



Request for Proposals (RFP) Acquisition and Rehabilitation of MaineHousing-Owned Property

MaineHousing is requesting proposals from Maine **non-profit agencies** to acquire and rehabilitate a multi-unit rental property located at 64 Gray Street in Portland. MaineHousing's intent is to preserve the project for supportive housing.

MaineHousing is seeking proposals that address the following **five elements**:

- 1. Demonstrated history and capacity to initiate and operate long-term supportive housing for targeted special needs populations**
- 2. Proposal that includes a scope of rehabilitation that will improve the property to reasonable habitability, quality and accessibility standards**
- 3. Proposal that includes an endorsement from the Maine Department of Health and Human Services for the proposed target population and service plan**
- 4. Effective and efficient use of MaineHousing financial resources for the development of the property**
- 5. A financially viable plan for the long-term operation of the project as supportive housing**

MaineHousing will provide subsidy funding for the acquisition of the property and below-market, fixed-rate amortizing debt for eligible development costs. MaineHousing will also provide project-based Section 8 Housing Choice Voucher rental assistance for eligible projects.

MaineHousing will accept applications until 5:00 P.M. on August 16, 2019. Incomplete applications and applications received after the deadline will be returned to the applicant. Applications may be submitted electronically or by mail. Electronically submitted applications will be sent to BOlsen@MaineHousing.org. Complete applications will be competitively scored by MaineHousing.

Potential applicants will be able to inspect the property on July 10, 2019. Please contact Bill Olsen at BOlsen@MaineHousing.org or (207) 626-4633 if a representative of the applicant will be attending the property inspection on July 10.

If an applicant is unable to inspect the property on this date, please contact Bill Olsen to arrange for an alternative date.

MaineHousing will not charge any application, processing or commitment fees in connection with this RFP.

Building

The building is a wood-framed, three-story structure containing 5,150 square feet of usable, living space. The site is a .0964 acre parcel located in an in-town location that is accessible to goods and services. The location of the property is identified on Map 44, Block I, Lot 10 of the Portland Tax Assessor's Map. The most recent assessed value is \$347,000.

The building has been used as a seven unit supportive housing project since 1999. There are two efficiency units and five one-bedroom units in the current configuration. One of the efficiency units, located on the first floor, was used by on-site, over-night staff. This unit contains less than 300 square feet of usable space. It will be unsuitable as a supportive housing unit. The unit may serve the needs of 24/7 on-site staffing. Applicants will need to determine the adequacy of the unit for this purpose. There is an efficiency unit on the third floor. The unit has external egress via a dedicated fire escape. Applicants will need to confirm that the City of Portland will approve the continuation of the egress via the dedicated fire escape.

The building is not on the National Register of Historic Places. However, the property is located in the Western Promenade Historic District (Reference # 84001363). Due to its location in the District, future renovations to the building will require a review by the Portland Historic Preservation Committee. The Committee will determine whether a proposed scope of rehabilitation will require a Level 1 Site Plan Review. Historically sensitive items, such as windows, facades, porches, etc., will factor heavily in the Committee's decision as to whether a Level 1 Site Plan Review will be required.

The current electrical, plumbing, and heating systems will not enable separate-unit metering. Applicants will need to determine whether the systems should be replaced in order to accommodate separate-unit use and metering. The electrical system is aged and should be considered for an upgrade whether separate metering is implemented or not.

Hot water is provided by a stand-alone, natural-gas hot water heater. The hot water heater serves the entire building. Heat is provided by an oil-fired furnace that distributes steam heat via a network of radiators. The property is served by a natural gas pipeline. The previous owner installed a natural gas conversion unit to the furnace. The conversion unit was recently uninstalled, but can be readily re-installed.

There is evidence of pier instability in the basement which has telegraphed through the upper floors. A structural analysis of the pier stability will be required. Foundational remediation may be required. The applicant will need to screen the property for potential environmental hazards. A site visit by MaineHousing identified a small and contained amount of asbestos that will require remediation.

Applicants will need to address the following in developing a rehabilitation scope of work:

Exterior

- Asphalt roof replacement
- Replace exterior door(s)
- Replace windows with higher efficiency models
- Alterations to the building envelope to increase energy efficiency
- General site improvements

Systems

- Upgrade heating system
- Upgrade electrical system
- Upgrade plumbing, as needed
- Consider the feasibility of the installation of a sprinkler system
- Foundational remediation (if needed)
- Handicap accessibility (please refer to the MaineHousing Accessibility Policy and Procedures for the Design and Construction of Multifamily and Supportive Housing Projects document at the MaineHousing web-site for further detail)

Units

- Wall, floor and ceiling surface restorations or re-finishing, as necessary
- Replacement of unit appliances, as necessary
- Replace bath and kitchen fixtures, as necessary
- Upgrade cabinet surfaces and facings

Applicants must engage an experienced general contractor for the proposed rehabilitation. The preferred method of general contractor procurement is through competitive bid. Applicants may use a select bid process to procure a general contractor with MaineHousing's prior approval of the selected bidders list. Construction management may be an acceptable project delivery method with MaineHousing's prior approval. See MaineHousing's *Quality Standards and Procedures Manual* for guidance on MaineHousing's approach to the construction management method.

Property Location

The property is located in an R-6 Zone and residential use is a permitted use. However, the applicant will be required to conduct due diligence on compliance with local ordinances. For example, there are two property characteristics that would need to be grandfathered. The R-6 Zone prohibits outside stairways or fire escapes above the ground floor (the building has an external fire escape for egress for the third floor unit). And, the zone has minimum parking requirements.

Applicant Eligibility

Eligible applicants must meet the following criteria:

- Be a non-profit corporation having determination, or application for determination, of tax exemption under Section 501(c)(3) of regulations of the Internal Revenue Service;
- Be a non-profit corporation organized in the State of Maine under Title 13-B of the Maine Statutes or registered to do business in the State of Maine;
- Provide a corporate resolution demonstrating the authority to apply for and receive the MaineHousing subsidy funding requested in the application;
- Demonstrate capacity to deliver appropriate and necessary services for the target population and/or realistic strategies to meet the service needs of the target population;
- Demonstrate the financial and organizational capacity to undertake the proposed initiative;
- Not excluded from participation in federal housing programs
- Be currently in good standing with previously MaineHousing funded projects

- Be in compliance with federal and MaineHousing conflict of interest prohibitions

MaineHousing may request corporate or personal financial statements of applicant entities, guarantors, partners or members and principals. MaineHousing reserves the right to review tax returns from each of the foregoing. In making its credit determination, MaineHousing will consider such factors as the adequacy of working capital and the liquidity, net worth, financial and operational strength of any real estate portfolio/holdings and credit history of the ownership entity, its affiliates and principals. State Form 990 may be required for non-profit applicants.

Ownership entities must be duly organized, validly existing and in good standing under the laws of the jurisdiction in which they are organized and, if different from the State of Maine, be authorized to do business and be in good standing under the laws of the State of Maine.

Applications will not be accepted, processed, or approved by MaineHousing if an applicant or any principal or affiliate of either (i) has been declared in default or has been 60 days or more delinquent on any loan with MaineHousing, unless the default or delinquency has been cured or there is an approved payment or workout plan in place and in good standing prior to the applicable deadline for submitting an application; or (ii) has ever been the owner of any MaineHousing-financed project in which MaineHousing has foreclosed a mortgage interest or received a deed-in-lieu of foreclosure of a mortgage interest unless previously waived by MaineHousing; or (iii) is presently debarred, suspended, proposed for debarment, or excluded from participation in any federal or state programs; or (iv) has in the last 10 years had any proceeding in or for bankruptcy, receivership, reorganization or any other arrangement for relief from creditors commenced against it that affects a MaineHousing-funded project and was not dismissed within 90 days of commencement, or commenced any proceeding in or for bankruptcy, receivership, reorganization or any other arrangement for relief from creditors that affects a MaineHousing-funded project.

For purposes of this provision, a principal includes any entity with an ownership interest in the owner of the project that controls the development and day-to-day operation of the project. An affiliate includes with respect to any person or entity, another entity that said person or entity directly or indirectly controls, is controlled by or is under common control with.

Applicants shall disclose the nature of the relationship between themselves and any of their principals, proposed sellers, contractors, vendors, suppliers, agents and service providers. MaineHousing may impose restrictions, or require independent appraisals, or other third party verifications when there are identity of interest concerns.

State and federal law and MaineHousing's policy on conflicts of interest prohibit current employees or commissioners from working on certain transactions with applicants with whom they have a financial or personal relationship, prohibit past MaineHousing employees from working on certain transactions, and prohibit persons who exercised responsibilities in connection with certain federal funds from benefiting from those funds. Accordingly, applicants must answer a Conflict of Interest Inquiry (located in the application) and comply with the law and policy and any requests by MaineHousing to ameliorate potential or perceived conflicts of interest.

Public Benefit Requirement

All proposals must meet the following public benefit requirements:

- A) Six units of permanent housing for adults eligible for service funding via Section 97 of

MaineCare (Private Non-Medical Institution) and have been determined to be eligible for Section 97 service funding due to mental health issues with co-occurring substance use disorder

- B) Five units to be rented to individuals earning 30% or less of the area median income and one unit to be rented to an individual earning 50% or less of the area median income

Financing

Acquisition Funding

The acquisition price for the property in as-is condition is \$450,000

MaineHousing will provide a subsidy loan in the amount of \$450,000 at the following terms:

- 0%, deferred, payable at 30 years
- Note will become due and payable if performance and compliance end prior to the 30 year term
- Secured by a shared 1st lien mortgage on the property
- Non-recourse loan
- Note will be executed concurrently with the closing on the amortizing loan (see below)

Rehabilitation and Development Costs Funding

MaineHousing will provide amortizing debt for development-related costs, including the rehabilitation of the five one-bedroom units and common area spaces. The development-related costs will be finalized prior to the closing of the amortizing loan. MaineHousing will need to concur to the final development-related costs. The amortizing debt will be structured as:

- 5.00%, fixed-rate, 30 year amortizing loan
- Secured by 1st lien mortgage on property
- Recourse loan
- Amortizing loan may not exceed total development costs as endorsed by MaineHousing

The amortizing debt and subsidy funding will be secured by a first lien mortgage and security interest in the land and improvements, a general assignment of leases, rents and contracts, a UCC security interest in all fixtures and personal property of the development, a security interest in all accounts, reserves and escrows established in connection with the development. No other encumbrances, liens, security interests or mortgages will be permitted on the development and any related personal property without the prior written concurrence of MaineHousing.

MaineHousing loans require prior written approval to any prepayments or assumptions.

Section 8 Project-Based Vouchers

MaineHousing will provide up to six project-based HUD Section 8 Housing Choice Vouchers for the Gray Street property. To be eligible for project-based Section 8 rental assistance from MaineHousing, the following criteria must be met:

- (1) Projects must create permanent housing. Emergency, temporary or transitional housing are not eligible for project-based rental assistance.
- (2) A letter must be submitted to MaineHousing from the Portland Public Housing Authority (PPHA) stating that the PPHA is unable to provide the vouchers.
- (3) Housing Choice Voucher program regulations at 24 CFR §982 set forth Housing Quality Standards (HQS) which all units must meet before assistance can be paid on behalf of a family and at least annually throughout the term of the assisted tenancy
- (4) Tenants must have a lease with a minimum term of one year.
- (5) The rents that are charged must meet the MaineHousing rent reasonableness test.
- (6) Tenants must meet HUD eligibility criteria.
- (7) Tenants must be at least 18 years old or have been legally emancipated.
- (8) HUD prohibits the use of project-based Section 8 vouchers for the following activities: shared housing; medical, mental or similar public/private institutions; nursing homes or facilities providing continuous care; psychiatric, medical or nursing facilities; board and care or Intermediate Care Facilities; manufactured housing; or coop housing.

Project-based Section 8 Housing Choice vouchers will require an environmental review (see below) and will be subject to HUD's prohibition on taking choice-limiting actions from the date that MaineHousing receives an application for funding until the project receives its environmental clearance. During this period, applicants must ensure that they do not take any choice limiting actions (see below).

Upon completion of the project Maine Housing will conduct a housing quality standards inspection. Once the project and units pass this inspection MaineHousing will execute a contract with the owner. The term of the contract will be up to 15 years with an option to renew for an additional 15 year term.

Environmental Review/Choice Limiting Actions

Projects receiving project-based rental assistance from MaineHousing must undergo an environmental review under HUD's environmental review rules at 24 C.F.R. Part 58.

Project-based Section 8 vouchers trigger specific prohibitions under HUD's environmental review rules that will apply to the Gray Street project. From the application submittal date until completion of the environmental review process, HUD's environmental review rules prohibit all participants in the development process for a project, including the applicant, any developer or sponsor of the project, any affiliates or the affiliates of any developer or sponsor participating in the project, any construction manager, and any other consultants and contractors, from taking certain actions. These prohibited actions are called "choice-limiting actions." HUD's prohibition on taking choice-limiting actions continues in effect from the date MaineHousing receives an application until a project has received its environmental clearance, which means the completion of an environmental review of the project and, if necessary, HUD approval of the release of the project-based voucher funds for the project after completion of the environmental review. In the following section, the

period extending from the application submittal date to the date of environmental clearance is referred to as the “Choice-Limiting Action Prohibition Period”.

The list of choice-limiting actions set out below is not all-inclusive and applicants are strongly urged to consult MaineHousing prior to taking any action that could be a prohibited choice-limiting action. Taking a choice-limiting action during the Choice-Limiting Action Prohibition Period will disqualify a project from receiving Section 8 project-based vouchers or other HUD financial assistance.

Prohibited Choice-limiting Actions

During the Choice-Limiting Action Prohibition Period, the applicant and all other participants in the development process are not allowed under HUD’s environmental review rules to do **any** of the following, except to the limited extent described in part (b) below:

- (1) Spend or commit *any* funds for the project, whether those funds are federal, state, local, bank, equity, or private funds, grants, loans or any other source or type of funds.
- (2) Enter into a binding contract or agreement for any purpose, except the limited purposes described in items (a) through (d) below:
 - (a) For a project site that is currently (i) vacant land, *or* (ii) occupied by a non-residential building, *or* (iii) occupied by a residential building with more than four units, *or* (iv) occupied by a building with mixed non-residential and residential uses in more than a total of four units in the building, *or* (v) occupied by a building that was formerly a residential building but is no longer used for residential purposes, applicants may enter **only** into an option agreement to purchase or lease the proposed project site that states that it is subject to MaineHousing’s decision on the desirability of the project site based on the results of the environmental review and provides for an option price that is only a nominal portion of the purchase price or rental cost of the property. **IMPORTANT NOTE:** HUD’s environmental review rules DO NOT allow applicants to enter into a purchase and sale agreement for ANY of these types of project sites during the Choice-Limiting Action Prohibition Period.
 - (b) For a project site that is currently occupied by an existing single-family residential building (defined by HUD as having one to four units) in which there has been continuous residential use, applicants may enter **only** into (i) an option agreement that meets the requirements described above, or (ii) a purchase and sale agreement complying with HUD’s *Guidance on Conditional Purchase Agreements* (see below).
 - (c) **IMPORTANT NOTE:** HUD’s *Guidance on Conditional Purchase Agreements* DOES NOT allow applicants, either directly or indirectly, to purchase or lease a project site during the Choice Limiting Action Prohibition Period.
 - (d) Entering into a construction management contract, **but only if** an Addendum required by HUD (available from MaineHousing) is executed as part of and simultaneously with the construction management contract. (The construction management project delivery method must still be approved by MaineHousing Construction Services prior to entering into a construction management contract, as provided in MaineHousing’s *Quality Standards and Procedures Manual*.)
 - (e) The following preliminary project activities:

- i. Environmental studies and testing
 - ii. Geotechnical studies
 - iii. Other site inspection and testing
 - iv. Engineering services
 - v. Architectural and design services
 - vi. Permitting and zoning approvals
 - vii. Financing applications
- (3) Enter into a contract or agreement for any of the following or actually undertake or do any of the following:
- (a) Enter into an option to buy or lease all or part of the project site or to purchase an easement for the benefit of the project site, or renew or extend an option, unless the option agreement meets the requirements described above.
 - (b) Enter into a purchase and sale agreement, or extend or renew a purchase and sale agreement, which does not meet the requirements described above (as detailed in HUD's *Guidance on Conditional Purchase Agreements* below).
 - (c) Purchase or lease all or part of the project site, including but not limited to any small additional parcel that may be needed to meet density or other local or state requirements.
 - i. Purchase an easement or right-of-way for the benefit of the project site.
 - ii. Grant an easement or right-of-way over the project site.
 - iii. Enter into an Agreement to Enter into a Housing Assistance Payments Contract (AHAP) or a Housing Assistance Payments (HAP) Contract or any renewal thereof.
 - (d) Go out to bid for any work relating to the project, including but not limited to construction, rehabilitation, demolition or environmental remediation.
 - (e) Excavation or earth removal
 - (f) Demolition
 - (g) Environmental remediation activities on, in or affecting the land or building(s) on the project site, including but not limited to lead paint, mold, asbestos, or soil remediation or other clean-up.
 - (h) Utility or infrastructure construction or installation, e.g., sewer, water, electric or gas lines, drainage, storm water management facilities, roads, sidewalks, etc.
 - (i) Paving
 - (j) Grading, filling or clearing
 - (k) Dredging or draining

- (l) Construction of buildings or other structures
- (m) Moving, rehabilitation, repair or alteration of existing buildings
- (n) Burying, replacing or relocating a propane or other above-ground tank, or a fuel conversion of a heating system, on an abutter's property or on the project site as a way of mitigating hazards to your project or for any other reason.
- (o) Any other activity that has a physical effect on the land or buildings on the project site.
- (p) Any other commitment of funds relating to the project.

HUD Guidance on Conditional Purchase Agreements

HUD has provided guidance on conditional purchase agreements, which applies during the Choice Limiting Action Prohibition Period. This guidance allows an applicant to enter into a purchase and sale agreement (P&S Agreement) to gain or maintain site control of the project site during the Choice Limiting Action Prohibition Period **ONLY IF ALL** of the following conditions are met:

- (1) There is an existing single-family building on the site (HUD defines "single-family" as one to four units)
- (2) The proposed project on the site is for residential use
- (3) The proposed project involves either:
 - (a) rehabilitation of the existing single-family building that does not increase the number of units beyond four (4) and that does not increase the footprint of the building in a floodplain or wetland; or
 - (b) demolition of the existing single-family building and reconstruction of another single-family building on the site
- (4) The P&S Agreement includes the following language, which cannot be deleted or amended or modified during the Choice Limiting Action Prohibition Period:

Notwithstanding any other provision of this Contract, Purchaser shall have no obligation to purchase the Property, and no transfer of title to the Purchaser may occur, unless and until Maine State Housing Authority has provided Purchaser and/or Seller with a written determination, on the basis of a federally required environmental review and an approved request for release of federal funds, that purchase of the property by Purchaser may proceed, subject to any other Contingencies in this Contract, or may proceed only if certain conditions to address issues in the environmental review shall be satisfied before or after the purchase of the property.

- (5) The P&S Agreement states that any deposit made by the purchaser is refundable if the conditions are not met, or, if non-refundable, the deposit is not more than \$1,000.
- (6) The applicant does not close on the purchase of the project site or otherwise acquire title to the project site during the Choice Limiting Action Prohibition Period.

Overview of Environmental Review

The environmental review of the project requires MaineHousing to review the effect of the project on resources protected by various federal laws, regulations and policies and to determine any necessary compliance actions under these laws, regulations and policies. In addition, MaineHousing must evaluate the effects on the project of certain environmental and other conditions and determine whether any compliance actions by the applicant or modifications to the project are required to eliminate or minimize adverse impacts.

Any required compliance action can add costs and time to a project, if compliance is possible at all. Sometimes, there are features of a project that make compliance either impossible or costly and time-consuming at best. For that reason, MaineHousing wants applicants to be aware of the following categories of environmental review that often result in compliance issues. If possible, applicants should avoid project sites within any of the categories outlined below.

Please note that the categories of environmental review outlined below are not the only categories that can give rise to compliance issues. Depending on the unique features of a project site, compliance issues may also arise under other categories of environmental review. Projects that cannot satisfy compliance requirements due to costs, limitations of the project site, legal prohibitions, or other reasons may not receive any funding, including project-based rental assistance, from MaineHousing.

Location in a Floodplain. If a project is located in a 100-year floodplain, as designated on FEMA's flood insurance rate map for that location, or sufficiently close to the floodplain to cause a floodplain impact, HUD's environmental review rules require that the project go through an 8-step decision-making process that includes identifying and discussing alternatives to locating the project in the floodplain, identifying impacts to the floodplain, and taking steps to mitigate impacts to the floodplain. The 8-step decision-making process is a process intended to involve the public and therefore requires publishing notices concerning the proposed location of the project in the floodplain and the intended action after the information noted in the previous sentence is considered. Flood insurance for a project located in a floodplain is required by MaineHousing.

Location in a Wetland. If a project is located in a wetland, or sufficiently close to a wetland to cause a wetland impact, HUD's environmental review rules require that the project go through the 8-step decision-making process described above.

Location in an Airport Runway Protection Zone. HUD's environmental review rules do not allow HUD financial assistance, including project-based rental assistance, to be provided to projects involving new construction or major rehabilitation that are located within certain distances of the ends of runways at commercial airports or military airfields due to the incidence of aircraft accidents in those locations. These areas are known as runway protection zones. In Maine, the relevant airports are Augusta State Airport, Bangor International Airport, Hancock County/Bar Harbor Airport, Knox County Regional Airport (Rockland), Northern Maine Regional Airport (Presque Isle), and Portland International Jetport. Each of these airports has an airport layout plan with defined runway protection zones. The maximum area for runway protection zones for these commercial airports is 2,500 feet long (measured from the ends of the runways) by 1,750 feet wide (875 feet from each side of the centerline of the runways).

Location near Thermal or Explosive Hazards. HUD's environmental review rules require that projects be located within an acceptable separation distance of stationary above-ground tanks containing flammable or explosive substances that are on the project site or within sight distance of

any point on the project site. Acceptable separation distance is determined based on the size of the hazardous tank and takes into account both buildings and unprotected outdoor areas such as parking lots, patios/decks/balconies, walkways, recreation areas, etc. where people might be present. If the tank is not located within an acceptable separation distance, HUD's environmental review rules require the hazard to be mitigated. Mitigation measures can include any one or more of the following approaches, which need to be approved by MaineHousing prior to being implemented: relocating the tank so that it is an acceptable separation distance from the project building(s) and unprotected outdoor areas; burying the tank; constructing a blast barrier; and converting to another source of fuel.

Additional Terms and Conditions of RFP

- MaineHousing reserves the right to modify or withdraw this RFP at any time, whether before or after any responses have been submitted or received
- MaineHousing reserves the right to adjust the timetable for this RFP
- MaineHousing reserves the right to reject any or all applications or to terminate the RFP process at any time
- MaineHousing reserves the right to select other applications in the event that an agreement cannot be attained with the highest scoring applicant
- MaineHousing assumes no obligations or liabilities in connection with this RFP prior to the execution of a written agreement
- MaineHousing reserves the right to waive informalities and minor irregularities in proposals received

Compliance with Laws

The development must comply with all applicable federal, state and local laws, regulations, ordinances and codes, including without limitation, those relating to environmental matters, land-use and zoning, labor, civil rights, fair housing, relocation, building and habitability.

Housing funded by MaineHousing must comply with all applicable local, state and federal accessibility requirements, including without limitation:

- Federal Fair Housing Act
- Section 504 of the Rehabilitation Act of 1973 (Section 504)
- Title II and Title III of the Americans with Disabilities Act of 1990 (ADA)
- Maine Human Rights Act (State fair housing act and publicly-funded housing)
- Maine Uniform Building and Energy Code

A summary of each of these laws (and scoping requirements), including the applicability to housing funded by MaineHousing, is located in the MaineHousing Accessibility Policy and Procedures for the Design and Construction of Multifamily and Supportive Housing Projects. This document may be found at http://www.mainehousing.org/docs/default-source/development/2019-updated-mainehousing-accessibility-policy-and-procedures.pdf?sfvrsn=d7c9b315_2

The development must comply with the requirements of the Maine Housing Authorities Act, 30-A M.R.S.A. § 4701, *et seq.*, MaineHousing Rule Chapter 29, *Multi-family Mortgage Loans* and MaineHousing Rule Chapter 27, *Transfers of Ownership Interests*, all as same may be amended from time to time.

MaineHousing's Nondiscrimination Policy

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

MAINEHOUSING RESERVES THE RIGHT TO REJECT OR CEASE PROCESSING ANY OR ALL SUBMISSIONS OR PROPOSALS PRIOR TO ISSUANCE OF A COMMITMENT FOR FINANCING



Gray Street RFP Application

The Gray Street RFP Application consists of four **Components**:

- Component 1: Applicant Information Form**
- Component 2: Narrative Section for Scoring Purposes**
- Component 3: Pro forma**
- Component 4: Conflict of Interest Inquiry**

All four **Components** must be submitted in order to be processed as a complete application.

Component 1: Applicant Information Form

Name of Applicant

Taxpayer ID Number

Contact Person/Title

Mailing Address

Telephone Number

FAX Number

Email Address

501(c)(3) Tax-Exempt Status

Identity of Interest: Please detail any relationships between principals in the ownership entity and members of the development team

| |
|--|
| |
|--|

Applicant Team (please complete where applicable)

| | Name | Email | Telephone |
|------------------------|----------------------|----------------------|----------------------|
| Development Consultant | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Architect | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Attorney | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| General Contractor | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Service Provider(s) | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Component 3: Pro-Forma

The pro-forma are available on the MaineHousing web-site. Copies of the pro-forma may also be provided by email. Please contact Bill Olsen @ BOlsen@MaineHousing.org if an email will be required.

Component 4: Conflict of Interest

To ensure that MaineHousing maintains the continued confidence of Maine people and its partners in carrying out its mission of providing affordable housing, MaineHousing's employees and commissioners must avoid situations in which their obligations or commitments to other organizations or individuals or their personal or financial relationships or interests are or appear to be at odds with their responsibilities to MaineHousing.

Maine law and, when federal funding is involved, federal regulations govern conflicts of interest. In general, these laws prohibit MaineHousing employees and commissioners from working on transactions with applicants with whom they have financial, business, professional or personal relationships or other ties. In addition, these laws prohibit former MaineHousing employees and commissioners from working on certain transactions for up to one year after leaving MaineHousing.

To help ensure the continuing integrity of MaineHousing's business and compliance with these laws, applicants for loans or certain other assistance under MaineHousing's programs must disclose any financial, business, professional, civic, charitable, family (or other personal) relationships, associations or connections that the applicant, its affiliates, employees of applicant who may work on the MaineHousing project, or any parties the applicant intends to hire to work on the MaineHousing project (whether employees, contractors or consultants) may currently have with MaineHousing or any MaineHousing employee or commissioner or may have had within the past one year.

An applicant and its affiliates include:

- if the applicant is one or more individuals, all individuals;
- if the applicant is a business or nonprofit entity, that entity;
- the officers and board members of the applicant;
- employees of the applicant with decision-making authority, including an executive director, manager or someone in a similar position;
- if the applicant is a business corporation, any shareholder with a controlling interest;
- if the applicant is a partnership, the applicant's partners;
- any other business partner or associate of the applicant involved in this MaineHousing project;
- if the applicant is a limited liability company, the members and managers;
- a family member (including husband, wife, child, brother, sister) or other person in a personal relationship;

If you are unsure whether a relationship, association, or connection you have may constitute a conflict of interest, please contact MaineHousing.

Please complete the following:

Does the applicant, any principal or affiliate of the applicant, or anyone who will be paid for work on the project have business ties, familial relationships, or other close personal relationships with a current MaineHousing employee or commissioner or anyone who was a MaineHousing employee or commissioner within the past year?

No _____ Yes _____

