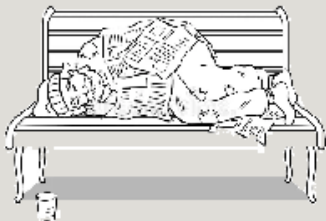


BRAP

BRIDGING RENTAL ASSISTANCE PROGRAM



What is BRAP?

BRAP is a Transitional Housing voucher program specifically designed for individuals who fall under the AMHI Consent Decree or have a qualifying severe and persistent mental disability.

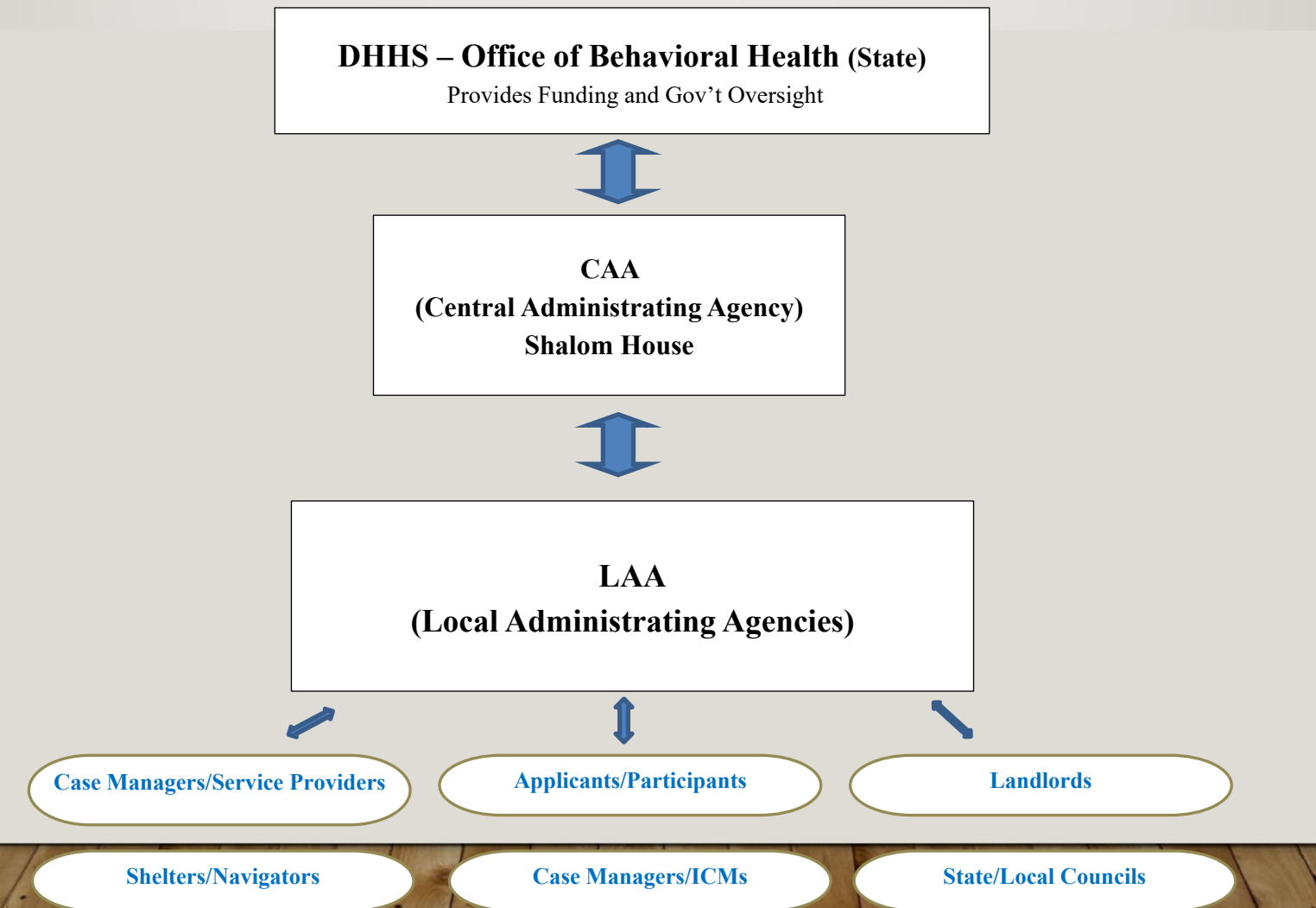
Title 34-B, §3011 of Maine State Law established the ***Bridging Rental Assistance Program*** within the Department of Health and Human Services to:

“...Assist persons with mental illness with housing assistance for up to 24 months or until they receive assistance from a housing voucher program administered by the United States Department of Housing and Urban Development, Section 8, or receive an alternative housing placement.”

What does BRAP do?

- It helps individuals with severe Mental illness with obtaining and maintaining independent housing.
- It does this by helping participants pay rent for an apartment.

Administrative Structure



CENTRAL ADMINISTRATIVE AGENCY (CAA)

Shalom House, Inc serves as the administrator of the program, providing statewide administration of BRAP, on behalf of OBH.

What we do:

1. Provide statewide programmatic oversight
2. Monitor each local agency for compliance with program rules and regulations
3. Work with OBH to draft and publish rules, manuals, documents, and educational materials
4. Track, monitor, and budget grant funds
5. Administer/Disperse grant funds to local agencies for administration and rental assistance
6. Garner relationships with state and community partners
7. Allocate vouchers throughout the state and approve all completed, qualifying applications submitted by the LAAs.
8. Approve all waivers and accommodations as described in the Program Manual.

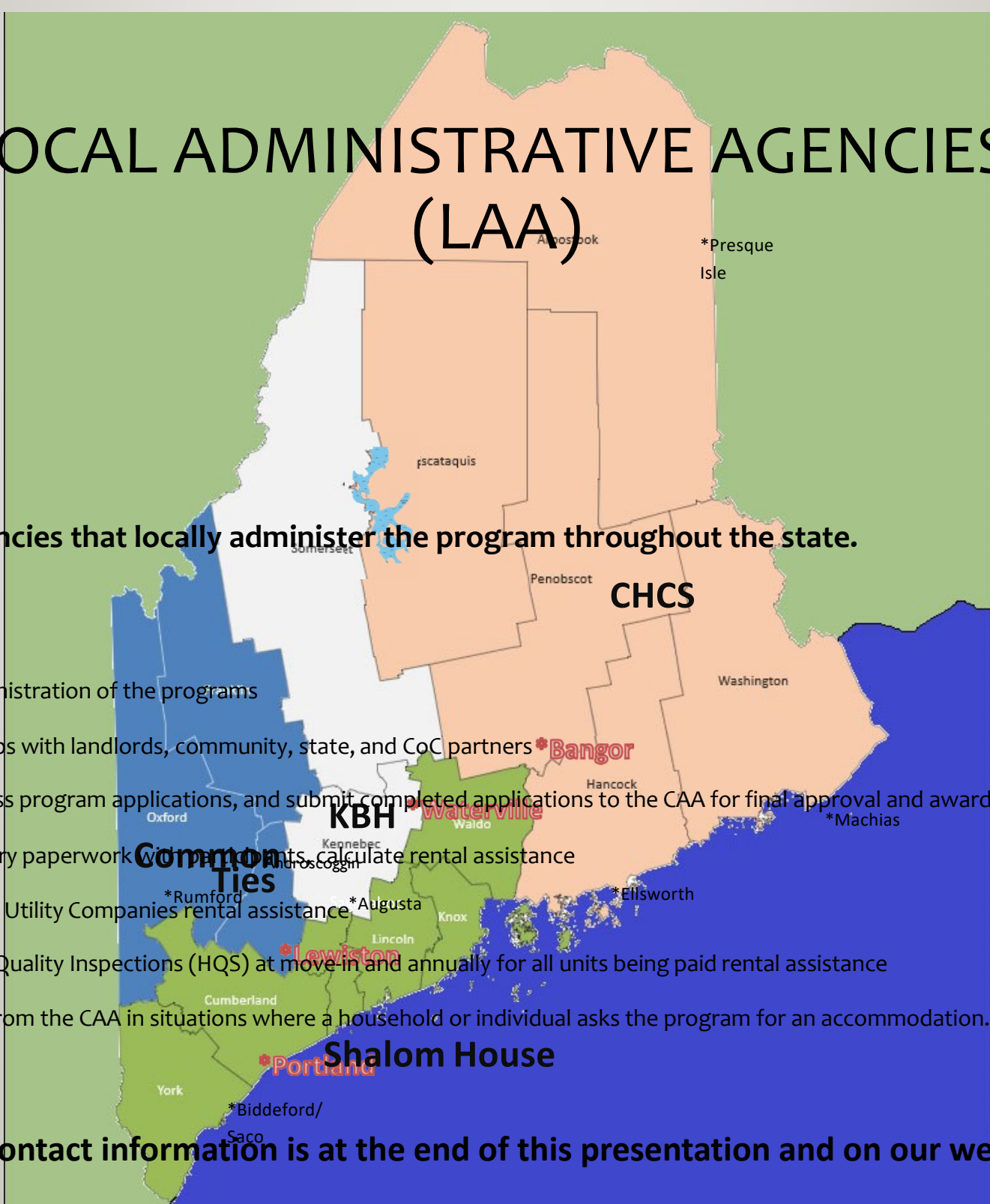
LOCAL ADMINISTRATIVE AGENCIES (LAA)

There are 4 agencies that locally administer the program throughout the state.

What LAAs do:

1. Provide local administration of the programs
2. Garner relationships with landlords, community, state, and CoC partners
3. Review and process program applications, and submit completed applications to the CAA for final approval and award
4. Complete necessary paperwork with landlords, calculate rental assistance
5. Pay Landlords and Utility Companies rental assistance
6. Perform Housing Quality Inspections (HQS) at move-in and annually for all units being paid rental assistance
7. Request waivers from the CAA in situations where a household or individual asks the program for an accommodation.

Shalom House
LAA Contact information is at the end of this presentation and on our website.



Who is eligible?

BRAP provides assistance to adults with severe and debilitating Mental Illness who meet Eligibility For Care Criteria for; Community Support Services as defined by Section 17 of the MaineCare Benefits Manual.

Individuals that:

- are eighteen (18) or older or are an emancipated minor.
- have a qualified **primary diagnosis** of:
 - **Schizophrenia** or **Schizoaffective disorder**; or
 - An equivalent primary **DSM** diagnosis, with the exception of **Neurocognitive & Neurodevelopmental Disorders, Antisocial Personality Disorder and Substance Use Disorders.**
- have significant impairment or limitation in adaptive behavior or functioning related to their primary diagnosis with a LOCUS Assessment Score of **17 or greater.**
- have a history of, or will likely have future episodes of homelessness, criminal justice involvement, or require inpatient treatment greater than 72 hours, due to their primary diagnosis.

Examples of eligible diagnosis:

- *Schizophrenia*
- *Schizoaffective Disorder*
- *Major Depressive Disorder*
- *Bipolar & Bipolar II*
- *Post-Traumatic Stress Disorder*
- *Anxiety Disorder*

Examples of excluded diagnosis:

- *Alzheimer's*
- *Antisocial Personality disorder*
- *Attention Deficit and Hyperactivity disorder (ADHD)*
- *Autism*
- *Developmental, Intellectual and learning disabilities*
- *Parkinson's disease*
- *Brain Injury*
- *Physical Injury*
- *Substance Abuse Disorders (*unless they are co-occurring with an eligible primary diagnosis.)*

Documenting Section 17 Eligibility

IF Applicant is enrolled in Section 17 (Community Integration) or Section 97 (PNMI) services:

KEPRO

A screenshot or printout showing an approved, active enrollment in Section 17 or Section 97 services, with approval dates, and current qualifying diagnosis.

Documenting Section 17 Eligibility

IF Applicant is not enrolled in services, or provider has no access to KEPRO:

BRAP Enrollment Form

Form must be complete and include:

- *Applicant's Name, SSN , and DOB*
- *Primary diagnosis, with date of most recent update (should be within in one (1) year).*
- *LOCUS score of at least 17, with Rater's ID# and date (must be within one (1) year.)*

Form must be signed by a qualified professional licensed by the State of Maine to diagnose and treat such a diagnosis. Examples include MD, LCSW, LCPC, PhD, APRN, MPC, PA or DO.

What is LOCUS?

The American Association of Community Psychiatrists (AACCP) developed the Level of Care Utilization System (LOCUS) as a tool to provide mental health clinicians and service providers with a systematic approach to the assessment and determination of the service and support needs of individuals with mental health challenges.

In Maine, LOCUS is used to support eligibility for specific MaineCare services, such as Section 17 (Community Support) and Section 97 (PNMI).

It accesses the individual for:

Risk of Harm

Functional Status

Stressors and Supports

Treatment/Recovery History

Attitude and Engagement

Completed by Mental Health Professionals, such as MHRT-C, ACT Workers, LCPC, LCSW, and APR-N or RNCs with Psychiatric Nursing. It is usually part of their provider enrollment process, after their initial assessment, and annually thereafter.

Where Can I find out more about MaineCare Eligibility?

MaineCare Manual Chapter II, Section 17

<https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s017.docx>

MaineCare Manual Chapter II, Section 97

<https://www.maine.gov/sos/cec/rules/10/144/ch101/c2s097.docx>

*What are BRAP's
Priorities?*

Priority 1:

Inpatient Psychiatric Hospitalization & PNMI

1. Individuals who are being discharged, or were discharged within the past thirty (30) days from:

- Riverview or Dorothea Dix Psychiatric Centers,

or

- An inpatient stay at a private psychiatric hospital or facility, including inpatient psychiatric beds.

2. Individuals who are moving from a Mental Health PNMI to less restrictive accommodations, as determined by their treatment plan.

Priority 1:

Examples *(not an exclusive list)*

Riverview Psychiatric Center

Dorethea Dix Psychiatric Centers

Spring Harbor Hospital

Northern Light-Acadia Hospital

Southern Maine Healthcare – Behavioral Health Unit

St. Mary's Hospital – Behavioral & Mental Health Services-Lewiston

Various Section 97 Mental Health PNMI's (Appendix E) See list :

MaineCare Services Rate Setting - Section 097 - Private Non-Medical Inst.....

Priority 1: Examples

What does not count?

Stays shorter than 72 hours

Emergency Rooms or Crisis Stabilization Units (CSU)

Sober or Rehab programs/facilities

Inpatient stays not related to mental health, such as injury, drugs, surgery, etc

Substance Abuse treatment programs, including Appendix B Substance Abuse PNMI's

Long-Term Care, such as Nursing Home, Rehabilitation Facilities, etc

Priority 1:

Documenting Status

- *A Discharge summary from the facility showing the dates of admission, the unit, and the facility.*
- *A letter from an eligible psychiatric facility or hospital, on agency letterhead. Must state, at a minimum:*
 - *The intake and discharge dates, including dates in the future*
 - *The name of the facility,*
 - *The name/title of the person completing the letter, and*
 - *That the stay was psychiatric in nature.*
 - *Date letter is being written*

For PNMIs, the letter should also include some form of notation that the release is to discharge the applicant to less restrictive accommodations, as outlined in the client's treatment plan (does not need to be verbatim)

1/12/24

Riverview Psychiatric Center

250 Arsenal Street
Augusta, Maine 04330

To Whom It May Concern,

Greto Garbo is hospitalized at Riverview Psychiatric Hospital, and was admitted on 1/15/2023. She has completed her treatment and will be released with an expected discharge date of 2/1/2024.

One of the requirements for her treatment plan is that she apply for housing as she was homeless when she entered the center last year and we'd like for her to strive to become stably housed. We are asking that you take this into consideration and grant her a housing voucher.

If you have any questions, please do not hesitate to reach out to me.



Sebastian Bach

1/14/2024

To Community Health and Counseling

John Doe is currently a client of Treatment is our Name, and he resides at Project House. John's intake date at our PNMI was 5/15/2023

This individual has met treatment requirements at the time of the writing of this letter and no longer meets the required level of care at our PNMI. They will be moving from this program to less restrictive accommodations as soon as such a placement is located.

If you have any further questions or concerns, please do not hesitate to reach out to me.

Thank you,



John Spongebob

Program Coordinator



AFTER VISIT SUMMARY

John Doe MRN: M000784991



Schizoaffective disorder, bipolar type (HCC) 7/27/2023 – 9/7/2023



ST MARYS LEWISTON 207-777-8100

Instructions

Your medications have changed

START taking:

buPROPion (WELLBUTRIN XL)

Start taking on: September 8, 2023

QUetiapine (SEROQUEL)

YOUR NEXT STEPS

- Pick up these medications from CMMC Pharmacy – Lewiston, ME – 12 High Street – P 207-795-7177 – F 207-795-7552
 - o buPROPion
 - o QUetiapine

Priority 2: Incarceration

Individuals who are, or were incarcerated and:

- will be released from confinement within the next 30 days;*
- have been released from confinement within the last 30 days; or*
- will be or have been released as above and were adjudicated through a Mental Health Treatment Court.*

Individuals must have no subsequent residences identified.

Priority 2: Examples

Maine State Prison

Southern Maine Women's Reentry Center

Cumberland County Jail

Penobscot County Jail

Pharos House reentry center for Federal offenders

What does not count?

- Being released to a friend or family member's home*
- Being released to a home you rent or own.*
- Being arrested or detained and immediately released.*
- Already staying in a treatment center or boarding home after discharge where you are not still considered incarcerated.*

Priority 2:

Documenting Status

- *A letter from the correctional facility, or an ICM, on agency letterhead that clearly states*
 - *The dates of stay, including intake and release dates,*
 - *The name of the facility,*
 - *The name/title of the person completing the letter, and*
 - *That no other residences have been identified upon release.*
- *A Release summary from the facility showing the dates of incarceration, with a letter or notation from a provider stating that no other residences have been identified upon release.*

Letterhead

12/28/2023

To Whom It May Concern,

My name is Ashley Simpson and I work as an ICM for DHHS and cover the Maine Correctional Facility.

Jane Smith was incarcerated on 1/12/2008 and was released on 12/15/2023.

Based on Jane's mental health diagnosis and risk of further criminal justice involvement, I believe that she meets Section 17 criteria. Furthermore, we have not been able to identify any residences or family members that were willing to house her. She is homeless upon release and we referred her to the local shelter.

You may contact me at 207-521-2145 for further information.



Marsha Brady

ICM – Maine Correctional Facility

1/12/24

To Whom It May Concern,

Andy Griffith is currently incarcerated at Cumberland County Jail and has been at this facility since February 14, 2021. Mr. Griffith's expected release date is 1/28/2023, which is within 30 days.

Andy and his case management team have not identified any subsequent residences at this time, and as a result, he will be homeless upon release.

You may contact me at [provider contact information] for further information.



James Kirk

Intensive Case Manager

Priority 3:

Literal Homelessness

An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning they:

- Has a primary nighttime residence that is a public or private place not meant for human habitation;

or

- Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs)

***Most recent witnessed instance must be within the previous 14 days preceding application (unless in an institutional setting for less than 90 days. Must provide verification of prior homelessness.)*

What if my client is in the hospital, but homeless before they got here?

*An individual that is or has stayed in an institutional setting, such as a hospital, jail, or substance abuse/mental health treatment facility for fewer than 90 days that otherwise meets the homeless definition is considered literally homeless.

Verification of witnessed prior-homelessness must be provided in order to be eligible as Literal Homeless.



Fleeing, or attempting to flee domestic violence

As defined by HUD, an individual qualifies as homeless if they are:

- Fleeing, or attempting to flee, a domestic violence situation;
- Has no other residence; **and**
- Lacks the resources or support networks to obtain other permanent housing.

“Domestic Violence” includes dating violence, sexual assault, stalking, and other dangerous or life-threatening conditions that relate to violence against the individual or family member that either takes place in, or him or her afraid to return to, their primary nighttime residence (including human trafficking).

Half-way point

Priority 3: Examples

Emergency Shelters

Portland Homeless Shelters

Shelters by Jesus-Skowhegan

Bangor Area Homeless Shelter

PCHC Hope House Emergency Shelter

York County Shelter Programs

Places not normally meant for habitation

Sleeping in your car or vehicle, or outside, including in a tent

Sleeping in an old, condemned building, that you do not own or rent

Sleeping in a camper that is uninsulated and doesn't have usable bathroom facilities.

Motel/Hotel

Staying in a motel paid by General Assistance, WRAP, EHV, local agency or government office, etc.

Transitional Housing Programs for Formerly Homeless

PCHC Hope House Transitional Housing Program

Housing paid with Rapid Rehousing Program funds

Priority 3:

Examples, continued

What does not count?

Sleeping in a RV or Camper that is properly maintained, has functioning onboard water and sewer connection (including functioning storage tank as designed), and can retain heat during the winter as designed.

Staying at a hotel paid by yourself, a family member, friend, insurance policy, or employer

Living in a transitional housing program where prior homelessness cannot be verified.

Living in a transitional housing program for substance abuse, or as part of a condition of release from incarceration, such as a re-entry center (half-way house).

Evictions

Staying with a friend, family member, or another person (couch surfing)



Priority 3: Documenting Status

- *Letter or report from Emergency Shelter staff listing the date of entry, as well as the most recent stay.*

An attached HMIS report will suffice for multiple bed-nights, if entry and exit/status are clear.
- *Letter from Transitional Housing staff listing the date of entry, as well as the most recent stay , as well as verification of prior homelessness.*
- *Letter from General Assistance office stating they are paying for hotel/motel stay.*

Must have name of hotel/motel and dates of stay. (If providing 3rd party verification, must provide receipt or documentation from agency that paid for stay)
- *Letter from direct-care provider or outreach workers stating that they witnessed your situation, the location, details of the situation, and the dates that they witnessed it.*

Please note: The most recent witnessed instance must be within 14 days of submission date, and the individual must still be considered homeless at submission.

123 Maine Street, Suite 1
Portland, ME 04101

Date: 5/2/2023

Re: Homeless Verification for John Doe DOB 12/1/1978

This letter is to verify that John Doe is currently a guest at the Homeless Center Emergency Shelter in South Portland.

Mr. Doe has had the following bed nights:

Last 30 days: 30

Last 12 months: 125 bed nights

Last Check-in: 4/13/2023

Here is a list of his previous stays:

8/18/2019 to 8/21/2019,

10/1/2019 to 1/15/2020,

7/31/2020 to 1/5/2022

4/13/2023 to Present

Thank you in advance for all of your assistance. If you have any questions, or need please give me a call at 207-123-4567, ext 111.

Respectfully,



Paul Macartney
Shelter Intake Coordinator

Date: 5/1/2023

Re: Homeless Verification for Jane Doe DOB 12/1/1978

I am a Case Manager at Another Case Management in Rockland and have been seeing Jane for the better part of two years. In that time, Jane was evicted from her home of 12 years, and has been sleeping in a pop-up camper on her mother's large property since September 15th of last year. I have seen this on many occasions, with the most recent being last week on Wednesday, April 28th.

She was forced to give up custody of her child due to her mental health and has been unable to find a suitable home. Her mother would love to provide a home for her, but she was awarded custody of her granddaughter, and Jane cannot be in contact with her, so she is unable to live in the home. They set up the old camper for her next to their old barn on the opposite side of the lot.

To help her out, her mother let her fix up their old pop-up camper and bought her a small space heater for the winter, which is powered from the house, but the condition of the shed is deteriorating and was never truly habitable. It leaks, has no running water, and the tarp barely keeps in the heat on really cold days.

I really hope that you can help Jane, as I fear that she may not last another winter in that camper.

Thank you in advance for all of your assistance. If you have any questions, or need further information, please give me a call at 207-123-4567, ext 111.

Respectfully,

Date: 12/2/2023

Re: Homeless Verification for John Doe DOB 12/1/1978

This letter is to verify that John Doe is currently a guest at the Homeless Center Emergency Shelter in South Portland.

Mr. Doe has had the following bed nights:

Last 30 days: 24

Last 12 months: 125 bed nights

Last Check-in: 4/13/2023

Attached, please find an HMIS report of his entries and exits for the last year.

Thank you in advance for all of your as
please give me a call at 207-123-4567,

Homeless Center Emergency Shelter
Check-In History - Report

Report Period from March 1, 2023 to December/7/2023

Print

Night Shelter

09/22/2023	Doe, John J
09/23/2023	Doe, John J
09/24/2023	Doe, John J
09/25/2023	Doe, John J
09/26/2023	Doe, John J
09/27/2023	Doe, John J
10/01/2023	Doe, John J
10/02/2023	Doe, John J
10/03/2023	Doe, John J
10/04/2023	Doe, John J
10/05/2023	Doe, John J
10/08/2023	Doe, John J
10/09/2023	Doe, John J
10/10/2023	Doe, John J
10/21/2023	Doe, John J
10/22/2023	Doe, John J
10/23/2023	Doe, John J
10/24/2023	Doe, John J

Night Shelter

11/11/2023	Doe, John J
11/12/2023	Doe, John J
11/13/2023	Doe, John J
11/14/2023	Doe, John J
11/15/2023	Doe, John J
11/16/2023	Doe, John J
11/18/2023	Doe, John J
11/19/2023	Doe, John J
11/20/2023	Doe, John J
11/21/2023	Doe, John J
11/22/2023	Doe, John J
11/26/2023	Doe, John J
11/27/2023	Doe, John J
11/28/2023	Doe, John J
12/03/2023	Doe, John J
12/04/2023	Doe, John J
12/05/2023	Doe, John J
12/06/2023	Doe, John J

The CAA does have the ability to approve waivers for individuals that don't meet exact priority criteria. These waivers are submitted by the local agency if they believe that the submitted application and situation warrants special consideration.

Here are some things that are looked at when reviewing a waiver for approval:

Current Location, including dates and length of stay.

- History of psychiatric hospitalization, incarceration, or homelessness, and how their situation increases the likelihood of these historical risk factors.
- What resources the applicant has, or has attempted to access, including income, other housing assistance, General Assistance availability, family, and other natural supports?
- How will receiving housing assistance offer permanency and decrease the likelihood of further instability?

Availability of waivers is based on program utilization and funding availability. All waiver requests are reviewed on a case-by-case basis by the LAA and only those fitting acceptable criteria as established by the CAA will be submitted for final approval.

Not all situations that warrant a waiver are the same, or a situation that is waiverable at one time, may not be at another time.

No Priority Examples

Here are a few examples of previously approved waivers

Applicant 1 was released from a 2 years at Riverview 3 months ago. So, they do not qualify for Priority 1. They planned on applying within the 30 days, but they went into crisis and entered a Crisis Unit, which is why they couldn't apply within 30 days. His Case Manager was unable to submit his application since she couldn't get a hold of him to complete the paperwork and can confirm his situation.

Applicant 2 is living with a disabled parent in a small apartment after a long stint of homelessness was released from a BHU two months ago to his mother's care. The landlord is telling him he must leave and served his mother with an eviction notice. He has a long history of psychiatric hospitalizations due to his schizophrenia and can't go to a homeless shelter due to his service dog. His symptoms are being worsened by the stress and he doesn't want his mother to be homeless either.

Applicant 3 is staying in a sober living boarding home, where they have lived since they were released from jail 3 months earlier. They have bipolar and borderline personality disorders with co-occurring substance abuse. They have a history of homelessness and incarceration, which can be verified by the agency. They are being discharged in a few weeks and have no other place to go.



My client falls under a priority, but was not awarded a voucher. Why?

While we try our best to award every individual that qualifies, sometimes we are forced to institute a pause, waitlist, for certain priorities.

It does not mean that you don't qualify, it just means that we are assisting too many people, so we need slow the number of new awards so we can stay within budget, while continuing to provide assistance to those already on the program, and offer assistance to the most vulnerable, per the programs intended priorities.



Ultimately, this is why we set priorities.

We must ensure that the intended populations are prioritized first, then if we have additional funds, work our way down the priority list.



General Eligibility

SOCIAL SECURITY

OBH believes that steady, stable income is the first step to permanency and stability. As the primary eligibility for BRAP is severe and persistent mental illness, all participants should qualify for disability benefits. As such;

- All applicants must have applied for, or be receiving SSI/SSDI in order to be eligible. *Denied claims should be appealed*
 - All applicants should attach current SSI/SSDI verification to their application, which includes a recent benefit letter, confirmation of application, or that they are currently appealing a denial. *This will help quicken eligibility verification.*

SECTION 8

As BRAP is a transitional housing program, it is designed as a bridge between institutionalization and stable, permanent housing. In order to “move” participants through the program and on to more permanent housing, we require that:

- All applicants apply for Section 8 / Housing Choice Voucher program, and any other type of permanent voucher or subsidy program.
 - All applicants should attach current verification of their application or status on the waitlist. *This will help quicken eligibility verification.*

**Waivers are available for those that do not qualify or are ineligible due to criminal background. Must submit documentation showing ineligibility.*

What if my client is getting SSDI, or is on the Section 8 waitlist, but I do not have a copy of their documents on hand, but I'd still like to submit.

The program does have limited capabilities to conditionally award applications that are lacking verification of Social Security or Section 8 application, however documentation must be submitted prior to leasing-up a unit and may affect the ability to pay rental assistance.

HOW TO APPLY

Complete an application and gather all the required attachments / verifications and submit the completed application and all attachments to the LAA who covers the desired town/county where the applicant wants to reside.

Required Documentation

BRAP

- ✓ Verification of Section 17 eligibility (KEPRO Authorization or BRAP enrollment form)
- ✓ Verification of priority status
- ✓ Verification of income from or application to Social Security
- ✓ Verification of application for Section 8 housing

Applications can be submitted via mail, fax, or email.

What happens when an application is submitted?

- **The LAA reviews the application to ensure it is complete and that the individual is eligible.**
 - If they do not qualify, the application will be returned to the applicant and/or their provider* with a letter explaining why.
- **If the individual may qualify but the application is incomplete, LAA staff will reach out to the applicant and/or their provider* to get the missing/inadequate information or documentation.**
 - If the LAA is not able to contact the applicant or a provider, or they do not get the requested information in a timely manner, the LAA will return the incomplete application to the mailing address or provider* that submitted it.

If the applicant still wishes to re-apply, they are free to however the application will be considered a new submission.

*If the LAA has a release or documentation showing the applicant wishes for program staff to communicate application outcomes with a provider, LAAs will arrange to “cc” them on all applicable communications.

- **If the individual is deemed eligible and the application is complete, the LAA will forward the packet to the CAA to review and make the final determination.**
 - *If the CAA approves the application, they will notify the LAA, which will mail or email the applicant/provider an award letter, welcoming them to the program and giving more information.*
 - *If the CAA finds the application to still incomplete, they will return the application to the LAA to follow-up with the applicant and/or provider.*

While we strive to complete our reviews and award within a few days, it may take up to two weeks for the full review of any application.

*You are awarded,
what's next?*

Looking for a unit.

When an applicant is awarded, they will be given **120** days to find a unit. *This is to give them ample time to find a unit, while also ensuring that enough vouchers can be awarded at any given time.*

After 90 days, if they have not found a unit, they LAA will send a reminder.

If at any time their situation changes, they find a unit, their income or household changes, or they do not need BRAP anymore, they should contact the LAA.

If they are having trouble, they or their provider can reach out to the LAA. Most keep lists of landlords that they work with. They may even be able to point you in the right direction if they know of any open units or projects.

LAA's have some ability to help look for units, however, participants and their providers should not rely solely on program staff as some agencies have limited staff to offer some supportive services and we are not contracted to provide housing navigation services.

Where can I look for a unit?

Anywhere in Maine!

Please keep in mind that vouchers are assigned by LAA, depending on preferred county as listed on Application.

If participants want to look for a unit in an area that is outside the area they are assigned, they should contact their LAA and request to “Port” their voucher to the agency in that area.

If they are just looking on their own, they may not need to be ported, but if they find a unit, the voucher will need to be transferred to the correct agency.



Is there a limit on rent that I should keep in mind?

Payment Standards are the maximum amount that the program can authorize for a unit's rent. The CAA sets these rates and publishes them on our website.

We use HUD Utility Allowances (UA) to factor what we call the "Total Rent" if utilities are not included in the rent, then the landlord will have to agree to rent lower than the rates listed.

On average, the HUD UA for a 1BR where the tenant pays electricity (including cooking) hovers between \$50 and \$75.

For Example: The 2024 BRAP payment standard for a 1BR in Portland is \$1,739.

Participant 1: Finds a unit where all utilities are included. We can approve the contract rent up to \$1,739.

Participant 2: Finds a unit and the Electric (including cooking) is not included in the rent. The UA for a 1BR in the area is \$73. The highest Contract rent we can authorize would be \$1,666.



Does the number of bedrooms matter?

The program assigns voucher size (# of bedrooms) based on family size listed on the application. *The recommended number of individuals per room and the method of assigned vouchers is listed in more detail in our Program Manual.*

In general, a voucher will be based on 1 bedroom for each adult person or couple, and a bedroom for children of the same gender and approximate age.

Does a unit have to be the same size as the voucher?

No. If the rent falls within the Payment Standard for your voucher size? *We base the rent on the number of bedrooms in the unit or the voucher size, which ever is less.*

Participant 1: Is awarded a 1BR unit but finds an efficiency (0 Bedroom).

Participant 1: Is awarded a 1BR unit but finds a 2BR and the landlord is willing to take the 1BR Payment Standard.



What do I do if I found a unit?

When an individual is awarded, they will get a “Request for Tenancy ” or “RFT” with their award letter. Copies are also available on request or online.

The RFT should be filled out by the landlord and lists everything from rent amount, the unit’s utilities and who is responsible to pay, and information about the unit and building.

The Landlord will need to forward this to the LAA. It can be mailed, faxed, emailed, dropped off, etc.

The LAA will use this to schedule the required inspection. Every unit **MUST BE** inspected by program staff and pass for us to pay rental assistance.

Please Note:

We cannot pay for any period before this inspection. If a tenant moves into the unit before we inspect it, they will be responsible for any rent incurred.



Is there an income limit for BRAP?

No.

There are no income limits.

However, household income is high enough that, after the rent calculation, the participant's portion (40% of their gross income) is higher than the total contract rent for the unit, then they will be responsible for paying the entire rent on your own.

If the income is not a set benefit or can be unstable, such as employment income, the program will keep the participant open for 90 days in order to evaluate and ensure that the income is long-term and permanent in nature before terminating the voucher.

Over income Example

Participant's family has been on the program for 3 years and lives in a 1-bedroom unit in Washington County.

They're contract rent is \$826

The wife is awarded disability, and now combined with his, their combined gross monthly income is \$2,495

40% of \$2,495 = \$998. This means their portion is greater than their contract rent. The program would pay \$0

NO INCOME?

Participants who have no income will need to utilize General Assistance for their portion of the rent.

To calculate their rent portion for GA, the program will use the standard Supplemental Security Income (SSI) amount which as of January 1st, 2024 is \$943. This “income” results in what would be a tenant portion of \$377. BRAP would cover the remainder of the rent.

If BRAP is a transitional housing voucher program, does that mean the I will be terminated when I reach a time limit?

No.

As many permanent housing programs and public housing projects have long, or even closed waitlists, and as some of our participants have severe enough illnesses that they would not be a good fit on some programs, we will never terminate someone's voucher due to them not moving on to another program or due to their length of time on our program.

VAWA – Violence Against Women Act

Though BRAP is not federally funded, OBH wishes to protect our applicants and participants, so our program enshrines the rights afforded to victims of Domestic Abuse under the Violence Against Women Act of 2022, as amended.

BRAP, and its administrative agencies do not:

- Deny assistance to anyone because they are/were victims of domestic
- Terminate assistance for participants because they are/were the victim of DV.
- Deny or Terminate someone because of criminal activity directly related to being the victim of DV.

We also add language to our landlord contracts and require lease/rental agreements to have VAWA language to ensure the landlord cannot evict someone based solely on them being a victim of DV

My client's preferred language is something other than English. Can I get help with paperwork?

Yes.

Program agencies utilize interpreters when requested.

We are in the process of updating our system to provide important documents in multiple languages as well. These should be available in the near future.

We are always free to help applicants fill out their applications or program paperwork using an interpreter; however, we will be unable to obtain third-party documentation or verifications. It will be the participant or their provider's responsibility to obtain any requested documentation or eligibility verifications.



LOCAL ADMINISTRATIVE AGENCY (LAA) CONTACT INFO

ANDROSCOGGIN, FRANKLIN, & OXFORD COUNTIES

Common Ties Mental Health Services

P.O. Box 1319

Lewiston, ME 04243

Tel. 207-795-6710 Fax: 207-795-6714

Email: jahlberg@commonties.org

AROOSTOOK, HANCOCK, PENOBSCOT, PISCATAQUIS,

& WASHINGTON COUNTIES

Community Health & Counseling Services

P.O. Box 425

Bangor, ME 04402-0425

Tel. 207-947-0366 Fax: 945-4465

Email: rentalservices@chcs-me.org

YORK, CUMBERLAND, KNOX, LINCOLN, SAGADAHOC,

& WALDO COUNTIES

Shalom House, Inc.

106 Gilman Street

Portland, ME 04102

Tel. 207-874-1080 Fax: 207-874-1077

Email: BRAP@shalomhouseinc.org

KENNEBEC AND SOMERSET COUNTIES

Kennebec Behavioral Health

67 Eustis Parkway

Waterville, ME 04901

Tel. 207-873-2136 Fax: 207-660-4532

Email: rentalservices@kbhmaine.org

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- *Applications, general program information, and current Statewide Payment Standards can be found online at www.shalomhouseinc.org/subsidies*
 - *Contact your local LAA for printed applications and more information about these programs in your area.*

Resources

Shalom House, Inc:

<https://www.shalomhouseinc.org/what-we-do/housing-services/subsidies/>

DHHS – Office of Behavioral Health

<https://www.maine.gov/dhhs/obh/support-services/housing-services>

QUESTIONS?



