

# CAA Updates

Prepared by *MaineHousing Energy and Housing Services for Maine Community Action Agencies*



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## MaineHousing Launches New Web Portal for CAAs

MaineHousing has created a web portal exclusively for Maine Community Action Agencies (CAAs). Through this new portal, CAA staff can access forms, manuals, spreadsheets, and other tools needed to administer programs. The site also includes access to technical support information, updates, and notices. Coming soon will be online access to education and training opportunities, as well as outreach and marketing tools.

One of the features of the CAA Portal is that forms are now pdf writable, which provides a seamless experience for your clients, while providing efficient processing and cost savings for your agencies. Documents can be accessed through most electronic devices, allowing technicians access to documents and information they would otherwise have to carry in hard copy. MaineHousing plans to add other programs to the Portal in the future.

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***TIP: Save the Community Action Agencies (CAA) Portal screens that you use most frequently as a Favorite on your computer or tablet for easy access. That way your Home Repair Network (HRN) forms and documents are one click away.***

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## Accessing Home Repair Network Program Documents

In partnership with the Department of Economic and Community Development (DECD), MaineHousing is providing web access to Home Repair Network Program forms and documents. Go to [www.mainehousing.org](http://www.mainehousing.org). Under the Partners dropdown click on Community Action Agencies and then click on Home Repair Network Program. This takes the user to a screen containing three tabs: (1) Program Forms, (2) Tools & Spreadsheets, and (3) Manuals & Brochures. The site defaults to the Program Forms tab which contains the client forms needed to process a HRN project.

### *Program Forms*

Users have the option of downloading a Bundle, which will auto-populate the forms necessary to process a project, or individual forms.

- 1. Open the document from the web site.**  
Make sure you are using the most current version of Adobe, which is free. Older versions of Adobe had some glitches.
- 2. Save then populate (not the other way around).**  
The browser is not designed to retain data. Once the document is open on your browser, "save as" and give the blank document a client file name, which should include the program type, client's name, and FY15.
- 3. Important: Do not save blank forms on your computer for future use.**  
MaineHousing will be tweaking and updating the forms as we become aware of new forms and errors, such as typos, form fields not properly calculating, etc. Always obtain documents for each client from the CAA Portal.
- 4. Document functionality.**  
*Auto-populating documents* – Only Bundles have auto-populate functionality. Provide the data on the Bundle cover sheet and the forms will auto-populate. The cover sheet currently contains data which appears on most forms, such as client name, contact data, etc. Review the forms and add missing data such as client income and assets on the Application.

*Math Calculations* – The *HRN Application* and *Common Home Invoice* now contain math functionality which will automatically calculate.

### *Tools & Spreadsheets*

This is where users can access the spreadsheets and other documents necessary to process a project and contains the following areas:

- Screening and Intake
- Bid Processing
- Environmental Reviews
- Project Financing
- Contractor Documents
- Common Home and CDBG Only

### *Manuals & Brochures*

The HRN Procedures Guideline is an interactive document, allowing the user to access forms and spreadsheets directly from the document. The Guide also contains links to other references.

**Note:** The Guide contains Appendices which are not pdf fillable and should not be used as forms; they are only Appendixes as referenced in the Guide.

### Processing Common Home Program Projects

Retain original signed documents in the agency's file.

The Document Checklist specifies the file sections and document order that CAAs should arrange documents in each client's file. This will provide consistency throughout the agencies for auditors.

Submit Common Home projects to MaineHousing for payment.

Electronically submit the Document Checklist, required documents (identified on the Document Checklist), and Common Home Invoice to MaineHousing via *ShareFile*.

**Do not mail hard copies of documents to MaineHousing.**

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*MaineHousing will provide each CAA with a ShareFile account to securely transmit Common Home Program documents to MaineHousing. More information coming.*

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Contact Megan McDonough, Housing Program Officer at [mmcdonough@mainehousing.org](mailto:mmcdonough@mainehousing.org) with questions or comments.

