



Request for Proposals for Administrators of the Federal Lead Hazard Reduction and Healthy Homes Supplemental Grant Programs

SCHEDULE

Issued: [Monday, September 11, 2023](#)

Deadline for Questions: [Monday, September 18, 2023 at 5:00 p.m. EST](#)

**Deadline for Submitting Proposals: [Monday, October 2, 2023
at 5:00 p.m. EST](#)**

MaineHousing Contact for this Request For Proposals:

[Kim Ferenc, Manager of Housing](#)

E-mail: EHSRFP@mainehousing.org

Maine State Housing Authority ("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 04330-4633, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice), or Maine Relay 711.

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Request for Proposals for Administrators of the Federal Lead Hazard Reduction and Healthy Homes Supplemental Grant Programs

I. INTRODUCTION

Overview

In this **Request for Proposals for Administrators of the Federal Lead Hazard Reduction and Healthy Homes Supplemental Grant Programs** (the “RFP”), Maine State Housing Authority (“MaineHousing”) is requesting proposals from experienced, qualified, and professional companies (“Organization”) who can provide administrative support and lead hazard control services to MaineHousing in the administration of the Federal Lead Hazard Reduction and Healthy Homes Supplemental Grant Programs.

MaineHousing was recently awarded \$5.7 million from the U.S. Department of Housing and Urban Development (HUD) for a Lead Hazard Reduction Grant Program (“Lead Program”). The allocation includes \$5 million for Lead-Based Paint Hazard Reduction grant to identify and clean up dangerous lead hazards in 241 units and \$700,000 Healthy Homes Supplemental funding to address a variety of health and safety issues in 200 of the lead abated units.

The statewide Lead Program is divided into three (3) jurisdictions. Each jurisdiction will have at least one (1) administrator. The jurisdictions are:

- a. Southern Maine: Androscoggin, Franklin, Oxford, and York counties
- b. Central Maine: Hancock, Kennebec, Knox, Lincoln, Penobscot, Piscataquis, Sagadahoc, Somerset, Waldo, and Washington counties
- c. Northern Maine: Aroostook County

MaineHousing will enter into a grant agreement with each administrator.

Projects funded through the Lead Program may be eligible to also receive Healthy Homes Supplemental Grant funds (“Healthy Homes”). The funding for Healthy Homes was awarded to MaineHousing by the HUD in connection with the Lead Program grant funds.

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 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 Home Energy Assistance Program on behalf of the State of Maine. These federal programs, as well as others, reduce costs associated with housing for Maine people.

For more information about MaineHousing, please go to www.mainehousing.org.

II. GENERAL TERMS AND CONDITIONS

Review and Compliance

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

Questions and Answers

All Organization questions deemed relevant and material to this RFP along with the response answers will be posted by MaineHousing at <http://www.mainehousing.org/>, no later than Wednesday, September 18, 2023.

Any responses or answers provided by MaineHousing to Organization questions will automatically become a part of this RFP.

Proposal Terms

All proposals submitted by Organization and received by MaineHousing will be treated as agreement offers. Organization's proposal must remain open from the time of receipt of the proposal by MaineHousing and continue for a minimum of 90 days after the Organization's submission pursuant to this RFP and may not be unilaterally modified by Organization during that period.

Alterations, modifications or variations of a proposal after the submission deadline will not be considered by MaineHousing, unless authorized by an amendment or addendum to this RFP issued by MaineHousing.

In the case of any award pursuant to this RFP, the awarded Organization must keep in effect all proposal terms, including pricing, throughout any agreement negotiations.

Proposal Costs

MaineHousing is not liable for any expenses incurred by the Organization in the preparation, delivery, or presentation of their proposals.

Costs of developing and delivering proposals and demonstrations pursuant to this RFP are solely at the expense of the Organization.

Proposal Materials

All proposals submitted, including all items and materials submitted as part of the proposals, become the property of MaineHousing, whether or not selected. Proposal materials may be appended by MaineHousing to any agreement between MaineHousing and the Organization providing such materials.

Grant Agreement Term

The initial term of the grant Agreement awarded, pursuant to this RFP, will be for forty-eight (48) months from the date the grant agreement is executed between Organization and MaineHousing. MaineHousing reserves the sole right and option to extend the grant agreement.

III. REQUIREMENTS

General Requirements/Scope of Work

The purpose of the Lead Program is to promote lead-safe and healthy homes and provide lead hazard control and Healthy Homes Supplemental measures to mitigate lead hazards, lead paint poisoning, and health hazards in households with children diagnosed with an Elevated Blood Lead Level and/or children under six years of age living in target housing. Administrators conduct Lead Inspections, Risk Assessments, Lead Hazard Control, Clearance Examinations, and Healthy Homes construction for eligible units.

At a minimum, MaineHousing's expectation is to select an Organization to provide the following:

Support activities required:

- Applicant intake and determination of eligibility
- Review and approval of applications and preparation of documents to be signed by applicants
- Provide assistance to residents in relation to lead hazard control
- Arranging for temporary relocation of residents
- Track Lead Program and Healthy Homes activities for progress and compliance with lead Program and Healthy Homes requirements.
- Submit quarterly reports and other materials as required by MaineHousing and HUD

Lead hazard control activities required:

- Collect samples of lead dust, soil and paint-chips and submit for testing.
- Lead based paint inspections and risk assessments, clearance examinations and engineering and architectural activities
- Test that are required for, and in direct support of, interim control and lead hazard work.

Contractor management activities required:

- Develop agreements with Contractors to carry out Lead Program and Healthy Homes activities (subject to all bidding requirements, MaineHousing and HUD approval).
- On-site monitoring of lead hazard control activities

- Approve and inspect Minimal rehabilitation work in order to carry out effective hazard controls (Example: If a window was broken but did not test positive for lead Healthy Homes Supplemental funds would pay to replace/repair the window)
- Monitor, approve and inspect hazard control work including the control or elimination of all lead-based paint hazards identified in housing units and in common areas of multi-family housing either through interim controls or lead based paint abatement.

Healthy Homes Supplemental funds are for those costs identified in the HUD Policy Guidance 2018-01. Eligible costs include: developing the scopes of work and associated reports, remediating the hazard identified in the scope of work, costs of materials used to remediate the hazards, education materials individualized to hazards identified in enrolled housing units, and costs of reassessing the completed work. Only units receiving funds toward Lead Hazard Reduction are eligible to also receive Healthy Homes funding. Funding is capped at \$3,300/unit. A Healthy Homes assessment will be incorporated in the Lead Risk Assessment.

Proposals must demonstrate the Organization’s understanding of MaineHousing’s needs and expectations as prescribed in this RFP, and must demonstrate the Organization’s capability to meet those needs and requirements.

IV. PROGRAM DESIGN

The Lead Program funds and other matching/leveraged resources will be used in eligible privately owned pre-1978 housing units where lead-based paint hazards are identified and where income eligible families reside. The Lead Program will use an application process in determining eligibility for receiving assistance.

- Owner occupied units – these units must be the principal residence of families with income at or below 80 percent of the area median income level, and the units must be occupied by a child under the age of six years old or must be units where a child under the age of six years old spends a significant amount of time visiting.
- Rental housing units – at least 50 percent of the units must be occupied or made available to families with incomes at or below 50 percent of the area median income level. The remaining units must be occupied or made available to families with incomes at or below 80 percent of the area median income level. In all cases, the landlord must give priority in renting these units for not less than 3 years following the completion of lead abatement activities to families with a child under the age of six years.
- Vacant units- A limited amount of funds may be set-a-side on a case-by-case basis for vacant units. Enrollment in the Lead Program will be based on the unit’s future occupancy status.

Beneficiary Eligibility Criteria

- Family income <80% of area median income
- Unit where a child under 6 years of age resides
- Pre-1978 eligible housing unit
- Property tax payments & homeowners insurance are current
- Unit not located in 100 year flood plain

Priority Ranking Factors

- Household with a child under age six years of age diagnosed with an Elevated Blood Lead Level (EBLL) greater than 5µg/dL
- Child under six years of age and/or pregnant female living in target housing
- Household with a child, regardless of age, diagnosed with an EBLL greater than 5µg/dL

Subsidy Limit – a maximum of \$16,000 for an owner occupied single-family home and \$10,000 is available per unit for rental units, up to 10 units per building for lead hazard reduction work; and up to \$3,300 per unit for Healthy Homes Supplemental funding of approximately 200 units (only available for units where LHR funds are used). All funds must be used in accordance with the Guide and all Office of Lead Hazard Control and Healthy Homes (OLHCHH) policy guidance.

V. PAYMENT

MaineHousing requires administrators of the Lead Program and Healthy Homes to submit documentation in form and substance and within a timeframe satisfactory to MaineHousing in order to receive payment. The grant agreement will include the following terms regarding payment to the administrators:

1. \$600 for each Risk Assessment and Initial Inspection performed on each eligible living unit, including review of Healthy Homes work;
2. \$600 for each Lead Design Plan developed by the administrator for each eligible living unit;
3. \$1,300 as a grant processing fee;
4. Up to \$400 reimbursement for travel costs for those projects located 50 or more miles, one way, from administrator’s main office after submission of documentation;
5. The cost of water and soil testing lab fees;
6. 100% of the allowable cost of the lead hazard reduction work and the Healthy Homes Supplemental work; and
7. At-cost expenses for relocation (if applicable).

Payment terms are net 30 days after receipt of correct invoice and documentation containing information required by MaineHousing and acceptance by MaineHousing of deliverables (after testing).

VI. PROPOSAL SUBMISSION REQUIREMENTS

This section of the RFP deals with the requirements for the contents and submission of proposals.

Demonstration of Qualifications

Submit the following:

- a. Qualifications and Experience
 - i. Organization must be a 501(c)(3);
 - ii. Organization must have experience administering HUD or similar Programs.
 - iii. Organization must be able to provide the services, labor and materials as described in this RFP;

- iv. Organization must hold the appropriate licenses with the State of Maine or guarantee the appropriate licenses will be obtained within 6 months of the program; and
 - v. Organization must be ready to begin providing services in the immediate future.
- b. Equal employment opportunity and affirmative action policy
 - c. Insurance
 - d. Copies of both Certificate of General Liability Insurance and Certificate of Workers Compensation Insurance
 - e. Commitment to provide services in the best interest of MaineHousing

Business References

Organization must provide a minimum of three (3) business references from clients who have used Organization for administrative support and lead hazard control services or programs similar to housing repair programs or related environment, or health programs which address lead hazards. MaineHousing reserves the right to contact and verify any or all references provided.

Using the following table format, Organizations must provide up-to-date, accurate, and complete contact information for each of the three (3) business references:

RFP: MaineHousing RFP for Administrators of the Federal Lead Hazard Reduction and Healthy Homes Supplemental Grant Programs	
Business Name:	
Business Reference Contact Information	
Name:	
Street Address:	
City, State, Zip:	
Phone, including area code:	
Email address:	
Alternate Contact Information	
Name:	
Street Address:	
City, State, Zip:	
Phone, including area code:	
Email address:	
Project Information	
Brief description of services performed for this reference.	

How long have you been an Organization with this reference?	
Any other pertinent information about services provided that relate to this RFP.	

Deadlines & Delivery

It is the responsibility of each Organization to ensure a timely submission of their proposal to MaineHousing at EHSRFP@mainehousing.org. See Appendix C for all proposal deadlines.

All proposals **must be submitted by e-mail in PDF format.**

MaineHousing is not responsible for late delivery of a proposal for any reason.

Late proposals **will not be accepted or considered.**

Hard copy, facsimile or telephone proposals **will not be accepted or considered.**

When submitting your proposal to EHSRFP@mainehousing.org, the email subject line must state:

"RESPONSE TO Request for Proposals for Administrators of the Lead Hazard Reduction and Healthy Homes Supplemental Grant Programs"

Organization/Formatting

Proposals must be presented following the prescribed instructions within this RFP. The proposal, along with all supplemental documentation required under this RFP must be:

Submitted in electronic .PDF format

Pages numbered consecutively

Provided in the sequential order listed below:

1. Verification of 501(c)(3) status
2. Organization Information form (Appendix A)
3. Organization Certification form (Appendix B)
4. Narrative of experience administering HUD programs
5. Narrative of Organization’s ability to provide the services, materials, and labor required under this RFP
6. Narrative of Organization’s readiness to proceed

Content

All information requested by this RFP must be submitted as part of Organization’s proposal. **Only information that is received in response to this RFP will be evaluated.**

References to information submitted to MaineHousing outside this RFP process or references to Internet website addresses will be deemed non-responsive and will not be considered by MaineHousing.

Cross-references to other portions of an Organization's proposal submitted in response to this RFP are acceptable, but must reference the specific section number and heading for identification.

All proposals must include completed and signed Organization Information Sheet (Appendix A) included in this RFP. The Organization Information Sheet must be placed at the front of the proposal.

All proposals must include a completed and signed Organization Certification form attached to this RFP under Appendix B.

RFP Point of Contact/Submission

To ensure clear communications, the following individual has been designated the point contact for this RFP. All requests, questions, proposal documents and/or correspondence must be communicated through this designated RFP contact:

Name:	Kim Ferenc
Title/Dept:	Manager of Housing
Address:	MaineHousing, 26 Edison Drive, Augusta, ME 04330
Email:	EHSRFP@mainehousing.org
Tele#:	207-626-4684

Organization contact with any MaineHousing employee, consultant, or other MaineHousing representative concerning this RFP other than the MaineHousing contact person given above will be grounds for proposal rejection.

Questions

All questions must be in writing and submitted only to the designated RFP contact email address previously given. Attempting to ask questions in person, or by telephone, will not be allowed and can disqualify an Organization.

Organization will only rely on written statements issued from MaineHousing's designated RFP point of contact.

VII. PROPOSAL EVALUATION

An evaluation committee consisting of MaineHousing staff will review all proposals. The evaluation committee may also include external partners. The evaluation committee may contact the Organization to clarify any response, and obtain information from any available source concerning any aspect of the proposal. MaineHousing may request any Organization present to the evaluation committee as part of the selection process.

Organization is cautioned that the evaluation committee is not required to ask for clarifications or information that is essential for a complete and thorough evaluation of Organization proposals. Therefore, all proposals should be complete when submitted.

MaineHousing intends to select the proposal or proposals that provide the best value in meeting MaineHousing's business objectives identified in this RFP. MaineHousing will also take into account the detail and completeness of proposals.

Subject to the reservation of rights and the other terms and conditions of this RFP, MaineHousing will select the Organization or Organizations whose proposal is most advantageous to MaineHousing. Any award is contingent on successful negotiation of the final agreement terms. In no event will any claimed obligations of any kind be enforceable against MaineHousing unless and until MaineHousing and the selected Organization enter into a written agreement. This RFP and any successful Organization's proposal, as may be modified pursuant to this RFP will be incorporated by reference into and be part of any agreement between MaineHousing and the Organization, MaineHousing will determine a detailed work plan with any selected Organization prior to initiating services to help maximize efficiency for the Organization and MaineHousing.

VIII. TERMS AND CONDITIONS

Rights Reserved by MaineHousing

In addition to the rights reserved by MaineHousing elsewhere in this RFP, MaineHousing reserves the right to:

Adjust the timetable for this RFP as deemed necessary.

Waive informalities and minor irregularities in proposals received.

Reject and not consider any or all Organizations who do not meet the requirements of this RFP, including but not limited to incomplete responses and/or non-responsive proposals.

Reject any or all proposals received and not to award an agreement pursuant to this RFP, or to cancel or terminate this RFP process at any time, whether before or after any proposals have been submitted or received, if deemed by MaineHousing to be in its best interest.

Negotiate price or other factors included in any proposal submitted to MaineHousing, and in the event MaineHousing is unable to negotiate a mutually satisfactory agreement with the successful Organization under this RFP, MaineHousing may, in its sole discretion, negotiate with another Organization or cancel this RFP and not award an agreement to any Organization.

Reject the Organization selected pursuant to this RFP and to offer an agreement to another Organization in the event the selected Organization does not enter into the required agreement to provide related services described in this RFP.

Negotiate directly with one Organization if the responses to this RFP demonstrate a lack of competition.

Correct or amend this RFP. In no case will this RFP be amended within seven (7) days of the

proposal submission deadline unless the amendment includes an extension of time.
MaineHousing will not be liable for any costs incurred as a result of changes to this RFP.

Other Terms and Conditions

Conflict of Interest. The Organization, any principal or affiliate of the Organization, or anyone who will be paid for work on the agreement, that has business ties, familial relations, or other close personal relations with a current MaineHousing employee or a commissioner, or anyone who was a MaineHousing employee or a commissioner within the past year must disclose this information under **Appendix A - Organization Information Sheet**.

Organization Certification Form. As a mandatory requirement of this proposal, **all** Organizations must complete and submit the Organization Certification Form attached to this RFP as **Appendix B**, along with their proposal submission.

Confidentiality and Nondisclosure. Organization shall maintain in trust and confidence and shall not disclose to any third party, except as such disclosure may be authorized in writing in advance by MaineHousing, and shall not use for any unauthorized purpose, any and all information, documents and data received or obtained from or on behalf of MaineHousing. Organization may use such information, documents and data only to the extent required for the purposes described in this RFP. Organization shall adhere to all security, confidentiality and nondisclosure policies and procedures required by MaineHousing for the protection of such information and data from unauthorized use and disclosure and from loss.

Maine Freedom of Access Act. Information submitted by an Organization in any proposal becomes public information, and is subject to disclosure in accordance with the requirements of law, including without limitation the Maine Freedom of Access Act, 1 M.R.S.A. Section 401 et seq. ("FOAA"), except as provided therein. Organization acknowledges that MaineHousing is required to comply with FOAA.

Protest Procedures. Protests of any award made pursuant to this RFP must be submitted in writing to MaineHousing at the address given on the cover page of this RFP, to the attention of: Director. To be considered, protests must be received by MaineHousing within fifteen (15) calendar days from the date of notification of the agreement award and provide specific reasons and any supporting documentation for the protest.

Women and Minority Owned Businesses. Women and minority owned businesses are encouraged to apply. To subcontract any of the work, Organization must follow the steps outlined in 2 CFR 200.321.

**APPENDIX A
ORGANIZATION INFORMATION SHEET**

for

MaineHousing Request for Proposals for Administrators of the Lead Hazard
Reduction and Healthy Homes Supplemental Grant Programs

Please provide the following information, completed and signed, and place this form at the front of the proposal:

General Information	
Company Name:	
Federal Tax ID:	
Street Address:	
City, State, Zip:	
Telephone#:	
Contact Person for Questions	
Name:	
Title:	
E-mail Address:	
Telephone#:	
Business Description	
# Years in Business:	
# Years providing products/services as described in this RFP:	
Current Company Size:	
Current # Workers and Current # of Customers:	

<p>Evidence of Workforce expertise, experience, qualifications, and knowledge</p>	<p><i>Please be sure to include all supplemental qualification documents.</i></p>
<p>Summarized Narrative of experience administering HUD programs, similar to housing repair programs, or related environment, or health programs which address lead hazards.</p>	
<p>Summarized Narrative of Organization’s ability to provide the services, materials, and labor required under this RFP:</p>	
<p>Summarize Narrative of Organization’s readiness to proceed or length of time needed to be ready:</p>	
<p>List of planned resources to be assigned to meet the obligations of this RFP:</p>	
<p>Conflict of Interest. Does the Organization, any principal or affiliate of the Organization, or anyone who will be paid for work on the agreement have business ties, familial relations, or other close personal relations with a current MaineHousing employee or commissioner, or anyone who was a MaineHousing employee or commissioner within the past year? If yes, please describe here:</p>	

**APPENDIX B
ORGANIZATION CERTIFICATION FORM**

for

MaineHousing Request for Proposals for Administrators of the Lead Hazard
Reduction and Healthy Homes Supplemental Grant Programs

Organization Name:	
Organization Address:	

The undersigned Organization represents and certifies as follows:

1. The prices in this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other Organization or potential Organization.
2. No attempt has been made at any time to induce any firm or person to submit any intentionally high or noncompetitive proposal or to otherwise submit or refrain from submitting a proposal for the purpose of restricting competition.
3. Organization has not given, and will not give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to any employee or representative of MaineHousing in connection with this RFP.
4. Organization acknowledges that MaineHousing will determine whether a conflict of interest exists and that MaineHousing reserves the right to disqualify any Organization on the grounds of actual or apparent conflict of interest.
5. Organization has not employed or retained any person or entity to solicit or obtain any agreement resulting from this RFP and has not paid or agreed to pay to any person or entity any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of any such agreement.
6. Organization understands and acknowledges that the representations in its proposal are material and important and will be relied on by MaineHousing in evaluating the proposal. Organization certifies that, to the best of its knowledge, all of the information contained in its proposal is true, correct and complete and acknowledges that any intentional misrepresentation by Organization will disqualify Organization from further consideration in connection with this RFP.
7. The undersigned individual is legally authorized to sign this Organization Certification Form for and on behalf of Organization and to bind Organization to the statements made herein.

Name, Title and Signature of Individual with Authority to Bind Organization	
Name:	
Title:	
Signature:	
Date:	

APPENDIX C
KEY PROPOSAL DATES

for

MaineHousing Request for Proposals for Administrators of the Lead Hazard
Reduction and Healthy Homes Supplemental Grant Programs

All dates are subject to change at MaineHousing’s discretion.

All proposal documents, correspondence, and/or questions must be emailed to: EHSRFP@mainehousing.org

RFP Issuance:	
Date Issued:	Monday, September 11, 2023
Questions & Answers:	
Questions:	<p>Questions will be received by Monday, September 18, 2023 no later than 5 p.m. EST</p> <p>Questions must be emailed directly to: EHSRFP@mainehousing.org</p>
Answers:	<p>All questions, and their subsequent answers, will be posted on the MaineHousing website for public viewing.</p> <p>Questions will be answered no later than Wednesday, September 20, 2023</p> <p><i>To locate these postings, go to the MaineHousing website located at:</i> https://www.mainehousing.org/rfp</p>
Pertinent Proposal Dates:	
Deadline for Proposal Submission:	<p>Monday, October 2, 2023 no later than 5:00 p.m. EST</p> <p><i>**Please be sure emailed proposal is in PDF format, as well as all supplemental documentation.</i></p>
Proposal Evaluation Review and Demonstration Phase:	From: October 5, 2023 through October 11, 2023
Agreement Offering:	Tuesday, October 17, 2023