



Request for Proposal to Administer a Community Aging in Place Grant Program

SCHEDULE

Issued: 06/02/26

Deadline for Questions: 06/08/26

Deadline for Submitting Proposals: 07/01/26

MaineHousing Contact for this Request for Proposal:

[Kim Ferenc, Manager of Housing Services and Compliance](#)

E-mail: EHSRFP@mainehousing.org

Maine State Housing Authority ("MaineHousing") does not discriminate on the basis of protected classes under the applicable federal and state nondiscrimination laws, in the admission or access to, or treatment in, its programs and activities and in employment. 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: Kelley Stonebraker, Maine State Housing Authority, 26 Edison Drive, Augusta, ME, 04330-6046, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711, Email: EqualAccess@mainehousing.org

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Request for Proposal to Administer a Community Aging in Place Grant Program

I. INTRODUCTION

Overview

In this **Request for Proposal to Administer a Community Aging in Place Grant Program** (the “RFP”), Maine State Housing Authority (“MaineHousing”) is requesting proposals from experienced, qualified, and professional companies (“Partner Agency” or “Partner Agencies”) who can provide client intake and assessments, schedule home repair work for eligible units, and conduct final assessments and inspections in those units.

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 Partner Agency to review this entire document, including its attachments, and comply with all requirements of this RFP. "Partner Agency" refers to any person or entity who may, or does, submit a proposal in response to this RFP.

Questions and Answers

All Partner Agency 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 **07/11/26**.

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

Proposal Terms

All proposals submitted by Partner Agencies and received by MaineHousing will be treated as contract offers. A Partner Agency’s proposal must remain open from the time of receipt of the proposal by

MaineHousing and continue for a minimum of 90 days thereafter, pursuant to this RFP and may not be unilaterally modified by Partner Agency 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 Partner Agency must keep in effect all proposal terms, including pricing, throughout any contract negotiations.

Proposal Costs

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

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

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 contract between MaineHousing and the Partner Agency providing such materials.

Contract Term

The initial term of the contract awarded, pursuant to this RFP, will be six (6) months. MaineHousing reserves the sole right and option to extend the contract in incremental terms of three (3) months, including the initial contract term not to exceed two (2) years total.

III. REQUIREMENTS

General Requirements/Scope of Work

The purpose of the Community Aging in Place Grant Program (the “Program”) is to make safety and functional home modifications and limited repairs to meet the needs of low-income older adult homeowners. The goal of the Program is to enable low-income older adults to remain in their homes through low-cost, low barrier, high impact home modifications to reduce older adults’ risk of falling. Partner Agencies conduct client intake and assessments, schedule the work for eligible units, and conduct final assessments and inspections.

At a minimum, MaineHousing’s expectation is to select a Partner Agency to provide the following:

- **Client Initial Interview:** conducted by a Partner Agency’s Program Coordinator consisting of a phone intake to determine eligibility, review the client’s goals, and schedule the initial assessment home visit.
- **In-Home Assessment:** The Program Coordinator and a Maintenance Technician from the Partner Agency conduct a comprehensive in-home assessment using the *Initial Assessment* and *Initial Home Assessment* forms. This assessment serves two main purposes:
 1. **Primary Purpose:** To understand how the client currently uses their home and identify potential improvements that would enhance its usability. The findings help define the scope of work.

2. **Secondary Purpose:** To uncover any additional service needs and make appropriate referrals.

- **Home Modification Work:** the scope of work is outlined in the *Work Plan*, and the home modification work is scheduled. The installation of the measures outlined in the scope of work is completed and revisions to the *Work Plan* are made, if necessary.
- **Client Check-In:** between two and four months, after the modification work is complete, the Partner Agency reaches out to the client for a brief check-in. This is an opportunity to connect with the client and find out how the home modification measures are working.
- **Final Assessment:** six months post installation a Final Assessment home visit is scheduled. The purpose of this visit is to ensure the client's needs have been met, to identify program improvements, and to evaluate the impact of the completed work.

Proposals must demonstrate the Partner Agency's understanding of MaineHousing's needs and expectations as described above and must demonstrate the Partner Agency's capability to meet those needs and requirements.

Specific Requirements

- **Geographic Area to be Served**

List the specific areas of the state (Town, County) your organization would like to serve.

- **Key Personnel**

Identify key staff who will administer the Program. For each key staff list their name, title, email, phone number, and a brief narrative describing why the person was selected for the role.

- **Client Information and Unit Production**

The Partner Agency will be required to use a MaineHousing Access Database (version 64 bit) to track client and unit production information. The Partner Agency will be required to upload data from the database to MaineHousing on a regular basis.

- **Current 2026 Community Aging in Place Contract Holders**

An applicant who has a current PY2026 Community Aging in Place contract is required to provide the following information:

- How many projects are currently in process (work has been started but not completed)
- How many clients are enrolled in the program, but work has not started?

IV. PROPOSAL PRICING

Cost Items

The Partner Agency is required to complete and submit a budget using the budget spreadsheet accompanying this RFP. The basis of pricing and any underlying assumptions used to develop the cost proposal must be clearly documented and included in the Partner Agency's submission.

To be eligible for scoring, the budget document must be fully completed, including the field indicating the number of units estimated to be completed. Incomplete budget submissions will not be evaluated.

Payment

Partner Agencies will submit to MaineHousing on a monthly basis, actual expenses for the time period. MaineHousing will review and provide payment for actual expenditures incurred.

V. Funding Availability and Award Limits

Awards under this RFP are contingent upon the availability of funding. The minimum award amount that may be requested by any applicant is **\$20,000**. Submission of a proposal does not guarantee funding, and the issuing agency reserves the right to make partial awards, reduce requested amounts, or make no awards depending on the availability of funds and the quality of proposals received.

VI. PROPOSAL SUBMISSION REQUIREMENTS

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

Demonstration of Proposal

Submit the following:

- a. Proposal and Experience
 - i. List of Proposal and experience
- 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. Statement of commitment to provide services in the best interest of MaineHousing

Deadlines & Delivery

It is the responsibility of each Partner Agency 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 Community Aging in Place Grant Program RFP"

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. **Appendix A**
2. **Appendix B**
3. **Appendix D**
4. **List of requested service area(s) that includes the town and county**
5. **List of key personnel who will perform work on this grant. Include the information described above in Section III - Requirements**
6. **Completed budget form**

Content

All information requested by this RFP must be submitted as part of Partner Agency’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 a Partner Agency’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 Partner Agency Information Sheet (Appendix A) included in this RFP. The Partner Agency Information Sheet must be placed at the front of the proposal.

All proposals must include a completed and signed Partner Agency 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 Services and Compliance, Energy and Housing Services Dept.
Address:	MaineHousing, 26 Edison Drive, Augusta, ME 04330
Email:	EHSRFP@mainehousing.org
Tele#:	207-626-4684

Partner Agency 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 a Partner Agency.

Partner Agency 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 Partner Agency to clarify any response and obtain information from any available source concerning any aspect of the proposal. MaineHousing may request any Partner Agency present to the evaluation committee as part of the selection process.

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

Partner agencies meeting the mandatory requirements outlined in this RFP will have their proposal evaluated based on the following criteria:

1. The Agency's experience administering MaineHousing's CAIP Program or similar program(s).
2. The Agency's capacity to deliver the services described in Section III of this RFP.
3. The Agency's responsiveness and adherence to the instructions in this RFP.
4. The total Administrative and Program Delivery costs, as outlined in the required budget.

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:

1. Adjust the timetable for this RFP as deemed necessary, including but not limited to extending proposal deadlines.
2. Waive informalities and minor irregularities in proposals received.
3. Reject and not consider any or all Partner Agencies who do not meet the requirements of this

RFP, including but not limited to incomplete responses and/or non-responsive proposals.

4. 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.
5. 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 Partner Agency under this RFP, MaineHousing may, in its sole discretion, negotiate with another Partner Agency or cancel this RFP and not award a contract to any Partner Agency.
6. Reject the Partner Agency selected pursuant to this RFP and offer a contract to another Partner Agency in the event the selected Partner Agency does not enter into the required contract to provide related services described in this RFP.
7. Negotiate directly with one Partner Agency if the responses to this RFP demonstrate a lack of competition.
8. 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 Partner Agency, any principal or affiliate of the Partner Agency, 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**.

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

Confidentiality and Nondisclosure. Partner Agency 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. Partner Agency may use such information, documents, and data only to the extent required for the purposes described in this RFP. Partner Agency 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 a Partner Agency 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. Section 401 et seq. ("FOAA"), except as provided therein. Partner Agency 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, Partner Agency must follow the steps outlined in 2 CFR 200.321.

APPENDIX A
PARTNER AGENCY INFORMATION SHEET
for
 MaineHousing Request for Proposal to Administer a
 Community Aging in Place Grant Program

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:	

Evidence of Workforce expertise, experience, qualifications, and knowledge

(Please be sure to include all supplemental qualification documents).

Summarized Narrative of Partner Agency's ability to provide the services, materials, and labor required under this RFP:

List of planned resources to be assigned to meet the obligations of this RFP:

APPENDIX B
PARTNER AGENCY CERTIFICATION FORM
for
MaineHousing Request for Proposal to Administer a
Community Aging in Place Grant Program

Partner Agency Name	
Partner Agency Address	

The undersigned Partner Agency 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 Partner Agency or potential Partner Agency.
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. Partner Agency 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. Partner Agency acknowledges that MaineHousing will determine whether a conflict of interest exists and that MaineHousing reserves the right to disqualify any Partner Agency on the grounds of actual or apparent conflict of interest.
5. Partner Agency has not employed or retained any person or entity to solicit or obtain any contract 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 contract.
6. Partner Agency understands and acknowledges that the representations in its proposal are material and important and will be relied on by MaineHousing in evaluating the proposal. Partner Agency 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 Partner Agency will disqualify Partner Agency from further consideration in connection with this RFP.
7. The undersigned individual is legally authorized to sign this Partner Agency Certification Form for and on behalf of Partner Agency and to bind Partner Agency to the statements made herein.

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

APPENDIX C
KEY PROPOSAL DATES

for

MaineHousing Request for Proposal to Administer a
Community Aging in Place Grant Program

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:	<u>06/02/2026</u>
Questions & Answers:	
Questions:	<p>Questions will be received: From: <u>06/08/2026</u> no later than 5 p.m. EST 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. Questions will be answered no later than <u>06/11/2026</u> <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>07/01/2026</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>07/02/2026</u> through <u>07/10/2026</u>
Contract Offering:	<u>07/13/2026</u>

APPENDIX D
**CONFLICT OF INTEREST DISCLOSURE FORM AND
CONFLICT OF INTEREST POLICY – MAINEHOUSING PARTNERS ***

for
MaineHousing Request for Proposal to Administer a
Community Aging in Place Grant Program

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.

* 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.

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 stepdaughter).

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.

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: _____