Request for Proposals (RFP)

Capital Magnet Fund Grant Writer – Search Extended

Date RFP Issued: May 19, 2020
Deadline for Questions: May 26, 2020
Deadline for Proposals: June 4, 2020
Contact: Clyde Barr, Policy Analyst
207.629.5772
cbarr@mainehousing.org,
Request for Proposals: Capital Magnet Fund Grant Writer

Purpose of RFP

Maine State Housing Authority (MaineHousing) is seeking a qualified consultant with a track record of successful federal grant writing experience to prepare and submit an application on behalf of MaineHousing to the fiscal year (FY) 2020 round of the Capital Magnet Fund.

The Capital Magnet Fund is administered by the Community Development Financial Institutions Fund (CDFI Fund), a division of the United States Department of the Treasury. The CDFI Fund awards grants from the Capital Magnet Fund on a competitive basis to non-profit housing organizations, whose principal purpose is developing affordable housing solutions, and community development financial institutions to finance affordable housing activities, as well as related economic development activities and community service facilities, that attract private capital to stabilize or revitalize economically stressed areas, including underserved rural areas. Awardees are able to utilize funds to create financing tools such as loan loss reserves, revolving loan funds, risk-sharing loans, and loan guarantees.

MaineHousing is an independent quasi-governmental agency of the State of Maine whose mission is to assist Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs. MaineHousing is a $1.8 billion financial institution and one of the top mortgage and affordable housing development lenders in Maine. It also administers the federal and state low-income housing tax credit programs and other affordable housing programs in Maine. On an annual basis MaineHousing assists more than 90,000 Maine households and invests more than $300 million in Maine’s economy, most of it from the sale of tax-exempt revenue bonds, private capital generated by the low income housing tax credit, and government funding.

MaineHousing intends to apply to the Capital Magnet Fund for $3 million to fund affordable multifamily housing in rural communities in Maine. The funding will be paired with MaineHousing’s Low Income Housing Tax Credit and State Housing Tax Credit programs to leverage private capital and maximize housing development. The successful respondent will work with MaineHousing staff to develop an effective narrative, compile relevant data, complete the application, and successfully submit the application on MaineHousing’s behalf. The work required under this RFP is referred to herein as the project.

Project Timeline

The FY 2020 round of the Capital Magnet Fund has not been announced yet and no guidance has been given about any impact COVID-19 may have on the timing or availability of funding. In prior years, the CDFI Fund opened the funding rounds through a Notice of Funding Availability (NOFA) posted on its website and published in the Federal Register. MaineHousing will post the date of the NOFA and a link to the application materials for the FY 2020 round of the Capital Magnet Fund on its website if it becomes available during the RFP submission timeline.

Below is the timeline for the last funding round of the Capital Magnet Fund.
**FY 2019 Application Round Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 25, 2019</td>
<td>Opening of Application Round</td>
</tr>
<tr>
<td>July 26, 2019 (11:59 PM ET)</td>
<td>Deadline for Online submission of SF-424 via Grants.gov</td>
</tr>
<tr>
<td>August 2, 2019 (11:59 PM ET)</td>
<td>Deadline to Create Organizational Account in AMIS</td>
</tr>
<tr>
<td>August 22, 2019 (5:00 PM ET)</td>
<td>Last Day to Contact the CDFI Fund with Application Questions</td>
</tr>
<tr>
<td>August 26, 2019 (5:00 PM ET)</td>
<td>Deadline of Application Submission and all Attachments in AMIS</td>
</tr>
</tbody>
</table>

Based on this schedule, the total period of time to complete the project should be no more than three months. The term of the contract with MaineHousing will begin on June 1, 2020 and end on August 31, 2020, unless MaineHousing has official notice before the contract is executed that the timeline for the FY 2020 round of the Capital Magnet Fund will vary from the above timeline for the last funding round. The contract will give MaineHousing the sole right to extend the term of the contract for 30 days, or in the event the Capital Magnet Fund application process is delayed after the contract is executed because of COVID-19 or other reason, such longer period of time that MaineHousing determines is necessary.

**Total Project Cost**

Cost will be a factor in the selection process. The total cost of the project will not exceed $10,000. Any proposal with a total project cost that exceeds this amount will be rejected.

**Selection Process**

No formal scoring of proposals will be done. Each proposal will be evaluated using the following criteria:

- Qualifications of the person(s) working on the project
- Experience applying for federal grants, including any under the Capital Magnet Fund
- Proposal outlining the services and time required to complete the project
- Ability to meet the project timeline and flexibility if COVID-19 impacts the timeline
- Total cost to complete the project

MaineHousing will select the proposal that MaineHousing determines is most advantageous to MaineHousing, considering the factors set forth above.

After a proposal is selected, the successful respondent must promptly meet with MaineHousing to develop a detailed work plan that includes MaineHousing’s expectations, the responsibilities of the consultant, and a timeline for completing the project. The work plan will become the scope of work for the contract with MaineHousing.
MaineHousing Contact

All questions and inquiries relating to this RFP must be submitted to MaineHousing by e-mail and include the name, telephone number, fax number, and e-mail address of the questioner. Anonymous inquiries will not be answered. MaineHousing will respond to the questioner by e-mail. All questions and responses will be posted to the MaineHousing website:  www.mainehousing.org

The MaineHousing contact for all questions and submission of proposals to this RFP is:

Name: Clyde Barr
Title: Policy Analyst
Telephone: 207.629.5772
E-mail: cbarr@mainehousing.org

Submission Timeline

Questions and proposals to this RFP must be e-mailed to and received by the MaineHousing contact at cbarr@mainehousing.org by the following deadlines.

May 26, 2020  Questions regarding the RFP are due no later than 5:00 PM, EDT

May 28, 2020  All questions and answers will be posted on the MaineHousing website no later than 5:00 PM, EDT.

June 4, 2020  Proposals are due by 5 PM, EDT.

Submissions

Proposals must be contain the following information to be considered complete.

- Information about Respondent
  - Name and contact information of respondent (address, phone, email, physical address, and mailing address if different)
  - If respondent is a firm/organization, also include:
    - Name of principal(s) of the firm/organization
    - Name, telephone number and email address of a representative of the firm/organization authorized to discuss this proposal and to negotiate and execute a contract
    - Equal employment opportunity and affirmative action policy
  - Evidence of liability insurance, including amount, period of coverage, and any limitations
• **Qualifications and Experience**
  - Resume describing qualifications of the person(s) who will work on the project
  - If a firm/organization, resumes of the person who will manage the project and all key staff who will work on the project
  - Description of capacity to perform the work
  - Relevant experience in grant writing with a focus on federal grants, including years of experience, number of grants, and number of successful grants

• **Scope of Work Proposal**
  - A proposal that outlines the scope of work and a schedule for its accomplishment by the anticipated grant submission date

• **Conflict of Interest**
  - Respond to the following question:
    
    Does the respondent, any principal, employee or affiliate of the respondent, 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? If the answer is yes, provide an explanation.

• **Portfolio and References**
  - Up to three samples of successful federal grant applications
  - Client list and three professional references, including contact information (name, phone, and e-mail)

• **Project Cost**
  - An all-inclusive fixed amount that covers all labor, materials, travel, communications, any costs associated with a possible delay in the timeline due to COVID-19, and all other costs to complete the Project. Include an explanation of how the amount was determined, including the cost components and any underlying assumptions affecting the costs.
Additional Terms and Conditions

This RFP is subject to the following terms and conditions:

- MaineHousing expressly reserves the right to modify or withdraw this RFP at any time, whether before or after any responses have been submitted or received. MaineHousing will not be liable for any costs incurred as a result of any changes to this RFP.

- MaineHousing reserves the right to reject and not consider any proposal that fails to meet the requirements of this RFP, including but not limited to incomplete and non-responsive proposals.

- MaineHousing reserves the right to reject any and all proposals received and not award a contract under this RFP, and to terminate the RFP process, if deemed by MaineHousing to be in its best interest.

- MaineHousing reserves the right to waive informalities and minor irregularities in proposals received and to ask a respondent for clarification of any information contained within its proposal.

- MaineHousing may contact a respondent’s references before entering into a contract with the respondent.

- Any award is contingent on the successful negotiation of the final contract terms and is not final, and in no event will any obligations of any kind be enforceable by a respondent against MaineHousing, unless and until a written contract is entered into by and between MaineHousing and the respondent.

- In the event the respondent selected does not promptly enter into the required contract to deliver the services described in this RFP, MaineHousing reserves the right to reject the respondent and to offer a contract to another respondent.

- MaineHousing reserves the right to negotiate price or other factors included in any proposal submitted to MaineHousing. If MaineHousing is unable to negotiate a mutually satisfactory arrangement with the successful respondent under this RFP, MaineHousing may, in its sole discretion, negotiate with another respondent or cancel this RFP and not select any proposal.

- Each respondent bears all costs and expenses of its proposal and there will be no reimbursement for any costs and expenses relating to the preparation of proposals submitted or for any costs or expenses incurred during any negotiations.

- The successful respondent will perform the work required under this contract as an independent contractor and not as an agent or employee of MaineHousing.
• Information submitted in any proposal becomes public information, and is subject to
disclosure in accordance with the Maine Freedom of Access Act, 1 M.R.S.A. Section 401 et
seq. ("FOAA").

• All work created by the successful respondent under this RFP will be considered works
made for hire for MaineHousing and will be the exclusive property of MaineHousing. The
successful bidder may keep a copy of such work to be used for the sole purpose of showing
it to prospective clients as a work example or for other purposes as may be approved in
writing in advance by MaineHousing.

• The successful respondent will be required to hold in trust and confidence and will not be
permitted to disclose to any third party, except as required under this RFP and as otherwise
approved in writing in advance by MaineHousing, all work created under this RFP and all
information, documents, and data obtained from or on behalf of MaineHousing in
performing such work until such time as the application required under this RFP is
successfully submitted to the Capital Magnet Fund. The respondent will only be allowed to
use such information, documents and data to the extent required to complete the project.

MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual
orientation, gender identity or expression, marital status, 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 and contracting,
MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual
orientation, national origin, gender identity or expression, 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 (effective June 5, 2020, 26
Edison Drive, Augusta, Maine 04330), Telephone Number 1-800-452-4668 (voice in state
only), (207) 626-4600 (voice) or Maine Relay 711.