



**MaineHousing**  
MAINE STATE HOUSING AUTHORITY

# Targeted Rapid Rehousing Program (TRRP)

2025 Program Guide

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## Program Guide

### Overview & Purpose

The mission of MaineHousing is to assist Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs. In carrying out this mission, MaineHousing provides leadership, maximizes resources, and promotes partnerships to develop and implement sound housing policy.

MaineHousing allocates funds from federal and state sources to provide grants to eligible service agencies in order to assist people experiencing homelessness in Maine. The Targeted Rapid Rehousing Program (TRRP) funds Rapid Rehousing (RRH) activities in accordance with the Maine Homeless Solutions Rule (“The Rule”), as located at <http://www.mainehousing.org/docs/default-source/msha-rules/19--homeless-solutions-rule.pdf>

Rapid Rehousing is an evidence-based intervention designed to help individuals and families to quickly exit homelessness, return to housing in their community, and to avoid future instances of homelessness. RRH is a Housing First intervention. Housing First’s primary focus is moving households into housing quickly and without preconditions, with an emphasis on assessing the household’s current housing crisis and providing assistance to remove the household’s barriers to obtaining and maintaining housing.

This Program Guide outlines the process through which these funds will be distributed, the parameters of the activities that they can support, and the process to apply for funding. Capitalized terms have the same meaning as in the Rule unless context indicates otherwise.

TRRP grantees can receive funding to provide housing navigation services to people experiencing homelessness, as well as funds to provide direct assistance to clients in order to house them. Funding will also be made available to provide financial incentives to landlords who lease to TRRP participants. MaineHousing also allocates permanent rental subsidies to TRRP providers through vouchers. These vouchers are Home to Stay/Housing Choice Vouchers (HTS/HCV). These vouchers have an Administrative Plan which detail their usage and is available electronically at <https://www.mainehousing.org/docs/default-source/rental/2023-hcv-administrative-plan.pdf>

## Eligible Activities and Expenses

### Housing Relocation and Stabilization

TRRP grantees will provide eligible participants with housing-focused case management services. These services will include assessment of the household’s needs, connection to relevant mainstream services, housing search, acquisition of necessary documentation to obtain housing, acquisition of applicable housing subsidies, assistance completing the leasing up process, landlord recruitment and retention, and post move-in stabilization support.

### Direct Client Assistance

TRRP grantees may utilize program funds to provide program participants with necessary support to facilitate obtaining and maintaining housing. Eligible supports will include: up to three months rental subsidy; rental application fees; security deposits; utility deposits; utility payments; moving costs; other necessary expenses as approved by MaineHousing.

Rental assistance may be provided for up to three months. Rental assistance through TRRP may not be provided if the unit is being subsidized from another funding source. Rental arrears may be paid regardless of subsidy.

Security deposits may not exceed two months’ rent.

Utility payments may be provided for the following utilities: heat, electric, water, and sewer. Utility arrears may be paid in a single lump sum payment, per service. If the unit is receiving a subsidy that pays for utilities, TRRP may pay for arrears, but may not pay for ongoing utility expenses.

Moving costs may include truck rental, moving company expense, packing materials, bus/train/air fares, and the purchase of necessary furniture and household necessities.

Household furnishings are limited to \$1,200 per household. The following necessities are allowed:

- Bed frame
- Mattress
- Bedding/sheets
- A lamp
- Curtains and rods
- Kitchen supplies- Pots and pans, dishes, cups, silverware, trash can, dish soap
- Bathroom supplies- shower curtain, shower mat, towels, toilet paper, plunger, trash can
- Basic cleaning supplies- Paper towels, sponges, cleaning wipes, broom, bucket, mop, all purpose cleaner

If an expense does not fall within any of the above categories, grantees may seek a waiver from MaineHousing. Upon request, MaineHousing will determine if the expense is consistent with the purpose and scope of TRRP, and approve or deny the waiver on that basis.

### Landlord Incentives

In order to encourage participation with TRRP, grantees may offer a financial incentive to landlords of up to \$1500 for each TRRP participating household to whom they lease. If a grantee offers a financial incentive it will be provided once the lease is signed and the unit is available for the tenant to move in.

### Participant Eligibility

In order to be eligible to receive TRRP services, a household must meet the definition of homeless detailed in 24 C.F.R. §576.2, paragraphs 1 and 4. Eligible households must currently be located in the State of Maine, and may not concurrently receive RRH services from another source.

### Required Services and Processes

#### *Coordinated Entry and Intake*

TRRP grantees will receive all referrals from the Maine Coordinated Entry System (CE). TRRP grantees will communicate with the Hub Coordinator of the Homeless Service Hub(s) in which they operate, informing the Coordinator of any available space in their program. The Hub Coordinator will refer households to the grantee that have been deemed eligible and suitable for TRRP, utilizing the common assessment tools designated by the Maine Continuum of Care.

#### *Monthly Check-Ins and Housing Stability Plans*

Every client enrolled in TRRP services must have a Housing Stability Plan based on the needs found in the common assessments and intake. The Housing Stability Plan should be updated during a 30 day check-in to

assess the progress and address any additional needs. A new Housing Stability Plan should be created every 90 days.

### *Housing Location and Stabilization*

Clients should be provided services after their enrollment in TRRP. The TRRP providers should apply for appropriate subsidies and housing based on the assessment result recommendations for the client. All documentation of housing work including housing applications, mainstream and housing referrals, documentation applications, leases, etc. should be kept in the client's file to show on-going housing location efforts. After the client is housed, on-going Housing Stabilization services are expected to continue for no less than six months. Clients who are not receiving subsidy through a Home to Stay voucher have the option to opt out of Housing Stabilization services; any decision to opt out must be noted in the client file. Clients who are receiving a subsidy through the Home to Stay Program must be provided at least one year of Housing Stabilization services.

### *Ending Services*

In all cases, the end of services must be clearly documented in the client file. The reason for ending services and the client destination must be noted both in the client file as well as in HMIS or comparable database.

If a client is terminated from the program, the client should be provided with a letter clearly stating the reason for the termination and the process to appeal the decision. A copy of the termination letter and any other appeal documentation must be included in the client file.

Protections under VAWA: Sub-recipients are exempt from service and stability plan requirements if the Violence Against Women Act of 1994 (42 U.S.C. 13701 et seq.) or the Family Violence Prevention and Services Act (42 U.S.C. 10401 et seq.) prohibits that recipient or sub-recipient from making its shelter or housing conditional on the participant's acceptance of services.

### *Program Requirements*

All programs must have policies for furthering Fair Housing, HMIS or equivalent privacy protections, and grievance and appeal of termination processes. These policies must meet the minimum standards outlined in the Emergency Shelter and Housing Assistance Program Guide.

### *Housing Voucher Rental Subsidies*

Staff providing TRRP services will additionally have access to a set aside of Home To Stay Housing Choice Vouchers (HTS HCV) rental subsidies as resources remain available. MaineHousing's HCV department will designate the quantity of vouchers set aside and the process by which TRRP providers may refer clients to those openings.

### *Housing Choice Vouchers (HCV)*

Home to Stay Housing Choice Vouchers (HTS HCV) will be administered according to federal regulations and MaineHousing policies detailed in the current Administrative Plan for Section 8 Housing Choice Voucher and Project Based Voucher Programs.

MaineHousing makes the final decision on program eligibility, which requires a determination that the current or past behavior of household members does not include activities which are prohibited by HUD or MaineHousing. Upon admission, each family will be required to pay between 30% to 40% of their adjusted total household income for rent in accordance with the individual voucher's administrative plans. All subsidies are only available as funding permits.

## TRRP Eligible Applicants

To be eligible to receive TRRP funds, an Applicant must be a current recipient of MaineHousing's Emergency Shelter and Housing Assistance Program (ESHAP) in good standing.

## Performance Standards

MaineHousing will utilize performance metrics to gauge the effectiveness of each grantee, as well as the Program as a whole.

Length of time to housing- MaineHousing will review the number of days between program entry and entry into housing. The 2025 benchmark for this measure is less than or equal to 100 days.

Exits to Permanent Housing- MaineHousing will review the percentage of each grantee's participants that exit their programs into permanent housing over the course of the year. The 2025 benchmark is greater than or equal to 80%.

Returns to Homelessness- MaineHousing will review the percentage of each grantee's participants, who after having exited to a permanent housing destination, subsequently return to homelessness within six months of that exit. The benchmark for low is less than or equal to 5%.

## Monitoring Compliance and Technical Assistance

MaineHousing will review for program compliance based on assessment of risk or at least every three years at reasonable times and may copy and examine all of a grantee's records other than medical or other confidential client information protected by privacy laws except as required by the federal award pursuant to 2 C.F.R. §200.336. MaineHousing will determine the frequency and level of monitoring conducted based on a risk assessment that evaluates each Grantee's potential risk to the overall grant. Grantees will maintain records sufficient to meet monitoring and auditing requirements of MaineHousing and HUD including, without limitation, daily rosters and client files. Grantees will adhere to uniform administrative requirements as outlined in the code of federal regulations 2 C.F.R. §200, and retain program records for no less than 7 years after participation ends. Grantees will maintain timesheets for staff salaries being charged to TRRP that specify the amount of time spent on TRRP activities. MaineHousing staff will provide grantees with training, technical assistance, monitoring and oversight to ensure program integrity.

Funding is subject to a grantee's compliance with this Program Guide, a Grant Agreement with MaineHousing, and with all applicable federal, state and local laws and ordinances as may be amended from time to time including, without limitation, the Rule, the Maine Housing Authorities Act, 30-A M.R.S. §4701, et. seq., as amended.

MaineHousing will review the performance of each grantee in carrying out its responsibilities based on assessment of risk or at least every three years and as otherwise determined by MaineHousing. In conducting performance reviews, MaineHousing will rely primarily on information obtained from the records and reports from grantees, as well as information from monitoring reviews, audit reports, and HMIS or comparable databases. If MaineHousing determines that a grantee has not complied with a program requirement, MaineHousing will give the grantee notice of this determination. MaineHousing will offer technical assistance and give the grantee an opportunity to demonstrate, within the time prescribed by MaineHousing, that grantee has complied with program requirements. If the grantee fails to demonstrate to MaineHousing's satisfaction that the activities were carried out in compliance with program requirements, MaineHousing may take one or more of the following actions:

- provide additional technical assistance and training opportunities;
- instruct the grantee to submit and comply with proposals for action to correct, mitigate, and prevent noncompliance with program requirements;

- suspend disbursement of funds for some or all activities;
- reduce or terminate the remaining grant and reallocate those funds to other grantees;
- disqualify grantee from future participation in TRRP or other MaineHousing homelessness grants;
- and
- require grantee to repay grant funds.

## Application Process

Projects for TRRP will be selected using a competitive process. Interested agencies must complete the TRRP questions in the 2025Homeless Initiatives NOFA, and submit the following:

- a projected program budget, including the number of households the program anticipates serving;
- a report from HMIS or comparable database showing the total participation and exits to permanent housing from all Rapid Rehousing programs during the previous year, and
- a report from HMIS or comparable database showing the length of time from program enrollment to housing move-in date for all Rapid Rehousing programs during the previous year.

Maine HMIS will advise interested agencies on the process for running the appropriate reports.

Based on funds available, MaineHousing will select projects that score highest in the following metrics: Exits to permanent, Length of time from program enrollment to housing move in, returns to homelessness, and program effectiveness as measured by program budget to participants served. If an interested agency is a current TRRP recipient, MaineHousing will take into consideration that program's spend-down rate. If an existing TRRP provider has spent less than 50% of its 2024 grant as of November 1, 2024, MaineHousing may choose not to offer a grant to that agency. MaineHousing will also consider the status and standing of existing and previous grants between MaineHousing and the interested agency when making selections. MaineHousing reserves the right to request that agencies adjust budgets in order to remain within the overall funding constraints, and to maintain consistency of program costs across all providers.

## MAINEHOUSING NONDISCRIMINATION NOTICE:

MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, marital status, 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: Lauren Bustard, Maine State Housing Authority, 26 Edison Dr, Augusta, Maine 04330-6046, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.