



## APPLICATION

To provide housing to homeless veterans, in cooperation with:

### MAINE BUREAU OF VETERANS' SERVICES

### VETERANS HOMELESS PREVENTION COORDINATION PROGRAM

STATUTORY AUTHORITY: 37-B M.R.S. §513-A.

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Department of Defense, Veterans & Emergency Management Bureau of Veterans' Services Rules Chapter 3:  
Administration of the Veterans Homelessness Prevention Coordination Program

**Submission requirements:** Completed Applications should be sent via email to:

[MaineBVS@maine.gov](mailto:MaineBVS@maine.gov) Attn: Deputy Director

**Applicant:**

Organization:	
Address:	
President / Director:	
Manager on Site:	
Phone:	
Email:	
Number of Years in Operation:	

**Eligibility Requirements (please check all applicable to Organization):**

- 1. A non-profit corporation in good standing in the State of Maine and qualified for tax exemption under Section 501(c)(3) of the Internal Revenue Code, or be a municipal corporation
- 2. A provider of homeless services who has been active in the State for at least two (2) years providing emergency housing, street outreach, homeless prevention, or rapid re-housing services
- 3. A human service-based Volunteer Organization that has as one of their core programs addressing homelessness and veterans' services. In compliance with 37-B M.R.S §513-A, the Bureau must give priority to an organization founded, chartered or organized in the state;
- 4. Have the administrative and financial management capacity necessary to administer and to account for the use of the applicable Funds in accordance with the Bureau's invoicing requirements;

**Please explain any unchecked boxes:**

	Y or N	If NO, please explain:
1. Provides access 365 days per year to assist Persons Experiencing Homelessness in meeting basic emergency shelter needs;		
2. Provides or arranges for adequate sleeping space or beds, and clean and properly functioning shower and toilet facilities;		

<p>3. Provides or arranges for safe and nutritious food, including breakfast or access to breakfast and, if open 24 hours, also provides lunch and dinner or access to lunch and dinner;</p>		
<p>4. Treats all guests with dignity and respect, regardless of religious or political beliefs and operates its programs free from discrimination with respect to race, color, sex, sexual orientation, physical or mental disability, religion, ancestry, national origin or familial status in accordance with the Maine Human Rights Act, 5 M.R.S. §§ 4551-4634.</p>		
<p>5. Has admittance and stay policies that are appropriate for the population served and do not create unnecessary barriers, as determined by the Bureau, to guests staying;</p>		
<p>6. Provides linkages and access to community resources such as health care, job readiness and employment services, mainstream resources, and educational services to assist guests in achieving housing stability through case management if available.</p>		
<p>7. Assesses guests for housing prioritization and services to enable their transition to permanent housing with adequate supports;</p>		
<p>8. Informs guests of their rights and responsibilities, including specific shelter policies and house rules;</p>		
<p>9. Has no lease requirements for guests;</p>		

<p>10. If serving families with children, provides space other than open dormitory style and does not require involuntary family separation for admission;</p>		
<p>11. Provides separate accommodations for male and female guests consistent with their gender identity;</p>		
<p>12. Protects the privacy and confidentiality of guests and their personal information;</p>		
<p>13. Posts fire, disaster, and other emergency procedures in a conspicuous place and reviews the procedures with each guest;</p>		
<p>14. Maintains a daily and confidential census of shelter guests including precise sleeping locations;</p>		
<p>15. Operates in compliance with all applicable federal, state and local codes, laws and regulations.</p>		
<p>16. If religious activities are offered, they must be offered at a separate time or location from the activities and services covered by this rule and participation in those religious activities must be voluntary for persons receiving assistance.</p>		
<p>17. The Provider must facilitate enrollment of the Veteran in the Bureau's case management system and identify the veteran whose case is being reimbursed.</p>		

**Annual Inspection:**

Providers must submit to inspections by the Director or Agent on an annual basis. Shelters will be given a minimum 14-day notice of the date for inspection. On-site inspections should not last longer than one day, depending on the size of the shelter, but may last longer depending on findings or concerns of the inspection staff. The Director or Agent may require additional inspections to be performed on an as needed basis. Inspections shall include a review of some, or all of the criteria outlined above. Providers who do not own a facility shall arrange for the Bureau to inspect any facilities used to house homeless veterans under this program.

**I affirm that I am authorized to represent the organization indicated in this application and that the information provided above is accurate, to the best of my knowledge. If approved, I agree to submit to the requirements of this application. Please note that agreement via a formal contract to be provided by the Bureau is mandatory before any funds are reimbursed to this organization.**

Name:	
Title:	
Signature:	
Date:	

Thank you. We will review your application as soon as possible. Please submit to [MaineBVS@maine.gov](mailto:MaineBVS@maine.gov).

Reviewed by the Maine Bureau of Veterans' Services:

Reviewer:	Signature:	Date:
Reviewer:	Signature:	Date: