



City of Auburn, Maine  
Business & Community Development  
60 Court Street | Auburn, Maine 04210  
[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

## Housing Stability Services - Notice of Funding Opportunity

### Purpose

The City of Auburn is seeking qualified non-profit organizations to deliver housing stability services, including homelessness prevention and housing counseling, for low- to moderate-income residents and vulnerable populations. The primary goal is to offer comprehensive support to both homeowners and renters to enhance housing stability. Services may include foreclosure prevention, landlord mediation, referrals to supportive programs, and assistance in transitioning to more stable housing solutions, such as downsizing to rental properties when needed. The selected organization will collaborate with Auburn Community Development staff to ensure compliance with HUD regulations and complete all required documentation and reporting in accordance with federal standards.

### Direct Support

The Housing Stability Coordinator, ideally HUD Housing Counselor certified, will focus on:

1. **Foreclosure/Eviction Prevention:** Assisting residents struggling due to income challenges, age, or other factors, helping them navigate lease/mortgage payments and offering guidance on alternative options.
2. **Connecting to Resources:** Linking homeowners to local, state, and federal services, including financial support, home repair programs, tax relief initiatives, and legal services.
3. **Facilitating Transitions:** Where applicable, helping residents relocate to more suitable housing options to avoid eviction/foreclosure actions.
4. **Rental Assistance:** Delivering tenant-based rental assistance programs when necessary, locating new units and assisting with completing TBRA applications.

Support services funded through this grant will be provided to income qualified Auburn residents. The selected organization will have a dedicated staff position to be embedded within the city of Auburn's Business and Community development office to work on a referral basis with the community development, general assistance and public health offices. These referrals may involve occasional on-site visits to homeless encampments or warming centers to meet with residents.

### Funding

The city is seeking a proposal to fund one year as a pilot. First year funding availability is not to exceed \$95,000. Additional funding may be available based on programmatic impact. All activities funded within this agreement will meet standards set forth in [24 CFR Part 200](#).

### Application

Applicants will create an account and apply through the city Community Development Application portal and will provide all necessary documentation. <https://portal.neighborlysoftware.com/auburnme/participant> Select "Community Development Grant". Select "Service Provider Grant" under section A4 and Name the Project "Housing Stability Grant" under section B1. Applications will be collected until December 1st, at which time only completed application packages will be reviewed. Failure to provide all needed information will result in applications being denied. The city of Auburn reserves the right to reject any application.



The Community Development office will work with selected organization (s) to negotiate the most impactful agreement, while assuring programmatic compliance. Final determinations will be made by the Director of Business & Community Development.

Applications must include the following:

- Detailed plan to expand or create new services for Auburn residents
- Approach to improve quality of service & urgency of response to the needs of homeowners
- Approach to improve quality of service & urgency of response to the needs of renters
- Approach to improve quality of service & urgency of response to the needs of homeless
- Resumes of organization & program staff & relevant qualifications
- Job descriptions of any new staff to be hired with grant funds
- Detailed description of the market population and methods of delivering services
- Existing infrastructure and matching funds leveraged to meet stated goals
- Summary of data tracking and financial systems used to manage federal funds
- A detailed budget including all requested and matching funds with supporting documentation
- Description of any collaboration or multi-organizational cooperation
- Methods in which proposal integrates with the Continuum of Care and local HUB Coordinators.

#### **Limitations on Assistance**

- Direct services, either qualified expenses or staff hours, must be documented in relation to an individual service recipient.
- This program does not offer funding for administrative services. Qualified indirect cost rates to support direct service hours will be allowable.
- In any fiscal year, operating assistance provided to a nonprofit organization may not exceed the greater of 50 percent of the general operating expenses of the organization for that fiscal year, or \$50,000.

#### **Management and Oversight**

- *Written Agreement:* The city will enter into a written agreement with the selected non-profit(s) describing the amounts and uses of funds.
- The written agreement will be for an initial term of 1 year, with subsequent agreements conditional on performance and impact numbers as negotiated and detailed within the funding agreement.
- This program will be a funded no less than monthly on a reimbursement basis, pending all necessary documentation and reporting.