



**Request for Proposals for Eviction
Prevention Pilot Program
Administrator**

SCHEDULE

Issued: August 7, 2024

Proposals Due: September 4, 2024 5:00PM Local Time

MaineHousing Contact Person: Lauren Bustard

E-mail:

EPPAdministratorRFP@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.

The Eviction Prevention Pilot Program (“Program”) was established by 2024 Public Law Chapter 643, Section KKKK-3. The Program is an eviction prevention program for renters who are behind on their rent and are at risk of being evicted. The Program, which can provide up to \$19,200 per eligible household, was funded at \$18 million through the Public Law cited above. A key element of this program is a comprehensive program management software system (provided through a separate procurement) that will accept and process applications, facilitate recordkeeping and payments, and provide data for reporting. Up to 12% of the funds may be used for administrative costs, including both administrative services and technology.

Eviction Prevention funds may be used for the following activities:

- rental arrears owed to the household’s current landlord; and
- up to 12 months of future rental payments, not to exceed the lesser of \$800 per month or the monthly rental amount.
- The total amount provided by the program for both arrears and rental assistance may not exceed \$19,200 per household.

This Request for Proposals (“RFP”) seeks 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 Household is at risk of eviction, such as having past due rent notices, other correspondence from a landlord indicating past due rent, or eviction notices due to rent owed.
2. The total household income is below 60% AMI.
3. The household’s rental payment is within 125% of area Fair Market Rent.
4. The household at time of application is neither utilizing a federal housing voucher to pay rent nor living in a subsidized housing unit.

Priority will be given to applicants in the following order:

1. Eligible applicants who have received a Notice to Quit for nonpayment of rent.
2. Eligible applicants who have received a Late Notice or have an Approved Payment Arrangement.

III. APPLICANT ELIGIBILITY

Eligible applicants are organizations who have experience administering eviction prevention, rental assistance, or other housing navigation programs and have the capacity to administer the program statewide.

IV. REQUIREMENTS

The Administrator/s will be the outward-facing public contact for this program, and will be working with applicants, landlords, the program's software system, and MaineHousing.

Scope of Services:

- Deliver the services of the Program in accordance with the Program and Policy Guide and the provisions of the Service Contract.
- Process applications, through the on-line portal, via phone, and mail, for accuracy and to verify eligibility.
- Contact landlords to confirm rental information and receive confirmation of Program participation by the landlord.
- Monitor payment processing through the software system.
- Complete Applicant recertification in advance of the applicant's six month anniversary on the Program.
- Provide quality customer service to both tenants and landlords.
- Carry out the appeals process for denied applications.
- Track outcomes and participate in Program data collection requirements.
- Submit monthly reports.
- Assist MaineHousing with reporting due to the Legislature at the conclusion of the pilot.

Provider Qualifications:

- Demonstrated successful experience administering an eviction prevention or rental assistance program.
- Capacity to administer the Program statewide.
- Capacity to initiate Program delivery by early October.

V. CONTRACT TERM

The initial term of the contract award, pursuant to this RFP, will be for a minimum of one (1) year, with the possibility of four (4), one (1) year renewals for a total of a five (5) year term. As this Program is a pilot, ongoing funding is not assured.

VI. FORMAT AND DEADLINE FOR APPLICATIONS AND QUESTIONS

All Applicants must submit the following, in PDF format, to EPPAdministratorRFP@mainehousing.org

1. Narrative, including responses to the following:
 - a. Applicant's Experience administering a similar program.
 - b. Staffing Plan
 - c. Capacity to administer Program statewide, and with diverse underserved communities.
 - d. In addition to administering the application process, eligibility determination, and payment process, what other benefit will your organization bring to Program participants?
 - e. 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 D.

All applications must be submitted electronically to Lauren Bustard, Senior Director of Homeless Initiatives, by email at EPPAdministratorRFP@mainehousing.org, no later than 5:00 p.m. local time on September 4, 2024. Please include in the subject line of the email "Response to RFP for Eviction Prevention Pilot Program Administrator."

Questions concerning this RFP must be directed to the email as noted above no later than 5:00pm on August 20, 2024. Responses will be posted to the MaineHousing webpage for the RFP on a regular basis, and responses to all questions will be posted by August 23, 2024.

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. Upon such review, MaineHousing may schedule interviews with select Applicants. 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 in early October and administer statewide.

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.
- 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. 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 A - Applicant Information Sheet**.

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 Eviction Prevention Pilot Program
Administrator

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

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

<p>Summarized Narrative of Applicant's ability to deliver on the proposal in response to this RFP</p>	
<p>List of planned resources to be assigned to meet the obligations of this RFP</p>	
<p>Conflict of Interest. Does the Applicant, any principal or affiliate of the Applicant, or anyone who will be paid for work on the grant 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>	
<p>Funding Request</p>	
<p>Total Operations Funding Request</p> <p>Please provide a simple operating budget as Appendix D</p>	

APPENDIX B

APPLICANT CERTIFICATION FORM

for

MaineHousing Request for Proposals for Eviction Prevention Pilot Program
Administrator

Applicant Name	
Applicant Address	

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.

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

APPENDIX C
KEY PROPOSAL DATES

for
MaineHousing Request for Proposals for Eviction Prevention Pilot Program
Administrator

All dates are subject to change at MaineHousing’s discretion. All proposal documents, correspondence, and/or questions must be emailed to: EPPAdministratorRFP@mainehousing.org.

RFP Issuance:	
Date Issued:	<u>August 7, 2024</u>
Questions & Answers:	
Questions:	<p>Questions will be received: Until: <u>August 20, 2024 no later than 5 p.m. EST</u> Questions must be emailed directly to: EPPAdministratorRFP@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 <u>August 23, 2024</u></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><u>September 4, 2024</u>, no later than 5:00 p.m. EST <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: <u>September 5-9, 2024</u>
Contract Offering:	<u>Week of September 9, 2024</u>