



## **Request for Proposals for the Housing Stability Support Program Administrator**

### **SCHEDULE**

**Issued: July 8, 2025**

**Proposals Due: July 25, 2025 5:00PM Local Time**

**MaineHousing Contact Person: Lauren Bustard**

**E-mail:**

**[HSSPAdministratorRFP@mainehousing.org](mailto:HSSPAdministratorRFP@mainehousing.org)**

### **NONDISCRIMINATION NOTICE:**

*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, 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, 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 (voice) or Maine Relay 711.*

## **I. PURPOSE OF THIS REQUEST FOR PROPOSALS**

Maine State Housing Authority (“MaineHousing”) is an independent quasi-state agency. The mission of MaineHousing is to assist Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs. Additional information concerning MaineHousing can be found at [www.mainehousing.org](http://www.mainehousing.org).

The Housing Stability Support Program (“Program”) was established by LD 1287, *An Act to Support Workforce Development by Establishing the Housing Stability Fund*. The Program provides assistance to prevent evictions of households with incomes of less than 30% of the area median income as defined by the United States Department of Housing and Urban Development under the United States Housing Act of 1937, Public Law 75-412, 50 Stat. 888, Section 8, as amended. The Program also provides job-seeking assistance and connects participating households with broader supports that promote long-term housing stability and workforce participation.

The Program, which can provide up to \$3,000 per eligible household per calendar year, was funded for two years at \$1 million per year (“Housing Stability Funds”) through the Public Law cited above. An entity chosen to administer the Program shall limit administrative costs to 10% or less of an allocation received from MaineHousing and keep the total cost of program delivery and administrative costs to 25% or less of the allocation received.

Direct household benefits from Housing Stability Funds may be used for the following activities:

- Rental assistance paid directly to the household’s landlord in an amount not to exceed \$300 per month; and
- A security deposit that is required for a new lease or rental agreement.
- The total amount provided by the Program for both security deposit and rental assistance may not exceed \$3,000 per household per calendar year.

This Request for Proposals (“RFP”) seeks an Applicant or Applicants to administer the Program. MaineHousing will disburse funding to the designated program administrator/s, collect data on use of funds from the administrator/s, and monitor and report on program outcomes.

## **II. PROGRAM PARTICIPANT ELIGIBILITY**

A household will qualify for the Program if they are obligated to pay rent on a residential dwelling unit in the State of Maine, which is their primary residence, and meet each of the following criteria:

1. The total household income is below 30% AMI.
2. The household’s rental payment is within the standard rental payment amount as determined by the Public Housing Authority of jurisdiction.
3. The household at time of application is neither utilizing a federal housing voucher to pay rent nor living in a subsidized housing unit.
4. The household provides proof of a current landlord-tenant relationship, such as a lease or other documentation sufficient to demonstrate a landlord-tenant relationship.

The chosen program administrator/s must develop a method of verifying a household’s eligibility for rental assistance every 6 months after initial approval.

## **III. APPLICANT ELIGIBILITY**

Eligible Applicants are organizations who must be capable of serving a diverse population, including persons with limited proficiency in the English language and from a wide range of cultural backgrounds. They must possess demonstrated experience administering similar programs, including supplemental rental assistance and housing navigation programs as well as job-seeking assistance. Staff members must

substantially participate in ensuring equitable access and program compliance and in connecting households with broader supports that promote long-term housing stability and workforce participation.

#### **IV. REQUIREMENTS**

The administrator/s will be the outward-facing public contact for this Program, and will be working with households, landlords, and MaineHousing.

##### **Scope of Services:**

- Develop a documented process for Program application and intake, eligibility screening, payment processing, and six-month eligibility re-verification.
- Process applications for accuracy and to verify eligibility.
- Contact landlords to confirm rental information and receive confirmation of Program participation by the landlord.
- Complete eligibility re-verification in advance of the household's six-month anniversary on the Program.
- Provide quality customer service to both households and landlords.
- Provide job-seeking assistance and connect households with broader supports that promote long-term housing stability and workforce participation.
- Carry out the appeals process for denied applications.
- Establish fraud prevention policies and procedures.
- Track outcomes and participate in Program data collection requirements.
- Submit monthly reports.

##### **Provider Qualifications:**

- Demonstrated successful experience administering job-seeking assistance, supplemental rental assistance and housing navigation programs to diverse populations, including those with limited English proficiency.
- Capacity to initiate Program delivery upon contract award.

#### **V. CONTRACT TERM**

The initial term of the contract award, pursuant to this RFP, will be for two (2) years. MaineHousing will reserve the right to extend awarded contracts for up to three (3) additional years if additional funding is allocated by the State or if all funding is not spent during the initial contract period. Any contract extension is at MaineHousing's sole discretion.

#### **VI. FORMAT AND DEADLINE FOR APPLICATIONS AND QUESTIONS**

All Applicants must submit the following, in PDF format, to [HSSPAdministratorRFP@mainehousing.org](mailto:HSSPAdministratorRFP@mainehousing.org)

1. Narrative, including responses to the following:
  - a. Applicant's experience administering similar programs with diverse communities
  - b. Geographic area you will cover
  - c. Staffing plan
  - d. Description of planned application/intake, eligibility screening, payment processing and 6-month re-verification processes
  - e. Description of other planned services you will offer participants
  - f. Timeline for Program initiation, including staffing, training, etc.
2. Applicant Information Sheet in Appendix A.
3. Applicant Certification Form in Appendix B.
4. Operating budget as Appendix E.

All applications must be submitted electronically to Lauren Bustard, Senior Director of Homeless Initiatives, by email at [HSSPAdministratorRFP@mainehousing.org](mailto:HSSPAdministratorRFP@mainehousing.org), no later than 5:00 p.m. local time on July 25, 2025. Please include in the subject line of the email “Response to RFP for Housing Stability Support Program Administrator.”

Questions concerning this RFP must be directed to the email as noted above no later than 5:00pm on July 14, 2025. Responses to all questions will be posted to the MaineHousing webpage for the RFP by July 16, 2025.

## VII. SELECTION CRITERIA

No formal scoring of applications will be done. Submissions will be reviewed and evaluated by a selection committee based on its assessment of each Applicant’s capacity to meet the Scope of Services outlined herein. Any grant awarded by MaineHousing will be based on applications deemed by MaineHousing to be most advantageous, taking into account the relevant experience of the Applicant as well as the Applicant’s ability to quickly ramp up to begin program administration as soon as possible upon the contract award.

## VIII. ADDITIONAL 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, including but not limited to extending proposal deadlines.
- Waive informalities and minor irregularities in proposals received.
- Reject and not consider any or all Applicants 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 a contract 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 contract with the successful Applicant under this RFP, MaineHousing may, in its sole discretion, negotiate with another Applicant or cancel this RFP and not award a contract to any Applicant.
- Reject the Applicant selected pursuant to this RFP and to offer a contract to another Applicant in the event the selected Applicant does not enter into the required contract to provide related services described in this RFP.
- Negotiate directly with one Applicant 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 or is for the purpose of extending the deadlines. 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 Applicant, any principal or affiliate of the Applicant, or anyone who will be paid for work on the Contract, 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 D - Conflict of Interest Disclosure Form**.

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

**Confidentiality and Nondisclosure.** Applicant 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. Applicant may use such information, documents and data only to the extent required for the purposes described in this RFP. Applicant 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 Applicant 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. Applicant 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 contract 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, Applicant must follow the steps outlined in 2 CFR 200.321.

**APPENDIX A**

**APPLICANT INFORMATION SHEET**

*for*

MaineHousing Request for Proposals for Housing Stability Support Program  
Administrator

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

<b>General Information</b>	
Applicant Name:	
Federal Tax ID:	
Street Address:	
City, State, Zip:	
Telephone#:	
List of Partnering Organizations and Role (if any)	
<b>Contact Person for Questions</b>	
Name:	
Title:	
E-mail Address:	
Telephone#:	
<b>Description of Capacity</b>	

<b>Summarized Narrative of Applicant's ability to deliver on the proposal in response to this RFP</b>	
<b>List of planned resources to be assigned to meet the obligations of this RFP</b>	
<b>Funding Request</b>	
<b>Total Operations Funding Request</b>  <b>Please provide a simple operating budget for up to 25% of the total funding request as Appendix E.</b>	

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**APPENDIX B**

**APPLICANT CERTIFICATION FORM**

*for*

MaineHousing Request for Proposals for Housing Stability Support Program  
Administrator

<b>Applicant Name</b>	
<b>Applicant Address</b>	

**The undersigned Applicant represents and certifies as follows:**

1. The prices in this Application have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other Applicant or potential Applicant.
2. No attempt has been made at any time to induce any firm or person to submit any intentionally high or noncompetitive Application or to otherwise submit or refrain from submitting an Application for the purpose of restricting competition.
3. Applicant 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. Applicant acknowledges that MaineHousing will determine whether a conflict of interest exists and that MaineHousing reserves the right to disqualify any Applicant on the grounds of actual or apparent conflict of interest.
5. Applicant has not employed or retained any person or entity to solicit or obtain any grant 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 grant.
6. Applicant understands and acknowledges that the representations in its Application are material and important and will be relied on by MaineHousing in evaluating the Application. Applicant certifies that, to the best of its knowledge, all of the information contained in its Application is true, correct and complete and acknowledges that any intentional misrepresentation by Applicant will disqualify Applicant from further consideration in connection with this RFP.
7. The undersigned individual is legally authorized to sign this Applicant Certification Form for and on behalf of Applicant and to bind Applicant to the statements made herein.

<b>Name, Title and Signature of Individual with Authority to Bind Applicant</b>	
<b>Name</b>	
<b>Title</b>	
<b>Signature</b>	
<b>Date</b>	



**APPENDIX C**  
**KEY PROPOSAL DATES**

*for*  
**MaineHousing Request for Proposals for Housing Stability Support Program  
Administrator**

All dates are subject to change at MaineHousing's discretion. All proposal documents, correspondence, and/or questions must be emailed to: [HSSPAdministratorRFP@mainehousing.org](mailto:HSSPAdministratorRFP@mainehousing.org).

<b>RFP Issuance:</b>	
Date Issued:	<u>July 8, 2025</u>
<b>Questions &amp; Answers:</b>	
Questions:	<p>Questions will be received:  Until: <u>July 14, 2025 no later than 5 p.m. EST</u>  Questions must be emailed directly to:  <a href="mailto:HSSPAdministratorRFP@mainehousing.org">HSSPAdministratorRFP@mainehousing.org</a></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 <u>July 16, 2025</u></p> <p><i>To locate these postings, go to the MaineHousing website located at:</i>  <a href="https://www.mainehousing.org/rfp">https://www.mainehousing.org/rfp</a></p>
<b>Pertinent Proposal Dates:</b>	
Deadline for Proposal Submission:	<u>July 25, 2025, no later than 5:00 p.m. EST</u> <i>**Please be sure emailed proposal is in PDF format, as well as all supplemental documentation.</i>
Proposal Evaluation Review and Demonstration Phase:	<u>Week of July 28, 2025</u>
Contract Offering:	<u>Week of August 4, 2025</u>

**APPENDIX D**  
**CONFLICT OF INTEREST DISCLOSURE FORM AND**  
**CONFLICT OF INTEREST POLICY – MAINEHOUSING PARTNERS \***  
*for*  
**MaineHousing Request for Proposals for Housing Stability Support Program**  
**Administrator**

To maintain the continued confidence of Maine citizens in carrying out our joint mission to assist Maine people in obtaining and maintaining quality affordable housing, MaineHousing Partners must avoid situations which are, or appear to be, at odds with their responsibilities to MaineHousing. Maine law and federal regulations (when federal funding is involved) govern conflicts of interest.

MaineHousing Partners must ensure that no person who is an employee, agent, or consultant of the Partner – and who performs any functions with respect to any MaineHousing program – may obtain a personal or financial interest or benefit (other than their earnings) from MaineHousing programs, either for themselves or for those with whom they have family, business, or close personal ties. As soon as the Partner becomes aware of a potential conflict of interest:

- The Partner must disclose to MaineHousing all personal and business relationships between Partner’s employees and any contractors, agents, or consultants who work on MaineHousing programs.
- The Partner must disclose to MaineHousing all employees (including temporary employees and volunteers) of the Partner who are applicants for MaineHousing programs administered by the Partner.
- The Partner must disclose to MaineHousing anyone who will be paid for work on MaineHousing programs who is a current or former MaineHousing employee or commissioner – or has family, business, or close personal ties with a current or former MaineHousing employee or commissioner (within the last year.)

**Conflict of Interest Definitions**

A conflict of interest arises when the personal interest of an employee (or a family member, friend, or business associate of the employee) conflicts or potentially conflicts with the employee’s work duties or responsibilities to MaineHousing. Conflicts of interest can occur when actions may be improperly influenced by a secondary motive, such as:

- financial gain,
- professional advancement, or
- desire to do favors for family and friends.

An appearance of a conflict of interest exists if circumstances are believed to create a risk that decisions may be improperly influenced by other motives. It is important to note that a conflict of interest may exist, regardless of whether any unethical or improper act has taken place.

A direct interest occurs when the employee individually, or through a majority stakeholder position in an entity, owns or is a party to any contract, business agreement, project, or property. Individuals with management, control or other decision-making responsibilities, or voting rights for an entity, are also considered to have a direct interest.

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\* This policy applies to all individuals and organizations who receive funding from or who have a business or contractual relationship with MaineHousing. Pertinent partners include, but are not limited to: Grantees, Subgrantees, Sub-recipients, Community Action Agencies, Shelters, Developers, Applicants, Contractors, Administrators, and Vendors.

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An indirect interest occurs when family members, friends, or business associates of the employee have ownership or contractual rights in any contract, business agreement, project, or property. Shares in an entity by the employee or commissioner through an investment vehicle, a trust or estate arrangement, mutual fund, or other intermediary also meets the definition of an indirect

ownership interest. Additionally, any ownership interest in a related entity (such as a parent company or subcontractor) that plans to do business with MaineHousing is considered an indirect interest.

Family members are defined broadly, and include spouse/partner, mother, father, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, nephew, niece, uncle, aunt, first cousin, grandparent, grandchild. Family members also include all "half" or "step" relatives (e.g. half-brother or step-daughter).

#### Conflict of Interest Procedures

##### Personal or Business Relationships Involving Employees

As soon as a Partner becomes aware of a personal or business relationship involving an employee that could give rise to perceived partiality, an appearance of a conflict of interest, or an actual conflict of interest in connection with MaineHousing programs, the Partner shall disclose the relationship to MaineHousing in writing, with a description of the Partner's plan to manage the potential conflict. Once reviewed and approved by MaineHousing's Director of Audit, the plan must be signed by the employee and representative(s) of the Partner and submitted to MaineHousing. Plans must be reviewed and re-signed once a year.

##### Employees as Applicants for MaineHousing Programs

If eligible, Partner employees (including temporary staff and volunteers) are encouraged to apply for MaineHousing programs administered by the Partner. However, in advance of a benefit being paid, approval of any program application by a partner employee requires two levels of signature, including the Director or other Senior Executive of the Partner.

Copies of signed applications must be submitted to MaineHousing, and maintained by the Program Department in accordance with required Records Retention periods. The Partner must also retain original signed and approved applications in accordance with required Records Retention periods.

Compliance with the Partner Conflict of Interest Policy and Procedures will be monitored by MaineHousing staff and subject to periodic program audits.

If you are unsure whether a situation constitutes a conflict of interest, please consult with your contact at MaineHousing, or email MaineHousing's Director of Audit, Linda L. Grotton, at [lgrotton@mainehousing.org](mailto:lgrotton@mainehousing.org).

**APPENDIX D**  
**MAINEHOUSING PARTNERS**  
**CONFLICT OF INTEREST DISCLOSURE FORM**

I have read and understand the Conflict of Interest Policy – MaineHousing Partners.

☐ YES

☐ NO

Do you (or any of your principals or affiliates, or anyone who will be paid for work in connection with the project, program, contract or services at hand), have business ties, family relationships, or other close personal relationships with a current MaineHousing commissioner or employee or anyone who was a MaineHousing commissioner or employee within the past year?

☐ NO

☐ YES (please describe below, or attach)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_