



MaineHousing
MAINE STATE HOUSING AUTHORITY

Request for Information (RFI)

Executing an Annual Statewide Rental Survey

Date RFI Issued:

November 3, 2021

Deadline for Responses:

November 11, 2021

Contact:

**Clyde Barr, Policy Analyst
207.629.5772
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Request for Information: Executing an Annual Statewide Rental Survey

Purpose of RFI

The primary objective of the project will be to collect data on a representative sample of market rate non-subsidized rental units for counties. The data will be used by MaineHousing to calculate the annual Rental Affordability Index.

MaineHousing is inviting proposals that describe the costs to accomplish the following objectives.

1. **Update an existing survey instrument.** MaineHousing will collaborate with the selected vendor to update an existing survey instrument that contains, at minimum but not limited to, the data points found in Attachment 1. MaineHousing will also collaborate to update the survey instrument's design and format.

2. Minimum Target Sample Required

County Name	MINIMUM Number of unduplicated market rate units needed to begin with to reach a 95% CI with an MOE of 6%	Minimum number of unique towns sampled
Androscoggin	263	7
Aroostook	259	24
Cumberland	265	9
Franklin	240	16
Hancock	256	8
Kennebec	263	10
Knox	251	5
Lincoln	247	5
Oxford	251	7
Penobscot	264	16
Piscataquis	233	7
Sagadahoc	250	4
Somerset	254	6
Waldo	249	5
Washington	248	15
York	264	16
State	4057	

3. **Rental Market Survey.** The survey will collect data on rental housing units renting at market rate only with no subsidies from, but not limited to, the U.S Department of Housing and Urban

Development, the US Department of Agriculture, the United States Treasury, or other rental assistance provided directly to the tenant or the landlord.

The survey will be conducted in no more than 3 months and all final products (outlined below) will be provided to MaineHousing upon completion. The vendor will identify the method for obtaining the data, phone survey for example.

Final Product(s)

A. All the data collected in the survey in Excel format.

Data to be collected includes data points in but not limited to that in Attachment 1. Data will be sent to MaineHousing at the completion of the project in Excel format. A complete list of all surveys and survey contact information including the name of contacts, property names and property address, phone numbers, and zip codes will be MaineHousing's property and provided to MaineHousing at the conclusion of the survey.

B. A list of leads in Maine using, but not limited to:

- The vendor's own database
- Zillow
- Apartments.com
- Craigslist
- Rent.com
- Trulia
- Local newspaper ads, and other sources as needed to reach the sample size requirements

The information on leads collected will include the names of landlords or property managers, phone number, the property being represented, the units for which the data is being collected, and the property's location including the town, street address, and zip code.

Other

MaineHousing will conduct a survey of a random sample of those surveyed for quality assurance purposes.

Information Contact

All questions and inquiries relating to this RFI must be submitted to MaineHousing by e-mail and include the name of the questioner, telephone number, and e-mail address. All responses are due by **November 11, 2021**. The MaineHousing contact for all questions and for RFI submission is:

Name: Clyde Barr
Title: Policy Analyst
Address: MaineHousing, 26 Edison Drive, Augusta, ME 04330-4633
Telephone: 207-624-5772
E-mail: cbarr@mainehousing.org

Attachment 1

Minimum Data points

Property Owner/Manager
Management Company (if managed)
Address
Phone Number
Property ID
Property Name
Location (address)
Town
Zip Code
County
Neighborhood – commercial or residential
of units – owned/managed at the property where the unit(s) are
Unit types – efficiency, studio, 1 bedroom, 2 bedroom, 3 bedroom
On-site facilities for tenants – laundry...
Rent amount
Utilities paid
Other costs
Type of structure – Walk-up/2-3 stories, duplex, high rise, 1 unit detached, mobile home, townhouse
Age of structure (ranges, i.e. 0 – 2 years, 3 – 5, etc.)
Vacancy status – vacant for rent, vacant, occupied
Room count for each unit
Close to stores, parks, transit, schools
Parking for tenants on-site
Size of Structure – estimated square footage

About MaineHousing

MaineHousing is an independent quasi-state agency that also is one of the top mortgage and affordable housing development lenders in the state. The agency is a \$1.8 billion financial institution with a staff of 170+ whose mission is to assist Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs.

On an annual basis MaineHousing assists more than 90,000 Maine households and invests more than \$300 million in Maine's economy, most of it from the sale of tax-exempt revenue bonds, private capital generated by the low income housing tax credit, and federal funds.

MaineHousing provides financing and administers programs to: assist first-time homebuyers; to develop affordable rental housing; to create housing for people with special needs; to provide housing for people who are homeless; to provide low income households with rental assistance and heating assistance; and to repair or weatherize homes of low-income homeowners.

The Communications and Planning Department (CPD) provides communication, marketing, research and analysis, professional development and strategic planning support to all MaineHousing program and administrative departments. Additionally, CPD works with external partners, customers, interested parties, and the public by providing policy analysis, housing needs assessments, and market analysis. The funding source for this project is Federal LIHEAP Administrative funding.

MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, 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, 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: Louise Patenaude, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633 (effective June 1, 2020 26 Edison Drive, Augusta, Maine 04330), Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.