

FY 2012 Detailed Budget Table

First Allocation	\$740,907.00	FY 2012 Emergency Shelter Grants/Emergency Solutions Grants Program Allocations				
Second Allocation	\$592,188.00					
Grant Amount	\$1,381,110.00					
Total Administration	\$48,015.00					
		First Allocation		Second Allocation	Total Fiscal Year 2012	
	Eligible Activities	Activity Amount	Reprogrammed Amount	Activity Amount	Activity Amount	
Emergency Shelter Grants Program	Homeless Assistance	\$740,907.00	\$0.00		\$740,907.00	
	<i>Rehab/Conversion</i>	\$0.00	\$0.00		\$0.00	
	<i>Operations</i>	\$740,907.00	\$0.00		\$740,907.00	
	<i>Essential Services</i>	\$0.00	\$0.00		\$0.00	
	Homelessness Prevention	\$0.00	\$0.00		\$0.00	
	Administration	\$0.00	\$0.00		\$0.00	
	Emergency Shelter Grants Subtotal	\$740,907.00	\$0.00		\$740,907.00	
Emergency Solutions Grants Program	Emergency Shelter**			\$0.00	\$0.00	
	<i>Renovation**</i>			\$0.00	\$0.00	
	<i>Operation**</i>			\$0.00	\$0.00	
	<i>Essential Service**</i>			\$0.00	\$0.00	
	<i>URA Assistance**</i>			\$0.00	\$0.00	
	Street Outreach - Essential Services**			\$0.00	\$0.00	
	HMIS		\$0.00	\$0.00	\$0.00	
	Rapid Re-housing		\$0.00	\$592,188.00	\$592,188.00	
	<i>Housing Relocation and Stabilization Services</i>		\$0.00	\$592,188.00	\$592,188.00	
	<i>Tenant-Based Rental Assistance</i>		\$0.00	\$0.00	\$0.00	
	<i>Project-Based Rental Assistance</i>		\$0.00	\$0.00	\$0.00	
	Homelessness Prevention		\$0.00	\$0.00	\$0.00	
	<i>Housing Relocation and Stabilization Services</i>		\$0.00	\$0.00	\$0	
	<i>Tenant-Based Rental Assistance</i>		\$0.00	\$0.00	\$0.00	
	<i>Project-Based Rental Assistance</i>		\$0.00	\$0.00	\$0.00	
	Administration			\$48,015.00	\$48,015.00	
		Emergency Solutions Grants Subtotal		\$0.00	\$640,203.00	\$640,203.00
			Total Grant Amount:			\$1,381,110.00

**Allowable only if the amount obligated for homeless assistance activities using funds from the first allocation is less than the expenditure limit for emergency shelter and street outreach activities (see Section III.B. of this Notice).

Emergency Solutions Grant Program Substantial Amendment

To the 2010-2014 Consolidated Plan and 2012 Annual Action Plan

This Substantial Amendment to the 2010-2014 Consolidated Plan and 2012 Annual Action Plan is necessary to allocate \$640,203.00 of Emergency Solutions Grant (ESG) funds made available from the U.S. Department of Housing and Urban Development.

A. Required Contents of Substantial Amendment

1. Application for Federal Assistance SF-424HUD

The Application for Federal Assistance is attached as Attachment A.

2. Summary of Consultation Process

MaineHousing invited the Maine and Portland Continuums of Care and all organizations from the Consolidated Plan's Citizen Participation list to a public hearing held on January 31, 2013 to solicit input and consult on the following areas for consideration:

- Process to determine allocation of ESG funds for eligible activities.
- Process for developing program performance measures and outcomes.

The public hearing included the following comments and input:

Because Statewide HMIS is already operational in Maine and the funding, policies and procedures for the operation and administration of HMIS are well established, HMIS is not addressed in this substantial amendment except as a means to track program participation and performance measures. For more information on HMIS in Maine, see: <http://mainehmis.org/>.

3. Summary of Citizen Participation

MaineHousing solicited public input and citizen participation through a public hearing held on January 31, 2013. Notice of the hearing was provided in major newspapers 14 days before the hearing date. Notice also was provided on MaineHousing's website, and through an email to MaineHousing's stakeholder list. The stakeholder list includes

- Community Housing Development Organizations (CHDOs)
- Community Action Agencies
- HUD Office, Bangor
- U.S.D.A. Rural Development state office
- Maine Municipal Association
- Maine Association of Community Banks
- Maine Bankers Association
- Maine Real Estate & Development Association
- Alpha One (disabilities advocacy &
- Public Housing Authorities
- Emergency Shelters
- Native American Tribal Representatives
- Mid-Coast Maine Board of Realtors
- Maine Realtors' Association
- Maine Apartment Owner Managers Association
- Maine Department of Health and Human Services
- Community Development Directors
- Area Agencies on Aging
- Regional Mental Health Centers

- services)
- Disability Rights Center
- Abused Women’s Advocacy Agencies
- Addictions Service Agencies
- Community Planning Directors
- Maine Department of Corrections
- Maine State Library
- Portland Family Crisis Services
- Maine Advocacy Services
- Legal Services for the Elderly
- Maine Medical Center
- Maine Primary Care Association
- Native American Housing Authorities
- York County Habitat for Humanity
- Adult Education Learning Centers
- Maine Department of Education
- Maine Bureau of Elder & Adult Services
- Genesis Community Loan Fund
- Maine Aids Alliance
- Maine Community Action Association
- Regional Planning Commissions
- YMCA/YWCA Directors
- University of Maine Colleges
- Maine State Planning Office
- Regional Homeless Councils
- Statewide Homeless Council

4. Match

MaineHousing provides Matching contributions in an amount equal to ESG funds provided by HUD. Matching funds come from State Housing Opportunities for Maine (HOME) funds targeted for individuals and families who are homeless. The total amount of funding is roughly \$2.3 million. Funds will be used to provide rapid re-housing and housing stabilization services activities.

5. Proposed Activities and Overall Budget

a. Proposed Activities

MaineHousing’s 2012 Annual Action Plan identified homeless persons and families as a priority need. MaineHousing will use this second allocation of ESG funds to assist this population.

These ESG funds will be targeted to individuals and families that meet the homeless status eligibility outlined in 42 USC § 11302 (a) (1) through (4) & (b). MaineHousing will design a Request for Proposal (RFP) that will allocate funds in part based upon geographic area and unique homeless shelter client rates and be used to provide:

- Rapid Re-housing – Housing Relocation and Stabilization Services will be provided in order to rapidly re-house 400 households who are living in shelters and on the streets --with the standard objective of decent housing and the corresponding outcome of availability/accessibility. This initiative will be accomplished through the Rapid Re-Housing and Stabilization Support Program.

Rapid Re-Housing and Stabilization Support Program is an initiative created to transform the current shelter system to a rapid response system that provides housing stability services to persons who are experiencing homelessness. Housing relocation and stabilization services will assist 400 homeless individuals or families move as quickly as possible into permanent housing and achieve stability by supporting and promoting their participation in housing placement, increasing income, credit and budget counseling and resource coordination. The program will begin in April of 2013 and is anticipated to be on-going with renewal

occurring each year thereby accomplishing the objectives of Maine's Plan to End and Prevent Homelessness.

Housing stability resource navigators (Navigators) will assist clients seeking permanent housing with an integrated array of education, services and supports to meet their health, housing, employment, and other basic needs in order to overcome barriers to obtaining and maintaining housing. The following performance measures are the minimum that will be established for the Program, other may be added as MaineHousing works with the CoC and HUD TA to establish more comprehensive ESG performance measures.

1. 100% of clients will be provided a comprehensive assessment of their needs and barriers that threaten housing stability and a plan of action to achieve housing stability will be created.
2. 100% of clients will be assisted with search and placement for adequate housing, including subsidized housing programs.
3. 100% of clients will be provided with coordination of services and advocacy as determined by the housing stability assessment and plan of action.
4. 100% of clients will be provided ongoing monitoring and evaluation to ensure implementation of the housing stability plan of action and positive outcomes.
5. Achieve a recidivism rate of less than 15%.

MaineHousing will make available rental subsidies with HOME Investment Partnerships Program (FedHOME) and Housing and Urban Development (HUD) funds to provide clients an avenue to access permanent housing. FedHOME allocations will be set aside utilizing the Stability Through Engagement Program (STEP) coupons and HUD funds will be allocated using Housing Choice Vouchers (HCV) as financial assistance that will link rental subsidies with rapid re-housing and housing relocation services. Successful RFP grantees will be awarded coupons and vouchers in the same propositions as the EGS award allocation. These subsidies offer rental assistance, utility deposits and security deposits to facilitate the rapid re-housing of individuals and families experiencing homelessness. MaineHousing staff will provide grantees with training, monitoring and oversight to ensure program integrity.

b. Discussion of Funding Priorities

MaineHousing chose to fund the proposed activities at the amounts specified because of the proven success of existing programs in rapidly re-housing clients who are homeless and to continue fidelity to best practice models. Several factors that were taken into considerations included; new requirements and changes to the HEARTH Act, lessons learned from the Homeless Prevention and Rapid ReHousing Programs (HPRP), MaineHousing's experience and success of the Stability Through Engagement Program (STEP), preliminary statistics from the Stable Lives Pilot Program and the opportunity to expand geographic coverage and capacity of programs

The Rapid ReHousing and Stabilization Support Program builds on lessons learned through the Homelessness Prevention and Rapid-Re-housing Program (HPRP) that was implemented with Recovery Act funds. MaineHousing hired a consultant to complete a research project to analyze the effectiveness of HPRP for future funding and to identify best practices. The findings indicated that housing relocation and stabilization activities were successful in rapidly re-housing individuals and families who were homeless and the majority of services were provided for rapid re-housing verses prevention. Additionally, the research findings showed that short to medium term financial assistance coupled with housing relocation and stabilization services are all that clients need to achieve housing stability.

Using the findings from the research project, MaineHousing determined that targeting the populations most successfully served by HPRP as well as offering the services outlined in the HEARTH Act are the most efficient and effective use of funds. In an effort to maximize federal and state resources, MaineHousing will also be offering a set aside of rental subsidies as financial assistance for clients that participate in the program. These rapid re-housing programs will transform homeless services to crisis response systems that provide comprehensive assessments and rapidly return people who experience homelessness to permanent housing.

The proposed activities support *Maine's Plan to End and Prevent Homelessness* as well as *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness* by requiring increased collaboration between homeless service providers, municipal, state and local agencies. By providing rapid re-housing activities, public and private organizations will strengthen their capacity by increasing their knowledge about collaboration, homelessness, and successful interventions to prevent and end homelessness. In addition, clients will benefit from long term housing stability planning which includes income support, renter education and budgeting to maintain permanent housing.

Access to all areas of health services is one of the key needs of people experiencing homelessness. Programs establish physical and mental health care as a priority to allow for integrating primary and behavioral health care services with homeless assistance programs and housing to reduce people's vulnerability to and the impacts of homelessness. Access to primary care, mental health services, and substance abuse treatment will be offered to participants, as needed. Therefore it is important that rapid re-housing programs require partnerships between grantees and community health centers, particularly Federally Qualified Health Centers (FQHCs).

Other obstacles that exist in addressing underserved needs in the community are transportation, adverse conditions of aging housing stock and available affordable housing that does not have deteriorating paint for families with children under 6. Also due to the age of the housing stock many buildings are not equipped with accommodations for people with physical disabilities.

c. Detailed Budget

Attached

6. Written Standards for Provision of ESG Assistance

- a. Policies and Procedures for determining individual and family eligibility for homeless status as outlined in 42 USC § 11302 (a) (1) through (4) & (b).

All applicants will receive an initial evaluation required under § 576.401(a), including verifying and documenting eligibility by use of a standard centralized or coordinated assessment system as required by HUD in 24 CFR 576.400(d). To be eligible, an applicant must meet the standards for homelessness as outlined in 42 USC § 11302 (a) (1) through (4) & (b) and create a feasible action plan outlining a path to accomplish permanent housing stability.

Program participants will be assigned a Navigator who has experience in working with people who are homeless. The Navigator will work directly with each program participant household to accomplish housing stability. The Navigator is responsible for providing on-going evaluation of the eligibility and type of services each program participant may receive in accordance with ESG regulations. Program participants are required to meet with the assigned Navigator not less than one time per month.

The Navigator will work directly with each program participant to assist in locating and obtaining suitable permanent housing including the following:

- Assessment of housing barriers, needs, and preferences
- Development of an action plan for locating housing
- Housing search
- Outreach to and negotiation with owners
- Assistance with submitting rental applications and understanding leases
- Assessment of housing for compliance with Emergency Solutions Grant (ESG) requirements for habitability, lead-based paint, and rent reasonableness
- Assistance with obtaining utilities and making moving arrangements
- Renter education

Navigators will assess, arrange, coordinate, and monitor the delivery of individualized services to assist program participants in overcoming immediate barriers to obtaining housing for not more than 30 days during the period the program participant is seeking permanent housing and will not exceed 12 months during the period the program participant is living in permanent housing. Navigators will provide activities consisting of:

- Resource coordination to include developing, securing, and coordinating services and obtaining Federal, State, and local benefits
 - Monitoring and evaluating program participant progress
 - Information and referrals to other providers
 - Long term housing stability planning including developing an individualized housing and service plan outlining a plan to accomplish permanent housing stability
 - Conducting re-evaluations required under § 576.401(b).
 - Mediation between the program participant and the owner or person(s) with whom the program participant is living as is necessary to prevent the program participant from losing permanent housing.
 - Credit and budget counseling necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems.
 - Renter Education Program curriculum consisting of
 - Landlord & Tenant rights and responsibilities
 - Maintenance and care of your home; standards of cleanliness
 - Planning a move
- b. Policies and procedures for coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers. Navigators will actively participate in strategic, community-wide efforts to prevent and end homelessness with other local programs targeted to homeless people.
- c. Policies and procedures for determining and prioritizing which eligible families and individuals will receive rapid re-housing assistance.

Navigators will conduct an initial evaluation to determine the eligibility of applicants for assistance and the amount and types of assistance needed to regain stability in permanent housing. Applicant eligibility will be determined using a standard centralized or coordinated assessment system as required by HUD in 24 CFR 576.400(d). Applicants are eligible by meeting homeless criteria as defined in 42 USC § 11302 (a) (1) through (4) & (b) and by creating a feasible action plan outlining a path to accomplish

permanent housing stability. Applicants who are found ineligible will be informed of the reason for their ineligibility and documentation will be included in the applicant file.

d. Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid re-housing assistance

N/A We are not providing financial assistance

e. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time

N/A – We are not providing rental assistance.

e. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant, including the limits, if any, on the rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participants receives assistance; or the maximum number of times the program participants may receive assistance.

Navigators will determine the type, amount and duration of assistance based upon the client housing stability plan. Program participants may receive housing relocation and/or stabilization services for up to 12 months. In addition to meeting with Navigators at least one time per month participant households will be re-evaluated for continued program eligibility every three months. Navigators will review and revise the action plan as needed with participants determined to be eligible to allow participants to progress in accomplishing housing stability. If the household has available income it must be applied towards housing costs,

Rapid Re-Housing and Stabilization Support Program

ESG funds will be used to provide housing relocation and stabilization services necessary to assist homeless individuals and/or families move as quickly as possible into permanent housing and achieve stability in that housing. Rapid re-housing assistance will be provided to program participants who meet the criteria under section 6 (a) Written Standards for Provision of ESG Assistance paragraph.

- Housing Stability Resource Navigators will conduct an initial evaluation with clients to verify program eligibility, assess the level of client need and identify the type of assistance needed. Based upon client need, a plan of action will be developed to achieve housing stability and retain permanent housing. The Navigator will provide ongoing monitoring and evaluation to ensure implementation of the plan of action and positive outcomes.
- Clients will receive housing search and placement services while homeless.
- Navigators will assist clients in achieving housing stability by supporting and promoting their participation in housing stability case management services, including: credit and budget counseling, resource coordination, long term housing stability planning, and tenant education for up to 12 months.
- Navigators will record client level data in the Homeless Management Information System (HMIS) to capture not only HUD's Universal Data Elements, but goals, needs, and services associated with the housing stability plan.

7. Process for Making Sub-Awards

MaineHousing will design a Request for Proposal (RFP) that outlines the process by which funds will be distributed and the parameters of the activities that can be supported with a funding award. A Request for Proposals for the program will be marketed to eligible applicants who meet the following criteria;

- Be a nonprofit corporation in good standing in the State of Maine, qualified for tax exemption under 501(c)(3) of the Internal Revenue Code, or a municipality (as required in Sec. 412 (42 USC 11372) of the McKinney Vento Act as amended by the Homeless Emergency Assistance and Rapid transition to Housing Act of 2009);
- Provide a corporate resolution demonstrating the authority to apply for and receive funding under this proposal;
- Accept eligible participants regardless of their ability to pay, eligibility for reimbursement or actual reimbursements from any third party source, including local, municipal, state or federal funding sources;
- Have the administrative and financial management capacity to operate the program, collect the necessary data for performance evaluation, and account for the use of a grant in accordance with any MaineHousing and/or federal ESG requirements;
- Not engage in any inherently religious activities, such as worship, religious instruction, or proselytization, as part of the activities and services funded; if religious activities are offered, they must be offered at a separate time or location from the activities and services funded by this grant and participation in those religious activities must be voluntary for persons receiving assistance with funds granted by MaineHousing;
- Meet any requirements peculiar to the particular grant requested;
- Operate free from discrimination on the basis of age, race, color, religion, national origin, physical or mental disability, sexual orientation, or gender in accordance with applicable federal and state laws;
- Take steps to ensure confidentiality of records in accordance with the HEARTH Act if grant funds are used for provision of domestic violence services;
- Include persons who are homeless on the policy-making entity of the applicant entity, to the extent that such entity makes policies and decisions regarding services provided to program participants, in accordance with the HEARTH Act (Sec. 416 (42 US 11375)).
- Currently enter data into the Homeless Management Information System (HMIS), or provide a detailed plan for how the applicant will do so.

The Program Guide and Request for Proposal will also include the allocation of the Stability Through Engagement Program coupons and the Housing Choice Vouchers and the parameters for utilizing those rental subsidies.

8. Performance Standards

HMIS will be used to monitor grantee performance using established performance measures. Regular program monitoring will occur to ensure that grantees are effectively coordinating and collaborating with state and local providers to meet the needs of clients served in the areas of housing, mainstream resources, employment and health services.

The performance standards for evaluating ESG activities, with consultation from the Continuum(s) of Care and the HUD TA, will include but are not limited to:

- The length of time individuals and families remain homeless.
- The extents to which individuals and families that leave homelessness experience additional spells of homelessness.

- The thoroughness of grantees in the geographic area in reaching homeless individuals and families
- Overall reduction in the number of homeless individuals and families
- Jobs and income growth for homeless individuals and families
- Success at reducing the number of individuals and families who become homeless.
- Other accomplishments by the grantee related to reducing homelessness.

9. Certifications

(HUD provided certification that the Governor needs to sign)

10. Monitoring

MaineHousing is responsible for compliance monitoring of all projects funded with ESG. Programs are monitored at least every three years. Monitoring includes reviewing the use of ESG and State Funds at any agency or municipality that is a MaineHousing sub-grantee.

The purpose of monitoring is to verify that the federal and state funds administered by MaineHousing are expended in the way they were reported and to verify consistency with program rules and regulations. In addition to reviewing the contract expenditures, the sub-grantee's system for any required data collection is monitored for data completeness as well as data quality.

A Monitoring Worksheet is completed by each sub-grantee and forwarded to MaineHousing along with all materials requested to perform a desk audit of activities and expenditures. A Monitoring Report is completed and sent to an agency following the desk review. This report highlights any areas of concerns and any non-compliance items, and offers recommendations for correcting any non-compliance issues. Sub-grantees are provided a reasonable length of time to correct deficiencies. If deficiencies are not corrected, funding is withheld until corrections are made. A monitoring calendar is maintained to track agencies that are due to be monitored, as well as, any follow up that is required.

Monitoring is conducted by the Homeless Grant Administrator. If a sub-grantee is carrying out a new program, an initial monitoring will be conducted through on-site visits. Any follow up required is completed by correspondence to the agency director communicating any deficiencies that may be found with set dates that the organization is expected to be in compliance. MaineHousing, in its sole discretion, determines whether deficiencies have been satisfactorily addressed.

ESG Certifications

Maine certifies that it will ensure that its recipients of ESG funds comply with the following requirements:

Matching Funds – Maine will obtain any matching amounts required under 24 CFR 576.201 in a manner so that its sub-recipients that are least capable of providing matching amounts receive the benefit of the exception under 24 CFR 576.201(a)(2).

Discharge Policy – Maine will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Confidentiality – Maine will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Major rehabilitation/conversion – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – If ESG funds are used for shelter operations or essential services related to street outreach or emergency shelter, the sub-recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the applicant serves the same type of persons (e.g., families with children, unaccompanied youth, veterans, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The sub-recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Homeless Persons Involvement – To the maximum extent practicable, the sub-recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted ESG.

Consolidated Plan – All activities the sub-recipient undertakes with assistance under ESG are consistent with the State's current HUD-approved consolidated plan.

Signature/Authorized Official

Date

Title