer park or camping ground due to the lack of alternative adequate accommodation; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;

(2) Who is living in a car, park or public space or in an abandoned building, substandard housing, bus or train station or similar setting;

(3) Who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; and

(4) Who is a migratory child, as defined in Section 1309 of the federal Elementary and Secondary Education Act of 1965, who qualifies as homeless for the purpose of this chapter because the child is living in circumstances described in this section.

C. Eligibility Criteria

Funding will be available to Maine School Administrative Units as defined by [20-A M.R.S. §1\(26\)](#) and Education in Unorganized Territory. Multiple SAUs may join together to submit a collaborative proposal, but the proposal must be submitted by a lead SAU that agrees to act as the fiscal agent for the project. SAUs may choose to subcontract to a nonprofit organization to provide services to eligible students and their families.

In the interest of assuring that these funds reach as many of Maine's McKinney-Vento students as possible, MaineHousing will give priority consideration to SAUs (single SAUs or collaboratives) that have identified an average of 50 or more homeless students in the past two (2) school years (2024-2025, 2025-2026).

D. Term of contract

Any contract awarded pursuant to this RFP will be for a term beginning as early as feasible after the award of the contract and will end one year following the effective date. MaineHousing will have the sole right and option to extend the contract for additional terms of up to one year, depending on continued availability of funds from the State of Maine, with the total term not to exceed five (5) years. Funding will not be available until after the 2026 State Supplemental Budget goes into effect.

About MaineHousing

MaineHousing's works to assist Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs. MaineHousing is a quasi-independent state entity that, at its core, couples the efficiencies of the private financial markets with public purpose goals to provide affordable home ownership and rental housing opportunities for Maine people. In addition, it administers a number of federal housing-related programs including the Low Income Housing Tax Credit Program, the Section 8 Rental Assistance programs, the Emergency Solutions Grant Program, the Weatherization Assistance Program, and the Home Energy Assistance Program on behalf of the

State of Maine. These federal programs, as well as others, reduce costs associated with housing for Maine people.

For more information about MaineHousing, please go to www.mainehousing.org.

II. GENERAL TERMS AND CONDITIONS

Review and Compliance

It is the responsibility of each SAU to review this entire document, including its attachments, and comply with all requirements of this RFP. The terms "SAU" and "SAUs" refer to a Maine School Administrative Unit or an Education in Unorganized Territory who may, or does, submit a proposal in response to this RFP.

Questions and Answers

Questions regarding this Program or RFP are welcome. All SAU questions deemed relevant and material to this RFP along with the response answers will be posted by MaineHousing at <http://www.mainehousing.org/>, no later than June 12, 2026. Questions and answers can be found on the MaineHousing home page under "public notices and announcements"

Any responses or answers provided by MaineHousing to SAU questions will automatically become a part of this RFP.

Proposal Terms

All proposals submitted by SAUs and received by MaineHousing will be treated as contract offers.

Alterations, modifications or variations of a proposal after the submission deadline will not be considered by MaineHousing, unless authorized by an amendment or addendum to this RFP issued by MaineHousing.

In the case of any award pursuant to this RFP, the awarded SAU must keep in effect all proposal terms, including pricing, throughout any contract negotiations.

Proposal Costs

MaineHousing is not liable for any expenses incurred by SAUs in the preparation, delivery, or presentation of their proposals.

Costs of developing and delivering proposals and demonstrations pursuant to this RFP are solely at the expense of the SAUs.

Proposal Materials

All proposals submitted, including all items and materials submitted as part of the proposals, become the property of MaineHousing, whether or not an SAU is selected. Proposal materials may be appended by MaineHousing to any contract between MaineHousing and the SAU providing such materials.

III. REQUIREMENTS

General Requirements/Scope of Work

At a minimum, MaineHousing's expectation is to select an SAU to provide the following:

- Identify/hire or continue to employ a Homelessness Prevention and Housing Navigation Specialist ("Specialist"). This service may be sub-contracted to a local homeless service provider. Full year contracts must be offered to these Specialists.
- The Specialist will identify eligible student households and assist them in either maintaining current housing or obtaining new permanent housing by providing housing navigation services and direct financial assistance. Specialists will work collaboratively with service providers in the student household's area Homeless Service Hub (Homeless Service Hub information and contact information for Hub Coordinators provided in **Appendix E**) to provide referrals to those services which will support student households in maintaining housing stability.
- The Specialist will track eligible expenditures monthly and maintain supporting documentation to verify these expenditures.
- The Specialist will report monthly on participants served and funds expended.
- The Specialist and their supervisor must participate in information sharing/training sessions as requested by MaineHousing.

Proposals must demonstrate the SAU's understanding of MaineHousing's needs and expectations as prescribed in this RFP and must demonstrate the SAU's capability to meet those needs and requirements.

Reporting Requirements

Program Outcome Reporting:

SAUs will report quarterly on the following aspects of the Program:

- Number of Families served: demographics of family members, including race/ethnicity, age, and income
- Number of Families diverted from homelessness
- Number of Families leased
- Number of New landlords recruited
- Brief de-identified narrative of families' barriers to getting housed
- Brief narrative of promising approaches/best practice

MaineHousing will provide a reporting spreadsheet to be submitted quarterly, due 30 days after the close of the calendar month.

Fiscal Reporting:

SAUs will be required to submit quarterly reporting on funds expended, utilizing a form provided by MaineHousing that identifies the type of direct financial assistance provided to families. Reporting will be due 30 days after the close of the calendar month

IV. PROPOSAL PRICING

Cost Items

The SAU must provide detailed, **itemized firm pricing** for all costs associated with this RFP, including and explanation of the basis of the price and any underlying assumptions in the SAU's project budget proposal. SAUs should use the budget form in the format provided as Appendix F.

V. PROPOSAL SUBMISSION REQUIREMENTS

All SAUs must submit the following, in PDF format, to studenthomelessnessrfp@mainehousing.org

1. Narrative, including:

- a. **SAU's experience in operating this Program or a similar program** providing services to students meeting the definition of homelessness cited in Section I(B) above.
- b. **Approximate number of Students/Households to be Served**
- c. **Staffing Plan** – where the Homeless Prevention and Housing Navigation Specialist will be sited, how supervision will be carried out, potential caseload, etc.
- d. **Services to be provided**, including information on partner organizations who will be collaborating on the project to provide additional support to student households.
- e. **Total Funding Request**. An annual operating budget should be attached using the budget format found in Appendix F.
- f. **Description of how the SAU's financial management system** meets the following requirement: An SAU's financial management systems must be sufficient to permit the tracking of these 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. SAU Information Sheet in Appendix A.

3. SAU Certification Form in Appendix B.

4. Demonstration of Qualifications

In addition to the narrative described above, please submit the following:

- a. Equal employment opportunity and affirmative action policy
- b. Copies of both Certificate of General Liability Insurance and Certificate of Workers Compensation Insurance
- c. Commitment to provide services in the best interest of MaineHousing
- d. A copy of the SAU's most recent audited financial statements.

5. Deadlines & Delivery

All proposals must be submitted electronically in PDF format to Kelly Watson, Director of Homeless Initiatives, by email at studenthomelessnessrfp@mainehousing.org, no later than 5:00 p.m. local time on June 9, 2026. Please include in the subject line of the email

“Response to the Request for Proposals for the Student Homelessness Prevention Program.” It is the responsibility of each SAU to ensure a timely submission of their proposal to MaineHousing. MaineHousing is not responsible for late delivery of a proposal for any reason.

Late proposals **will not be accepted or considered, and** MaineHousing is not responsible for late delivery of a proposal for any reason.

Hard copy, facsimile or telephone proposals **will not be accepted or considered.**

6. Organization/Formatting

Proposals must be presented following the prescribed instructions within this RFP. The proposal, along with all supplemental documentation required under this RFP must be:

Submitted in electronic .PDF format, with pages numbered consecutively, with the following appendices or attachments provided in sequential order:

- A. Appendix A: completed and signed SAU Information Sheet
- B. Appendix B: completed and signed SAU Certification Form
- C. Appendix D completed and signed Conflict of Interest Form
- D. A List of municipalities served by the SAU
- E. List of Key personnel who will perform work under the proposal. Include the Information described above in Section III – Requirements
- F. Narrative Items, as described above in Section V

G. Content

All information requested by this RFP must be submitted as part of the SAU’s proposal. **Only information that is received in response to this RFP will be evaluated.** References to information submitted to MaineHousing outside this RFP process or references to Internet website addresses will be deemed non-responsive and will not be considered by MaineHousing.

Cross-references to other portions of an SAU’s proposal submitted in response to this RFP are acceptable, but must reference the specific section number and heading for identification.

RFP Point of Contact/Submission

To ensure clear communications, the following individual has been designated the point contact for this RFP. All requests, questions, proposal documents and/or correspondence must be communicated through this designated RFP contact:

Name:	Kelly Watson
Title/Dept:	Director of Homeless Initiatives
Address:	MaineHousing, 26 Edison Drive, Augusta, ME 04330
Email:	studenthomelessnessrfp@mainehousing.org
Tele#:	207-626-4677

SAU contact with any MaineHousing employee, consultant, or other MaineHousing representative concerning this RFP other than the MaineHousing contact person given above will be grounds for proposal rejection.

Questions

All questions must be in writing and submitted only to the designated RFP contact email address previously given according to the schedule outlines in Appendix C. Attempting to ask questions in person, or by telephone, will not be allowed and will disqualify a SAU.

SAUs will only rely on written statements issued from MaineHousing's designated RFP point of contact.

VI. PROPOSAL EVALUATION

Submissions will be reviewed and evaluated by a scoring team consisting of MaineHousing staff, based on its assessment of each SAU's capacity to meet the Scope of Services outlined herein. The evaluation committee may also include external partners. Upon such review, MaineHousing may schedule interviews with select SAUs.

The evaluation committee may contact the SAU to clarify any response, and obtain information from any available source concerning any aspect of the proposal. MaineHousing may request any SAU present to the evaluation committee as part of the selection process.

SAUs are cautioned that the evaluation committee is not required to ask for clarifications or information that is essential for a complete and thorough evaluation of SAU proposals. Therefore, all proposals should be complete when submitted.

Subject to the reservation of rights and the other terms and conditions of this RFP, MaineHousing will select the SAUs whose proposal is most advantageous to MaineHousing. Any award is contingent on successful negotiation of the final contract terms. In no event will any claimed obligations of any kind be enforceable against MaineHousing unless and until MaineHousing and the selected SAUs enter into a written contract. This RFP and any successful SAU's proposal, as may be modified pursuant to this RFP will be incorporated by reference into and be part of any contract between MaineHousing and the SAU, MaineHousing will determine a detailed work plan with any selected SAU prior to initiating services to help maximize efficiency for the SAU and MaineHousing.

VII. TERMS AND CONDITIONS

Rights Reserved by MaineHousing

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

1. Adjust the timetable for this RFP as deemed necessary, including but not limited to extending proposal deadlines.

2. Waive informalities and minor irregularities in proposals received.
3. Reject and not consider any or all SAUs who do not meet the requirements of this RFP, including but not limited to incomplete responses and/or non-responsive proposals.
4. 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.
5. 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 SAU under this RFP, MaineHousing may, in its sole discretion, negotiate with another SAU or cancel this RFP and not award a contract to any SAU.
6. Reject the SAU selected pursuant to this RFP and to offer a contract to another SAU in the event the selected SAU does not enter into the required contract to provide related services described in this RFP.
7. Negotiate directly with one SAU if the responses to this RFP demonstrate a lack of competition.
8. 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 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 RFP.

Other Terms and Conditions

Conflict of Interest. The SAU, any principal or affiliate of the SAU, 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 D - Conflict of Interest Disclosure Form.

Confidentiality and Nondisclosure. SAU 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. SAU may use such information, documents and data only to the extent required for the purposes described in this RFP. SAU 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 SAU 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. SAU 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.

APPENDIX A
SAU INFORMATION SHEET

MaineHousing RFP for Student Homelessness Prevention Program
Please provide the following information, completed and signed, and place this form at the front
of the proposal:

General Information	
SAU Name:	
Federal Tax ID:	
Street Address:	
City, State, Zip:	
Telephone#:	
Homeless Service Hub Where District is Located (See Appendix E	
List of Partnering Organizations and Role in Program	
Contact Person for Questions	
Name:	
Title:	
E-mail Address:	
Telephone#:	
Summarized Narrative of SAU's ability to provide the services required under this RFP:	
List of planned resources to be assigned to meet the obligations of this RFP:	
Total Funding Request	

APPENDIX B
SAU CERTIFICATION FORM
for
 MaineHousing Request for Proposals for
 Student Homelessness Prevention Program

SAU Name	
SAU Address	

The undersigned SAU represents and certifies as follows:

1. The prices in this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other SAU or potential SAU.

2. No attempt has been made at any time to induce any firm or person to submit any intentionally high or noncompetitive proposal or to otherwise submit or refrain from submitting a proposal for the purpose of restricting competition.

3. SAU 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 RFP.

4. SAU acknowledges that MaineHousing will determine whether a conflict of interest exists and that MaineHousing reserves the right to disqualify any SAU on the grounds of actual or apparent conflict of interest.

5. SAU has not employed or retained any person or entity to solicit or obtain any contract resulting from this RFP 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. SAU understands and acknowledges that the representations in its proposal are material and important and will be relied on by MaineHousing in evaluating the proposal. SAU certifies that, to the best of its knowledge, all of the information contained in its proposal is true, correct and complete and acknowledges that any intentional misrepresentation by SAU will disqualify SAU from further consideration in connection with this RFP.

7. The undersigned individual is legally authorized to sign this SAU Certification Form for and on behalf of SAU and to bind SAU to the statements made herein.

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

APPENDIX C
KEY PROPOSAL DATES
for

MaineHousing Request for Proposals for
Student Homelessness Prevention Program

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

All proposal documents, correspondence, and/or questions must be emailed to:
studenthomelessnessrfp@mainehousing.org

RFP Issuance:	
Date Issued:	May 22, 2026
Questions & Answers:	
Questions:	<p>Questions are welcome and will be received: From May 22nd through June 5th <u>no later than 5 p.m. EST</u></p> <p>Questions must be emailed directly to: studenthomelessnessrfp@mainehousing.org</p>
Answers:	<p>All questions, and their subsequent answers, will be posted on the MaineHousing website for public viewing.</p> <p>Questions will be answered as they are received but not later than June 12, 2026</p> <p><i>To locate these postings, go to the MaineHousing website located at:</i> https://www.mainehousing.org/rfp</p>
Pertinent Proposal Dates:	
Deadline for Proposal Submission:	<p><u>June 22, 2026</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></p>
Proposal Evaluation Review Phase:	From: June 22-July 5, 2026
Contract Offering:	Not later than July 6, 2026

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

for
MaineHousing Request for Proposals for
Student Homelessness Prevention Program

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 SAUs.

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 D
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: _____

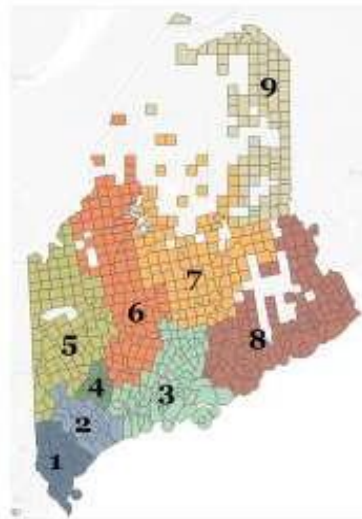
APPENDIX E
INFORMATION ON HOMELESS SERVICE HUBS

for
Maine Housing Notice of Funding Availability for
Student Homelessness Prevention Program

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.

Maine Homeless Response System
Service Hub Structure



- Hub 1: 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

Hubs and contacts are listed on the next page.

Hub	Hub Coordinator Name	Hub Coordinator Organization	Email	Phone
1	Abigail Smallwood	York County Community Action Corporation	abigail.smallwood@yccac.org	207-502-9415
2	Nakesha Warren	United Way of Southern Maine	nwarrencolbry@uwsme.org	207-347-2345
3	Alexis Raymond	United Way of Mid-Coast 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 F
PROJECT BUDGET FORM

for
MaineHousing Request for Proposals for
Student Homelessness Prevention Program

2026 - 2027 Student Program Budget	
Agency:	Program Period: 2026 - 2027
Personnel Expenses - Salary & Benefits	
	Budget
Navigator Specialist Salary & Benefits	
Subcontract Service Provider	
Total Personnel Expenses	
Support Cost	
	Budget
IT Equipment (Laptop)	
Telephone	
Other Misc Expenses (Copier, Postage & Supplies)	
Travel/Mileage	
Admin/Indirect Cost (Approved Indirect Rate)	
Total Support Cost Expenses	
Direct Client Assistance	
	Budget
Mediation Costs	
Utility Deposits (Payments & Arrears)	
Rental Assistance (including arrears Must not exceed (6) months of payments)	
Rental Application Fee	
Security Deposit	
Other/ Misc. Expenses	
Direct Family assistance	
Transportation Services	
Emergency Support Services	
Total Direct Client Assistance Expenses	
Housing Navigation Services	
	Budget
Landlord Engagement	
Pre-Tenancy Support (students and their families)	
Housing Stability Services	
Total Housing Navigation Expenses	
Total Budget	