



Maine State Housing Authority  
Request for Qualifications (RFQ) to Administer a Federal and/or State  
Community Aging in Place Grant Program

**DEADLINE EXTENDED TO DECEMBER 9, 2022**

**SCHEDULE**

**Revised Issue Date: November 14, 2022**

**Deadline for Questions: November 18, 2022**

**Deadline for Submitting Proposals: December 9, 2022 5:00 p.m. EST**

**MaineHousing Contact for this RFP:**

**Kim Ferenc, Manager of Housing Services and Compliance**

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**MAINEHOUSING NONDISCRIMINATION NOTICE:**

*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, 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 Drive, Augusta, Maine 04330, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600, or Maine Relay 711.*

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**I. INTRODUCTION**

1. Overview

Maine State Housing Authority (“MaineHousing”) is seeking experienced, qualified, and professional non-profit organizations to administer a Federal and/or State Community Aging in Place Grant Program (the “Program”) for a Community Aging in Place Grant Program in low-income residences in accordance with MaineHousing’s Community Aging in Place Grant Program Procedural Guide, as it may be revised (the “Guide”). Unless context indicates otherwise, capitalized terms are as described in the Guide.

MaineHousing is funding the Community Aging in Place Grant Programs using the awarded \$1 million grant from the U.S. Department of Housing and Urban Development (HUD) for the Older Adult Home Modification Program and MaineHousing allocated funds of \$1,000,000 from State HOME funds for the Community Aging in Place Program. These are statewide programs and MaineHousing will enter into a grant agreement with each program Administrator.

2. About MaineHousing

MaineHousing’s mission is to assist Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs. MaineHousing is an independent quasi-state agency that, at its core, couples the efficiencies of the private financial markets with public purpose goals to provide affordable home ownership and rental housing opportunities for Maine people. In addition, it administers a number of state and federal housing-related programs including the Low Income Housing Tax Credit Program, the Section 8 Rental Assistance programs, the Emergency Solutions Grant Program, the Weatherization Program, and the Low Income Home Energy Assistance Program on behalf of the State of Maine. These programs, as well as others, reduce costs associated with housing for Maine people.

For more information about MaineHousing, please go to [www.mainehousing.org](http://www.mainehousing.org).

**II. GENERAL TERMS AND CONDITIONS**

Review and Compliance

It is the responsibility of each Organization to review this entire document and comply with all requirements of this RFQ. “Organization” refers to any person or entity who may, or does, submit a proposal in response to this RFQ.

Response Costs

MaineHousing is not liable for any expenses incurred by the Organization in the preparation, delivery, or submission of their responses to this RFQ.

Costs of developing and delivering responses to this RFQ are solely at the expense of the Organization.

#### Response Materials

All materials submitted, as part of the response, become the property of MaineHousing, whether or not selected.

#### Contract Term

The term of the contract awarded, pursuant to this RFQ for the:

- HUD Older Adult Home Modification Grant Program will be from the date the contract is executed between a selected Organization (“Administrator”) and MaineHousing through September 30, 2024.
- State HOME Community Aging in Place Program will be effective January 1, 2023 through December 31, 2023.

#### Other Terms and Conditions

- MaineHousing reserves the right to modify or withdraw this RFQ at any time, whether before or after any qualifications have been submitted or received.
- MaineHousing reserves the right to reject any or all Organizations and not to award a contract pursuant to this RFQ, or to terminate the RFQ process at any time, if deemed to be in its best interest.
- In the event the Organization selected does not enter into the required contract described in this RFQ, MaineHousing reserves the right to reject the Organization and to offer a contract to another Organization.
- In no event will any obligations of any kind be enforceable against MaineHousing unless and until a written contract is entered into.
- MaineHousing reserves the right to waive informalities and minor irregularities in responses received.
- The Organization certifies that neither it nor its principals, contractors, or agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from using federal funds by any federal or state agency.
- If Organization is selected pursuant to this RFQ it will be required to enter into MaineHousing’s grant agreement for the Program.
- MaineHousing reserves the right to split the award among multiple Organizations.

### **III. SCOPE OF SERVICES**

The purpose of the Program is to make safety and functional home modifications and limited repairs to meet the needs of low-income elderly homeowners. The goal of the Program is to enable low-income elderly persons to remain in their homes through low-cost, low barrier, high impact home

modifications to reduce older adults' risk of falling. Administrators conduct client intake and assessments, schedule the work for eligible units, and conduct final assessments and inspections.

Eligible Program Costs include:

1. Initial Interview: conducted by a Program Coordinator consisting of a phone intake to determine eligibility, review the participant's goals, and schedule the initial assessment home visit.
2. In-Home Assessment: the Program Coordinator and the Maintenance Technician or Contractor conduct a thorough in-home assessment using the *Initial Assessment and Initial Home Assessment Forms*. The approach used in the assessment is twofold: the primary purpose of the assessment is to explore how the applicant currently uses their home and identify improvements that would allow them to use it better. The information gathered during the initial assessment is used to create the scope of work. The secondary purpose is to identify other needs for services to make appropriate referrals.
3. Home Modification Work: the scope of work is outlined in the *Work Plan* and the Home Modification Work is scheduled. The installation of the measures outlined in the scope of work is completed and revisions to the *Work Plan* are made, if necessary.
4. Participant Check-In: between two and four months, after the modification work is complete, the agency reaches out to the participant for a brief check-in. This is an opportunity to connect with the participant and find out how the home modification measures are working.
5. Final Assessment: six months post installation a Final Assessment home visit is scheduled. The purpose of this visit is to ensure the participant's needs have been met, to identify program improvements, and to evaluate the impact of the completed work.

#### **IV. PAYMENT TO ADMINISTRATORS**

MaineHousing shall, upon submission and approval of the required Budget and Work Plan and execution of an Agreement, provide an advance of up to 15% of the approved Budget for MaineHousing's Elderly Home Modification Program. The advance can be used to pay workers and contractors before MaineHousing reimburses the Administrator.

Administrators will submit to MaineHousing on a monthly basis, actual expenses for the time period. MaineHousing will review and provide payment for actual expenditures incurred. The Advance payment will be recouped by the end of the contract period.

#### **V. PROGRAM DESIGN**

The Program funds will be used in eligible privately owned housing units. The Program will use an application process in determining eligibility for receiving assistance.

- Owner occupied units – these units must be the principal residence of the household with income at or below 80 percent of the area median income level as established and published annually by the United States Department of Housing and Urban Development (HUD) based on the applicant's location

- Units must be occupied by an elderly person. An elderly person is defined as:
  - State-Community Aging in Place: Age 55+ or have a disability
  - Federal-Older Adult Home Modification: Age 62 years and older

**Subsidy Limit** – the average per unit cost will be:

- State-Community Aging in Place Program: The overall per unit average limit is \$2,500/unit
- Federal-Older Adult Home Modification Grant Program: The overall per unit average limit is \$3,000/unit

## VI. RESPONSE REQUIREMENTS

### 1. General Organization Information

Provide a brief description of Organization that includes:

- a. Names of the principals
  - b. Name and contract information of the representative authorized to discuss qualifications
  - c. Address of the Organization’s office
2. Geographic Area to be Served  
List the specific areas of the state your organization plans to serve.
3. Experience and Resources

- a. Submit a narrative describing Organization’s experience with MaineHousing and HUD Programs. The narrative must include the following information:
  - i. Summary of experience administering HUD programs, similar to housing repair programs, or related environment, or health programs which address tripping hazards associated with elderly individuals. Include a discussion on meeting benchmarks for those programs.
- b. Describe Organization’s capacity and readiness to proceed to administer a timely and effective Community Aging in Place Grant Program.
- c. Describe past award performance, including history of complying with federal, state and local guidelines, meeting benchmarks, and quality of work performed.

### 4. Key Personnel

Identify key staff who will administer the Program. For each person, provide a current resume and a brief narrative describing why this person was selected for the role.

### 5. Budget

Complete a budget using the budget spreadsheet accompanying this RFQ.

NOTE: Funding for the HUD Older Adult Home Modification Grant allows up to 10 percent of the federal award for payments of reasonable grant administrative costs related to planning and executing the project, preparation/submission of HUD reports, etc.

**VII. SUBMISSION ITEMS**

Organization must submit documentation in response to the requirements listed in each category heading summarized below.

Checklist of Submission Requirements:

- Narrative summary of Organization’s programmatic experience
- Narrative summary of Organization’s readiness to proceed
- Narrative summary of performance
- Key staff identified and roles and a resume submitted for each of these individuals
- Budget

**VIII. PROPOSAL EVALUATION AND SELECTION CRITERIA**

The proposals received will be evaluated by MaineHousing. Proposals will be evaluated and scored based on experience as follows:

EXPERIENCE FACTOR	MAXIMUM POINTS
Relevant experience working with MaineHousing	50
Relevant experience working with Home Modification/Repair Programs	50
TOTAL POINTS	100

After proposals are ranked based on the evaluation of experience, readiness to proceed will be evaluated and scored as follows:

EXPERIENCE FACTOR	MAXIMUM POINTS
Evaluation of readiness to proceed	50
TOTAL POINTS	50

**IX. FORMAT FOR SUBMISSION AND MAILING INSTRUCTIONS**

Responses must be submitted via email. All documents must be submitted in PDF only.

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**The deadline for submission is December 9, 2022 at 5:00 PM Eastern Standard Time.**

Applications that do not contain all of the required documentation as listed in this RFQ may be determined ineligible for further consideration.