

Community Aging in Place Grant Program
Vendor Questions and MSHA Answers

1. Confirm deadline for MaineHousing response to questions is 11/30/2023?

MaineHousing will respond to all questions and post the answers to our website no later than Thursday, November 30, 2023.

2. Historically, this program has included *Community Aging In Place Programs Guidance and Procedures*. There is no such reference to these in the RFQ. Do they no longer apply? Or is there an updated version?

MaineHousing will provide an updated PY2024 Community Aging in Place Programs Guidance and Procedure no later than January 1, 2024.

3. Section V: Demonstration of Qualifications requires submission of a – e. Where should those documents be included in terms of the list provided in the Organization/Formatting section 1 – 5?

Items listed in Section V can be included after the budget form.

4. Appendix A: Partner Agency Information Sheet asks for “Evidence of Workforce expertise, experience, qualifications, and knowledge”. Can you please elaborate on what this means in the context of home modification programs?

Provide a narrative describing your agencies:

- a. experience with MaineHousing and HUD Programs
- b. capacity and readiness to implement the program
- c. list key personnel name and title and why the person was selected for the role.

5. The RFQ is to administer a federal and/or State CAIP program. Do applicants get to request which program they are applying for? If not, can MaineHousing provide additional information on the difference in requirements for each funding source?

MaineHousing determines what funding source is allocated to awardees.

There are a few notable differences between the federal and State CAIP programs as follows:

Difference	Federal	State
Income Eligibility	Cannot exceed 80% Area Median Income.	Cannot exceed 100% Area Median Income.
Primary Residence Eligibility	Household must have a person 62 years of age or older residing in the home.	Household must have a person 55 years of age or older or a person with a disability residing in the home.
Client Assessment	Requires a Certified Aging in Place Specialist (CAPS) or a licensed Occupational Therapist must conduct the client assessment	The Partner Agency’s Program Coordinator is responsible for conducting client assessments.
Work Order/Job Specification Approval	Requires a licensed Occupational Therapist and MaineHousing’s CAPS staff approve and sign off on all Work Order/Job Specification before work can commence.	The Partner Agency’s Technical staff create and approve the Work Order/Job Specification.
Final Inspection	Requires a licensed Occupational Therapist approve and sign off on all final inspections.	The Partner Agency’s Technical staff approve and sign off on the final inspection.

6. The following questions are only applicable if there is no Program Guidance document.

a. Is there a limit on grant request amount?

There is no limit on grant request amounts. Amounts awarded will be dependent on the amount of funding received for the PY2024 CAIP Program.

b. Is there a limit on per home costs or a targeted average amount?

There is a per unit average of \$3,000 for each awardee. Meaning some projects may go over \$3,000 and some will cost less than \$3,000; however, the average cost for all units cannot exceed \$3,000.

c. When the RFP references low-income, does this mean households at or below 80% Area Median Income?

Participant household incomes must be at or below:

i. **100% of the Area Median Income** for **State** Community Aging in Place

ii. **80% of the Area Median Income** for **Federal** HUD Older Adult Home Modification Program.

d. Can you provide the definition of “older adult”?

i. **State Community Aging in Place** Program Household must have a person **55 years of age or older or a person with a disability** residing in the home.

ii. **Federal Older Adult Home Modification Program** Household must have a person 62 years of age or older residing in the home.

e. Can you clarify if people with disabilities will be eligible for this program?

Persons with disabilities are eligible for the State Community Aging in Place program.

7. Have you run any home modification programs in the past? If yes, what vendor(s), contractors, or licensed professionals have you used to administer these programs?

MaineHousing has offered a Home Accessibility and Repair Program (HARP) for over 20 years and a Community Aging in Place (CAIP) Program since 2017.

We contract with Partner Agencies to administer our programs. The Community Aging in Place programs use staff personnel and/or local contractors. The HARP program uses local contractors to perform the required work.

8. Does the State have a list of pre-approved contractors licensed to perform the repairs/modifications?

The State of Maine does not require general home repair contractors to be licensed. MaineHousing does have a list of qualified contractors that are used across the state who perform the repairs/modifications.

9. How much funding has the State allocated for this program? Are there regional breakdowns or equity targets?

Funding for the CAIP depends on the amount of funds received from the State of Maine. The amount can differ each year.

Funding awards are determined based on the partner agency's capacity.

10. What is the number of anticipated participants to be served by this program across the State? Regionally?

This CAIP program has historically served approximately 200 participants each year across the state.

11. Is there a minimum or maximum grant dollar amount per repair/modification project? Per household?

There is a per unit average of \$3,000.

12. Section III of the RFQ States the Agency will be required to use a MaineHousing Access Database (version 64 bit) to track client and unit production information. If the proposer can upload data from a comparable platform database to MaineHousing on a regular basis, in the correct file formats, will the state be open to the Agency using this platform instead of Access?

MaineHousing requires all awardees to use MaineHousing's Access Database. Uploads from any other platform will not be accepted.

13. Section III of the RFQ mentions Initial Assessment and Initial Home Assessment Forms. Are these forms on a website, portal, or in hard copy? What is the submittal process for these forms (upload, email, etc.)?

These Assessments can be done via the Access Database provided by MaineHousing or paper forms. The forms are available to awardees at the start of the program year.

14. Section III of the RFP mentions the scope of projects will be outlined in a Work Plan. Is this Work Plan an established form, or to be created by the proposer/contractor?

The Work Plan is created after the Initial Assessment and home inspection is completed. The Work Plan outlines the modification measures agreed upon by the client.

15. Is there any software that the winning bidder is expected to use?

A MaineHousing Access Database will be provided to awardees.

16. How long do you expect applications to be open?

The deadline to submit applications is December 15, 2023.

17. Can you specify any language requirements?

All awardees for the Community Aging in Place program will be required to adhere to Title VI of the Civil Rights Act of 1964 and in accordance with Supreme Court precedent in *Lau v. Nichols*, recipients of federal financial assistance are required to take reasonable steps to ensure meaningful access to their programs and activities by limited English proficient (LEP) persons.

18. Please specify any data reporting, data tracking or data metrics you would like to see?

All awardees are required to track the following:

Data Collection	
Phone Intake	<ul style="list-style-type: none">• General household information• Income• Homeowner status
In-home Assessment	<ul style="list-style-type: none">• Benchmark data• Potential areas of need
Work Completed	<ul style="list-style-type: none">• Number of items installed and type of work completed• Cost of materials• Total number of hours to install measures
Final Assessment	<ul style="list-style-type: none">• Benchmark data• Estimated administration hours• Estimated total cost per home

19. Please describe any marketing, outreach or training requirements needed for this program?

Each awardee will be responsible for marketing and outreach in their respective territories. MaineHousing will provide training to new awardees and refresher training to awardees upon request.

20. Given the response to question #5, I am wondering if the program is supposed to include costs of OT work in their project budget or is MaineHousing providing all required OT services directly?

MaineHousing will be contracting with an OT to provide the services required by HUD outlined in question #5 above.