

Homeless Programs Applications – Frequently Asked Questions

How the process works

Where do I find the Applications?

- The Applications may be found on the Homeless Initiatives Launch Pad at <https://www.mainehousing.org/partners/partner-type/homeless-service-providers/homeless-initiatives>

What Applications can I complete?

- MaineHousing has three core homeless services programs. The Emergency Shelter and Housing Assistance Program (ESHAP), The Targeted Rapid Rehousing Program (TRRP), and Housing Problem Solving (HPS). The eligibility criteria for each program may be found on the HI Launch Pad

How do I complete the Applications?

- Each Application is a fillable PDF. Complete all fields in the Application as instructed. Some fields are conditional, meaning more fields may appear depending upon how you answer certain questions. If a question appears, you are expected to answer.

How do I submit my Applications

- Applications, including all accompanying documents, must be submitted via Sharefile by no later than 5PM on the deadline.

When are the Applications due?

- November 3, 2026

What if I miss the due date?

- Late applications will not be accepted.

What should I do if I have a problem filling out or submitting my Applications?

- Contact MaineHousing at ESHAPHelpDesk@mainehousing.org. In order to ensure that emails are received and responded to as timely as possible, please do not email individual members of the MaineHousing Homeless Initiatives team.
- For specifically financial questions, contact HIFinancials@mainehousing.org.

Application Requirements

What prerequisites do I need in order to apply?

- Your agency must have an active registration in the federal SAMS grant portal with no active exclusions.
- Other eligibility criteria are program specific and will be outlined in the respective Program Guides

What is the policy checklist?

- This year, you must complete the policy checklist included in the application. In an effort to make the process most efficient, you must provide the date on which each policy was most recently updated.

What do I need to include with my Applications?

- Each ESHAP and TRRP Application includes Attachments A through M. All attachments and exhibits must be provided with the Application. For a full explanation, there will be an Attachment Explanation sheet accompanying the Application.
- Each agency must provide any policy on the policy checklist that has been updated since the previous Application. Agencies do NOT need to include policies that have remained unchanged since last year.
- Each agency must submit an updated, comprehensive operating budget that identifies all funding sources, not only MaineHousing funding or ESHAP operational expenses. This information will provide a clearer understanding of each agency's overall funding structure and help support advocacy for future funding. See below under budget questions for an explanation.

What happens after my Application is submitted?

- After the application and accompanying policies and attachments are submitted, they will be reviewed by a member of the Homeless Initiatives team.
- If anything is found to be missing or incorrect, a member of the Homeless Initiatives team will reach out to your agency with a Correction Memo detailing any needed revisions.
- Your agency will be given a strict deadline to complete the required revisions.
- Once the revisions have been completed and sent to the Homeless Initiatives team, a final review will be conducted, and you will receive a final notice detailing whether your application has been approved or denied.

How do I run my ESHAP Data Quality Report?

- If you need detailed instructions for running the report from HMIS, please contact ICA. If you need detailed instructions for running the report from EmpowerDB, please contact MCEDV.

- The report must be run for the fourth quarter of the previous year, and the first three quarters of this year. Reporting dates should be October 1st to September 30th.

Budget questions

- Agency must have an active registration in [HomeSAM.gov](https://www.HomeSAM.gov) and have no active exclusions
- Required documentation for application
 - Most recent Audited Financials, UG/Single audit or MAAP audit
 - If agency does not have audited financials, then submit 990
 - Financial Org Chart – showing lines of authority
 - Procurement Policy
 - Fiscal Control Policies
 - Whistleblower Policy
 - Record Retention Policy for Financial documents
- ESHAP Budget
 - Broken into 3 sections – Operations, Stabilization, and Performance
 - Please only budget up to the amount awarded in each section
 - Please provide a brief description of what the funding will be used for in the following budget line items
 - Repairs & Maintenance
 - Other Misc. Expenses
 - Admin/Indirect Cost – if your agency has an Indirect Cost Rate please provide a copy with budget
 - Performance funding – provide a brief description on how funds will be utilized
- Budget Exhibits

Please provide agency's total operating budget and revenue sources along with the ESHAP award, and the following cost categories; payroll, facilities, operating and client. This information will provide a clearer understanding of each agency's overall funding structure, and the total costs to operate an emergency shelter, and may help support advocacy for future funding with the Legislature.

Shelter Name:

2027 Funding Source Projections - Emergency Shelter Operations		
	Program Period: 2026	
Government Funding Sources (Operating):	Estimated Amount:	Notes
Federal (including ESHAP funding)	\$	
State (including ESHAP funding)	\$	
County	\$	
Town/City	\$	
Total Government Funding for Operating Costs	\$	
Total Non-Government Funding for Operating Costs		
Total Shelter Operating Budget	\$	

2027 Budget - Emergency Shelter Operations		
	Program Period: 2026	
Cost Category	Estimated Amount:	Notes
Payroll	\$	
Facilities	\$	
Operating	\$	
Client	\$	

Payroll – includes ALL wages (including administrative), payroll taxes, and benefits.

Facilities – includes rent or mortgage payments, property insurance, capital costs, depreciation, utilities, contracted maintenance, etc.

Operating – includes all other insurance costs, contract support (e.g. IT or accounting services), training, admin (non-payroll), general supplies, etc.

Client – includes travel expenses, food, programmatic, or other client-related expenses. Costs associated with all programs that are primarily there to serve your shelter recipients should be included, or reasonably apportioned (e.g. only 50% of food costs if you operate a food kitchen and estimate that half are shelter recipients).