

State of Maine
Master Score Sheet

RFA# 202306123					
Housing Opportunity Program Service Provider Grants					
Bidder Name:		MCOG	GPCOG	KVCOG	AVCOG
Proposed Cost:		\$75,000	\$75,000	\$75,000	\$75,000
Scoring Sections	Points Available				
Criteria 1: General Information and Service Provider Eligibility	Pass/Fail	Pass	Pass	Pass	Pass
Criteria 2: Capacity, Expertise, and Previous Experience	35	35	35	35	32
Criteria 3: Scope of Work	40	40	40	33	31
Criteria 4: Budget Proposal	25	25	25	23	25
Criteria 5: Letters of Support	Pass/Fail	Pass	Pass	Pass	Pass
TOTAL	<u>100</u>	<u>100</u>	<u>100</u>	<u>91</u>	<u>88</u>
Bidder Name:		NMDC	GrowSmart	LCRPC	SMPDC
Proposed Cost:		\$68,852	\$23,600	\$75,000	\$75,000
Scoring Sections	Points Available				
Criteria 1: General Information and Service Provider Eligibility	Pass/Fail	Pass	Pass	Pass	Pass
Criteria 2: Capacity, Expertise, and Previous Experience	35	35	33	35	35
Criteria 3: Scope of Work	40	40	40	37	39
Criteria 4: Budget Proposal	25	24	25	25	25
Criteria 5: Letters of Support	Pass/Fail	Pass	Pass	Pass	Pass
TOTAL	100	99	98	97	99

State of Maine
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RFA# 202306123					
Housing Opportunity Program Service Provider Grants					
Bidder Name:		BerryDunn	EMDC	The Musson Group	HCPC
Proposed Cost:		\$42,180	\$75,000	\$74,065	\$75,000
Scoring Sections	Points Available				
Criteria 1: General Information and Service Provider Eligibility	Pass/Fail	Pass	Pass	Pass	Pass
Criteria 2: Capacity, Expertise, and Previous Experience	35	35	33	35	35
Criteria 3: Scope of Work	40	40	36	38	39
Criteria 4: Budget Proposal	25	25	25	24	25
Criteria 5: Letters of Support	Pass/Fail	Pass	Pass	Pass	Pass
TOTAL	<u>100</u>	<u>100</u>	<u>94</u>	<u>97</u>	<u>99</u>
Bidder Name:		Main Street Skowhegan-Build Maine			
Proposed Cost:		\$75,000			
Scoring Sections	Points Available				
Criteria 1: General Information and Service Provider Eligibility	Pass/Fail	Pass			
Criteria 2: Capacity, Expertise, and Previous Experience	35	34			
Criteria 3: Scope of Work	40	40			
Criteria 4: Budget Proposal	25	25			
Criteria 5: Letters of Support	Pass/Fail	Pass			
TOTAL	<u>100</u>	<u>99</u>			

Award Justification Statement

RFA# #202306123, Housing Opportunity Service Provider Grants

I. Summary

The State of Maine, Department of Economic and Community Development (Department) sought applications for service provider grants. Service provider grants are grants to service providers to provide support to municipalities with municipal ordinance development and technical assistance to increase housing opportunities.

Service Provider organizations included regional planning organizations (councils of governments, regional planning commissions) and regional economic development organizations as referenced in [Title 30-A, Chapter 119](#), county governments, non-profit organizations, academic institutions, cooperative extension programs, and for-profit enterprises. Municipalities were also eligible to apply as a service provider to provide relevant services to smaller towns.

Thirteen applications were timely received, and upon recommendation of the evaluation team, the Department approved funding all thirteen applicants, conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of contracts.

II. Evaluation Process

The evaluation process began with an individual review of each application by each of the four reviewers, followed by consensus scoring by the group of reviewers. The reviewers rated each proposal according to the scoring guidelines outlined in the RFA. Reviewers were staff members from the following agencies: Maine Department of Economic and Community Development; the Governor's Office of Policy Innovation and the Future; and the Maine Department of Agriculture, Conservation, and Forestry. Each staff member has expertise in land use planning, housing policy, and working with municipal governments on housing initiatives.

III. Qualifications & Experience

All applicants were required to demonstrate capacity, expertise and previous experience in community planning services, housing policy, and ordinance development. All thirteen applicants sufficiently demonstrated the experience and capacity necessary to carry out the proposed projects and yielded scores in the range that allowed for funding.

IV. Proposed Services

Grantees will implement projects related to ordinance development and community housing planning services, as outlined in the RFA.

V. Cost Proposal

Service providers, as part of this grant application, were eligible for an award up to \$75,000. The following list provides a comparison of the submitted costs.

1. Midcoast Council of Governments- \$75,000
2. Greater Portland Council of Governments- \$75,000
3. Kennebec Valley Council of Governments- \$75,000
4. Androscoggin Valley Council of Governments- \$75,000
5. Lincoln County Regional Planning Commission- \$75,000
6. Southern Maine Planning and Development Commission- \$75,000
7. Eastern Maine Development Corporation- \$75,000
8. Hancock County Planning Commission- \$75,000
9. Main Street Skowhegan-Build Maine- \$75,000
10. The Musson Group- \$74,065
11. Northern Maine Development Commission- \$68,852
12. BerryDunn- \$42,180
13. GrowSmart Maine- \$23,600

VI. Conclusion

The conditionally awarded grantees showed the ability to assist municipalities with ordinance and land use document updates to increase housing.



**STATE OF MAINE
DEPARTMENT OF ECONOMIC AND
COMMUNITY DEVELOPMENT**

**Janet T. Mills
Governor**

**Heather Johnson
Commissioner**

September 18, 2023

Amy Landry
Androscoggin Valley Council of Governments
125 Manley Road
Auburn, ME 04210

SUBJECT: Notice of Conditional Contract Awards under RFA # 202306123, Housing Opportunity Program Service Provider Grants

Dear Amy:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Service Provider Grants. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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5. GrowSmart Maine
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9. Main Street Skowhegan-Build Maine
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11. Northern Maine Development Commission
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13. The Musson Group

The bidders listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFA, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and

the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFA, following announcement of this award decision, all submissions in response to the RFA are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

Sincerely,

A handwritten signature in blue ink, appearing to read "Heather Johnson", with a long horizontal flourish extending to the right.

Heather Johnson
Commissioner, Maine Department of Economic and Community Development

STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).



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September 18, 2023

Kevin Price
Berry, Dunn, McNeil & Parker
2211 Congress Street
Portland, ME 04102

SUBJECT: Notice of Conditional Contract Awards under RFA # 202306123, Housing Opportunity Program Service Provider Grants

Dear Kevin,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Service Provider Grants. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Heather Johnson
Commissioner, Maine Department of Economic and Community Development

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September 18, 2023

Kara Wilbur
Build Maine
65 Water Street, Unit 1
Skowhegan, ME 04976

SUBJECT: Notice of Conditional Contract Awards under RFA # 202306123, Housing Opportunity Program Service Provider Grants

Dear Kara,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Service Provider Grants. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Sincerely,



Heather Johnson
Commissioner, Maine Department of Economic and Community Development

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September 18, 2023

Dr. Vicki Rusbult
Eastern Maine Development Corporation
40 Harlow Street
Bangor, ME 04401

SUBJECT: Notice of Conditional Contract Awards under RFA # 202306123, Housing Opportunity Program Service Provider Grants

Dear Dr. Rusbult,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Service Provider Grants. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Heather Johnson
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Belinda Ray
Greater Portland Council of Governments
970 Baxter Boulevard, Suite 201
Portland, Maine 04103

SUBJECT: Notice of Conditional Contract Awards under RFA # 202306123, Housing Opportunity Program Service Provider Grants

Dear Belinda,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Service Provider Grants. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Sincerely,



Heather Johnson
Commissioner, Maine Department of Economic and Community Development

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September 18, 2023

Harald Bredeesen
GrowSmart Maine
227 Water Street, Suite 208
Augusta, ME 04330

SUBJECT: Notice of Conditional Contract Awards under RFA # 202306123, Housing Opportunity Program Service Provider Grants

Dear Harald,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Service Provider Grants. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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September 18, 2023

Averi Varney
Hancock County Planning Commission
395 State Street
Ellsworth, Maine 04605

SUBJECT: Notice of Conditional Contract Awards under RFA # 202306123, Housing Opportunity Program Service Provider Grants

Dear Averi,

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Jessie Cyr
Kennebec Valley Council of Governments
17 Main Street
Fairfield, ME 04937

SUBJECT: Notice of Conditional Contract Awards under RFA # 202306123, Housing Opportunity Program Service Provider Grants

Dear Jessie,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Service Provider Grants. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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Emily Rabbe
Lincoln County Regional Planning Commission
297 Bath Road
Wiscasset, ME 04578

SUBJECT: Notice of Conditional Contract Awards under RFA # 202306123, Housing Opportunity Program Service Provider Grants

Dear Emily,

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September 18, 2023

Mathew Eddy
Midcoast Council of Governments
165 Main Street
Damariscotta, Maine 04543

SUBJECT: Notice of Conditional Contract Awards under RFA # 202306123, Housing Opportunity Program Service Provider Grants

Dear Mathew,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Service Provider Grants. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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10. Midcoast Council of Governments
11. Northern Maine Development Commission
12. Southern Maine Planning and Development Commission
13. The Musson Group

The bidders listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFA, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFA, following announcement of this award decision, all submissions in response to the RFA are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

Sincerely,



Heather Johnson
Commissioner, Maine Department of Economic and Community Development

STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).



**STATE OF MAINE
DEPARTMENT OF ECONOMIC AND
COMMUNITY DEVELOPMENT**

**Janet T. Mills
Governor**

**Heather Johnson
Commissioner**

September 18, 2023

Jay Kamm
Northern Maine Development Commission
11 West Presque Isle Road
Caribou, ME 04736

SUBJECT: Notice of Conditional Contract Awards under RFA # 202306123, Housing Opportunity Program Service Provider Grants

Dear Jay:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Service Provider Grants. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

1. Androscoggin Valley Council of Governments
2. BerryDunn
3. Eastern Maine Development Corporation
4. Greater Portland Council of Governments
5. GrowSmart Maine
6. Hancock County Planning Commission
7. Kennebec Valley Council of Governments
8. Lincoln County Regional Planning Commission
9. Main Street Skowhegan-Build Maine
10. Midcoast Council of Governments
11. Northern Maine Development Commission
12. Southern Maine Planning and Development Commission
13. The Musson Group

The bidders listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFA, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a

result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

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Thank you for your interest in doing business with the State of Maine.

Sincerely,

A handwritten signature in blue ink, appearing to read "Heather Johnson", with a long horizontal flourish extending to the right.

Heather Johnson
Commissioner, Maine Department of Economic and Community Development

STATEMENT OF APPEAL RIGHTS

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**STATE OF MAINE
DEPARTMENT OF ECONOMIC AND
COMMUNITY DEVELOPMENT**

**Janet T. Mills
Governor**

**Heather Johnson
Commissioner**

September 18, 2023

Hannah Bonine
Southern Maine Planning and Development Commission
110 Main Street, Suite 1400
Saco, Maine 04072

SUBJECT: Notice of Conditional Contract Awards under RFP # 202306123, Housing Opportunity Program Service Provider Grants

Dear Hannah,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Service Provider Grants. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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13. The Musson Group

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This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

Sincerely,



Heather Johnson
Commissioner, Maine Department of Economic and Community Development

STATEMENT OF APPEAL RIGHTS

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**STATE OF MAINE
DEPARTMENT OF ECONOMIC AND
COMMUNITY DEVELOPMENT**

**Janet T. Mills
Governor**

**Heather Johnson
Commissioner**

September 18, 2023

Noel Musson
The Musson Group
5 Village Green Way
Southwest Harbor, ME 04679

SUBJECT: Notice of Conditional Contract Awards under RFA # 202306123, Housing Opportunity Program Service Provider Grants

Dear Noel,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Service Provider Grants. The Department has evaluated the proposals received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following bidders:

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10. Midcoast Council of Governments
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12. Southern Maine Planning and Development Commission
13. The Musson Group

The bidders listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFA, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

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This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

Sincerely,



Heather Johnson
Commissioner, Maine Department of Economic and Community Development

STATEMENT OF APPEAL RIGHTS

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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Androscoggin Valley Council of Governments

DATE: August 29, 2023

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFA Coordinator: Hilary Gove

Names of Evaluators: Ben Averill, Carl Eppich, Ryan Fecteau

<u>Pass/Fail Criteria</u>	<u>Pass/Fail</u>	
Criteria 1. General Information and Service Provider Eligibility	Pass	
Criteria 5. Letters of Support	Pass	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	32
Criteria 3. Scope of Work	40	31
Criteria 4. Budget Proposal	25	25
<u>Total Points</u>	<u>100</u>	<u>88</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Androscoggin Valley Council of Governments

DATE: August 29, 2023

**OVERVIEW OF CRITERIA 1
General Information and Service Provider Eligibility**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 1. General Information and Service Provider Eligibility	Pass/Fail	Pass

Evaluation Team Comments:

Organization Type: Regional Planning Organization

- Organization met eligibility requirement.

**EVALUATION OF CRITERIA 2
Capacity, Expertise, and Previous Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	32

Evaluation Team Comments:

- This portion of the proposal was detailed and well organized.
- Team had concerns about the capacity of the organization to take on these projects because a high percentage of the budget that was allocated towards staff funding.
- Expertise and previous experience of the organization was sufficiently explained in the grant proposal.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Androscoggin Valley Council of Governments

DATE: August 29, 2023

**EVALUATION OF CRITERIA 3
Scope of Work**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 3. Scope of Work	40	31

Project 1: Educational Training Series

Project 2: LD Compliance for Towns without Zoning

Project 3: Comprehensive Plan Guidance

Evaluation Team Comments:

- Team had concerns about the lack of detail and specificity of the projects listed.
- Execution of projects seems like it could be challenging based on the high number of municipalities that sent in letters.
- This proposal did not specify timelines for completion of projects.
- Proposal could have benefitted from further discussion of expectations/goals from the organization.
- Proposal could have benefitted from separate sections discussing need for the projects and approach to community engagement.

**EVALUATION OF CRITERIA 4
Budget Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 4. Budget Proposal	25	25

Evaluation Team Comments:

- Is the budget math correct? Yes
- Does the budget worksheet match the budget narrative? Yes
- Is the cost share provided? Yes
- Other notes: High percentage of the budget was allocated towards staff funding.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Androscoggin Valley Council of Governments

DATE: August 29, 2023

**EVALUATION OF CRITERIA 5
Letters of Support**

	<u>Pass/Fail</u>	<u>Points Awarded</u>
Criteria 5. Letters of Support	Pass/Fail	Pass

Evaluation Team Comments:

- Municipal Letters
 - Carrabassett Valley
 - Greenwood
 - Hartford
 - Jay
 - Kingfield
 - Carthage
 - Lisbon
 - Livermore Falls
 - Mechanic Falls
 - Newry
 - Norway
 - Poland
 - Rangeley
 - Rumford

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: BerryDunn

DATE: August 29, 2023

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFA Coordinator: Hilary Gove

Names of Evaluators: Ben Averill, Carl Eppich, Ryan Fecteau

<u>Pass/Fail Criteria</u>	<u>Pass/Fail</u>	
Criteria 1. General Information and Service Provider Eligibility	Pass	
Criteria 5. Letters of Support	Pass	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	35
Criteria 3. Scope of Work	40	40
Criteria 4. Budget Proposal	25	25
<u>Total Points</u>	100	100

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: BerryDunn

DATE: August 29, 2023

**OVERVIEW OF CRITERIA 1
General Information and Service Provider Eligibility**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 1. General Information and Service Provider Eligibility	Pass/Fail	Pass

Evaluation Team Comments:

Organization Type: For-profit enterprise

- Organization met eligibility requirement.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: BerryDunn

DATE: August 29, 2023

EVALUATION OF CRITERIA 2

Capacity, Expertise, and Previous Experience

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	35

Evaluation Team Comments:

- Team agreed that there were no concerns about capacity and that this organization has the expertise to take on the proposed project.
- One positive of applicant's application was the list of towns that applicant had supported previously with comprehensive plan updates.

EVALUATION OF CRITERIA 3

Scope of Work

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 3. Scope of Work	40	40

Project 1: Ellsworth Housing Study

Evaluation Team Comments:

- The team agreed that this was a well-written, highly detailed application
- This was a strong application because of its focus on one community.
- One positive aspect of the application was acknowledgement that although this project was focused on one community, that the results could assist other communities in the region. Team felt this was an innovative approach and liked the potential for a regional focus.
- Applicant adequately addressed the need for the project, as well as the applicant's approach to community engagement.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123
RFA TITLE: Housing Opportunity Service Provider Grants
BIDDER: BerryDunn
DATE: August 29, 2023

**EVALUATION OF CRITERIA 4
Budget Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 4. Budget Proposal	25	25

Evaluation Team Comments:

- Is the budget math correct? Yes
- Does the budget worksheet match the budget narrative? Yes
- Is the cost share provided? Yes
- Other notes
 - Thorough budget that adequately reflected the work of the proposed project.

**EVALUATION OF CRITERIA 5
Letters of Support**

	<u>Pass/Fail</u>	<u>Points Awarded</u>
Criteria 5. Letters of Support	Pass/Fail	Pass

Evaluation Team Comments:

- Municipality Letters
 - Ellsworth
- Other Letters
 - Reporter, Ellsworth American
 - Owner, Union River Lobster Pot
 - Owner, Flexit Cafe

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Main Street Skowhegan- Build Maine

DATE: August 29, 2023

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFA Coordinator: Hilary Gove

Names of Evaluators: Ben Averill, Carl Eppich, Ryan Fecteau

<u>Pass/Fail Criteria</u>	<u>Pass/Fail</u>	
Criteria 1. General Information and Service Provider Eligibility	Pass	
Criteria 5. Letters of Support	Pass	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	34
Criteria 3. Scope of Work	40	40
Criteria 4. Budget Proposal	25	25
<u>Total Points</u>	<u>100</u>	<u>99</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Main Street Skowhegan- Build Maine

DATE: August 29, 2023

**OVERVIEW OF CRITERIA 1
General Information and Service Provider Eligibility**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 1. General Information and Service Provider Eligibility	Pass/Fail	Pass

Evaluation Team Comments:

Organization Type: Non-Profit

- Organization met eligibility requirement.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Main Street Skowhegan- Build Maine

DATE: August 29, 2023

EVALUATION OF CRITERIA 2

Capacity, Expertise, and Previous Experience

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	34

Evaluation Team Comments:

- Proposal needed more explanation about relationship between partners and history of the organizations involved.
- Otherwise, there were no concerns about capacity or expertise in addressing the projects proposed in the application.

EVALUATION OF CRITERIA 3

Scope of Work

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 3. Scope of Work	40	40

Project 1: Grant Management; Coordination; Community Outreach

Project 2: Form Based Code Model Development

Project 3: Guidebook and Training Material Development

Project 4: Technical Assistance

Project 5: Technical Training Workshops

Evaluation Team Comments:

- Team agreed that this was an innovative and unique application.
- The projects proposed had clear goals and with demonstrable results.
- One positive of the application was mentioning the need for affirmatively furthering the Fair Housing Act.
- The team did question how the organization was going to recruit the other two towns proposed to be part of this project.
- Another positive was the diversity of the towns proposed to be assisted by this grant.
- Application listed timelines with clear dates and goals for completion.
- Application also adequately noted the need for the projects, as well as the

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Main Street Skowhegan- Build Maine

DATE: August 29, 2023

organizational approach to community engagement.

**EVALUATION OF CRITERIA 4
Budget Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 4. Budget Proposal	25	25

Evaluation Team Comments:

- Is the budget math correct? Yes
- Does the budget worksheet match the budget narrative? Yes
- Is the cost share provided? Yes
- Other notes- Application noted three towns that would like assistance under this grant, but mentioned they have the capacity to support 5. Is the budget impacted if only three towns are served?

**EVALUATION OF CRITERIA 5
Letters of Support**

	<u>Pass/Fail</u>	<u>Points Awarded</u>
Criteria 5. Letters of Support	Pass/Fail	Pass

Evaluation Team Comments:

- Municipal Letters
 - Yarmouth
 - Gardiner
 - Newcastle
- Other
 - Maine Downtown Center

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Eastern Maine Development Corporation

DATE: August 29, 2023

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFA Coordinator: Hilary Gove

Names of Evaluators: Ben Averill, Carl Eppich, Ryan Fecteau

<u>Pass/Fail Criteria</u>	<u>Pass/Fail</u>	
Criteria 1. General Information and Service Provider Eligibility	Pass	
Criteria 5. Letters of Support	Pass	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	33
Criteria 3. Scope of Work	40	36
Criteria 4. Budget Proposal	25	25
<u>Total Points</u>	<u>100</u>	<u>94</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Eastern Maine Development Corporation

DATE: August 29, 2023

**OVERVIEW OF CRITERIA 1
General Information and Service Provider Eligibility**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 1. General Information and Service Provider Eligibility	Pass/Fail	Pass

Evaluation Team Comments:

Organization Type: Non-profit/Regional Planning Organization/Regional Economic Development Organization

- Organization meets eligibility requirement.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Eastern Maine Development Corporation

DATE: August 29, 2023

EVALUATION OF CRITERIA 2

Capacity, Expertise, and Previous Experience

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	33

Evaluation Team Comments:

- Application adequately met the criteria for expertise and previous experience.
- Applicant mentioned other grants it had been awarded from state and federal agencies.
- Concerns about capacity because scope of work proposes funding for a position.
 - Questioning what happens if hiring takes more time than anticipated.

EVALUATION OF CRITERIA 3

Scope of Work

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 3. Scope of Work	40	36

Task 1: Review municipal ordinances

Task 2: Map and utilize tools to visualize zoning

Task 3: Prepare educational materials

Task 4: Roadmap for Action

Evaluation Team Comments:

- Scope of work section does not make clear that applicant requests funding for a position.
- Would have liked to see more specificity on which towns are receiving assistance, organized by task.
- It was not clear whether the three towns listed were intended to receive all the listed tasks.
- Team had concerns about other towns would be served by this grant- What is capacity of applicant or does applicant have goals in mind?
- Positive: Roadmap for policy outcomes and housing needs assessment
- Need for projects and approach to community engagement adequately addressed.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Eastern Maine Development Corporation

DATE: August 29, 2023

**EVALUATION OF CRITERIA 4
Budget Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 4. Budget Proposal	25	25

Evaluation Team Comments:

- Is the budget math correct? Yes
- Does the budget worksheet match the budget narrative? Yes
- Is the cost share provided? Yes

**EVALUATION OF CRITERIA 5
Letters of Support**

	<u>Pass/Fail</u>	<u>Points Awarded</u>
Criteria 5. Letters of Support	Pass/Fail	Pass

Evaluation Team Comments:

- Municipal Letters
 - Old Town
 - Greenville
 - Lincoln
- Other
 - Moosehead Lake Economic Development Corporation
 - Maine Multicultural Center

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Greater Portland Council of Governments

DATE: August 29, 2023

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFA Coordinator: Hilary Gove

Names of Evaluators: Ben Averill, Carl Eppich, Ryan Fecteau

<u>Pass/Fail Criteria</u>	<u>Pass/Fail</u>	
Criteria 1. General Information and Service Provider Eligibility	Pass	
Criteria 5. Letters of Support	Pass	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	35
Criteria 3. Scope of Work	40	40
Criteria 4. Budget Proposal	25	25
<u>Total Points</u>	<u>100</u>	<u>100</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Greater Portland Council of Governments

DATE: August 29, 2023

**OVERVIEW OF CRITERIA 1
General Information and Service Provider Eligibility**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 1. General Information and Service Provider Eligibility	Pass/Fail	Pass

Evaluation Team Comments:

- Organization Type: Regional Planning Organization
- Organization met eligibility requirement.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Greater Portland Council of Governments

DATE: August 29, 2023

EVALUATION OF CRITERIA 2

Capacity, Expertise, and Previous Experience

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	35

Evaluation Team Comments:

- Applicant adequately addressed capacity, previous experience, and expertise to carry out proposed projects.

EVALUATION OF CRITERIA 3

Scope of Work

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 3. Scope of Work	40	40

Task 1: Town of Bridgton- sites for affordable housing development

Task 2: Town of Casco- parcels for housing development

Task 3: Town of Durham- community outreach and public engagement

Task 4: Town of North Yarmouth- educational sessions

Evaluation Team Comments:

- This was a well-written and tailored application; included timelines were detailed.
- The narrow scope of the application, by addressing four towns, is a great example of what funds can be used for.
- Clear and easy to understand deliverables, which seem manageable for the organization to complete in one-year timeframe.
- Team agreed that social media engagement of communities is a positive part of the application.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Greater Portland Council of Governments

DATE: August 29, 2023

**EVALUATION OF CRITERIA 4
Budget Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 4. Budget Proposal	25	25

Evaluation Team Comments:

- Is the budget math correct? Yes
- Does the budget worksheet match the budget narrative? Yes
- Is the cost share provided? Yes
- Other notes: Very detailed and concise budget

**EVALUATION OF CRITERIA 5
Letters of Support**

	<u>Pass/Fail</u>	<u>Points Awarded</u>
Criteria 5. Letters of Support	Pass/Fail	Pass

Evaluation Team Comments:

Municipal Letters

- Bridgton
- Casco
- Durham
- North Yarmouth

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: GrowSmart Maine

DATE: August 29, 2023

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFA Coordinator: Hilary Gove

Names of Evaluators: Ben Averill, Carl Eppich, Ryan Fecteau

<u>Pass/Fail Criteria</u>	<u>Pass/Fail</u>	
Criteria 1. General Information and Service Provider Eligibility	Pass	
Criteria 5. Letters of Support	Pass	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	33
Criteria 3. Scope of Work	40	40
Criteria 4. Budget Proposal	25	25
<u>Total Points</u>	<u>100</u>	<u>98</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: GrowSmart Maine

DATE: August 29, 2023

**OVERVIEW OF CRITERIA 1
General Information and Service Provider Eligibility**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 1. General Information and Service Provider Eligibility	Pass/Fail	Pass

Evaluation Team Comments:

Organization Type: Non-profit

- Organization met eligibility requirement.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: GrowSmart Maine

DATE: August 29, 2023

EVALUATION OF CRITERIA 2

Capacity, Expertise, and Previous Experience

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	33

Evaluation Team Comments:

- Proposal could have benefitted from elaboration on housing issue expertise, including grant experience.
- Proposal could have benefitted from elaboration on capacity, especially in the context of naming key players and their experience.
 - Some capacity is shown through calling out Principal Group and Genesis Fund; shows capacity through board members.

EVALUATION OF CRITERIA 3

Scope of Work

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 3. Scope of Work	40	40

Project 1: Comprehensive Plan and Ordinance Development, Bowdoinham

Project 2: Statewide Resources

Project 3: Hancock County Regional Assistance

Evaluation Team Comments:

- Proposal was specific and had clearly outlined tasks based on specific communities.
- Easy to measure results.
- Projects seem manageable to achieve in one-year timeframe.
- Nice mix of municipal specific, statewide effort and regional efforts.
- Meets the goals of the grant application nicely.
- Proposal adequately addressed community engagement and need for projects.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: GrowSmart Maine

DATE: August 29, 2023

**EVALUATION OF CRITERIA 4
Budget Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 4. Budget Proposal	25	25

Evaluation Team Comments:

- Is the budget math correct? Yes
- Does the budget worksheet match the budget narrative? Yes
- Is the cost share provided? Yes
- Other notes: Budget adequately reflects proposed projects.

**EVALUATION OF CRITERIA 5
Letters of Support**

	<u>Pass/Fail</u>	<u>Points Awarded</u>
Criteria 5. Letters of Support	Pass/Fail	Pass

Evaluation Team Comments:

- Municipal Letters
 - Bowdoinham
- Other
 - Bowdoinham Community Development Initiative Board of Directors
 - Hancock County Planning Commission

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Hancock County Planning Commission

DATE: August 29, 2023

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFA Coordinator: Hilary Gove

Names of Evaluators: Ben Averill, Carl Eppich, Ryan Fecteau

<u>Pass/Fail Criteria</u>	<u>Pass/Fail</u>	
Criteria 1. General Information and Service Provider Eligibility	Pass	
Criteria 5. Letters of Support	Pass	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	35
Criteria 3. Scope of Work	40	39
Criteria 4. Budget Proposal	25	25
<u>Total Points</u>	<u>100</u>	<u>99</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Hancock County Planning Commission

DATE: August 29, 2023

**OVERVIEW OF CRITERIA 1
General Information and Service Provider Eligibility**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 1. General Information and Service Provider Eligibility	Pass/Fail	Pass

Evaluation Team Comments:

Organization Type: Regional Planning Organization

- Organization met eligibility requirement.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Hancock County Planning Commission

DATE: August 29, 2023

EVALUATION OF CRITERIA 2

Capacity, Expertise, and Previous Experience

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	35

Evaluation Team Comments:

- This proposal sufficiently demonstrates the organization's capacity to carry out proposed projects because of its detailed description of staff and previous experience of listed partners.
- Team agreed that it was a positive to include resumes of staff members to address previous experience and expertise.

EVALUATION OF CRITERIA 3

Scope of Work

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 3. Scope of Work	40	39

Project 1: Educational Series

Project 2: Housing Needs & Suitability Assessment

Project 3: Comprehensive Planning and Ordinance Development

Project 4: Technical Assistance for Unabridged Islands

Project 5: State and Regional Collaboration

Evaluation Team Comments:

- This was an efficient, well-organized project proposal.
- The inclusion of detailed timelines was a positive.
- The team did have concerns about the lack of specificity in the towns that might be served under the projects. The concern was the large amount of work proposed without specific details or goals.
- One positive aspect of the proposed projects was the goal of educating town officials to think about housing in a general sense, as opposed to discrete projects.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Hancock County Planning Commission

DATE: August 29, 2023

- Application also adequately addressed need for the projects and approach to community engagement.

**EVALUATION OF CRITERIA 4
Budget Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 4. Budget Proposal	25	25

Evaluation Team Comments:

- Is the budget math correct? Yes
- Does the budget worksheet match the budget narrative? Yes
- Is the cost share provided? Yes
- Budget adequately reflected proposed projects.

**EVALUATION OF CRITERIA 5
Letters of Support**

	<u>Pass/Fail</u>	<u>Points Awarded</u>
Criteria 5. Letters of Support	Pass/Fail	Pass

Evaluation Team Comments:

Municipal Letters

- Ellsworth
- Amherst
- Blue Hill
- Brooklin
- Brooksville
- Bucksport
- Castine
- Cranberry Isles
- Eastbrook

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Hancock County Planning Commission

DATE: August 29, 2023

- Frenchboro
- Gouldsboro
- Hancock
- Mount Desert
- Orland
- Osborn
- Otis
- Sedgwick
- Sorrento
- Stonington
- Sullivan
- Surry
- Swan's Island
- Tremont
- Verona Island
- Waltham
- Winter Harbor
- Deer Isle

Other

- Chair of Climate Resilience Committee for Blue Hill
- Director, GIS Laboratory, College of the Atlantic
- Hancock County Administrator
- Frenchman Bay Conservancy
- Island Institute
- Schoodic National Scenic Byway

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Kennebec Valley Council of Governments

DATE: August 29, 2023

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFA Coordinator: Hilary Gove

Names of Evaluators: Ben Averill, Carl Eppich, Ryan Fecteau

<u>Pass/Fail Criteria</u>	<u>Pass/Fail</u>	
Criteria 1. General Information and Service Provider Eligibility	Pass	
Criteria 5. Letters of Support	Pass	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	35
Criteria 3. Scope of Work	40	33
Criteria 4. Budget Proposal	25	23
<u>Total Points</u>	<u>100</u>	<u>91</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Kennebec Valley Council of Governments

DATE: August 29, 2023

**OVERVIEW OF CRITERIA 1
General Information and Service Provider Eligibility**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 1. General Information and Service Provider Eligibility	Pass/Fail	Pass

Evaluation Team Comments:

Organization Type: Regional Planning Organization

- Organization met eligibility requirement.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Kennebec Valley Council of Governments

DATE: August 29, 2023

EVALUATION OF CRITERIA 2

Capacity, Expertise, and Previous Experience

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	35

Evaluation Team Comments:

- Applicant adequately addressed all three areas of this application section. Team did not have any concerns about the provided experience, expertise, and capacity of the organization.

EVALUATION OF CRITERIA 3

Scope of Work

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 3. Scope of Work	40	33

Project 1: Ordinance Review, Revision, and Development Technical Assistance

Project 2: Mapping and Visual Presentations

Project 3: Municipal Stakeholder Education

Project 4: Outreach and Community Engagement

Project 5: Housing Technical Assistance

Project 6: Maine Regional Planning Housing Initiative

Evaluation Team Comments:

- This proposal had a lot of proposed activities- prioritization may need to be done in order to complete projects within one-year time frame.
- Proposal could have done a better job of explaining which communities would like assistance with each project.
- Would like to have seen organization spell out communities for each task.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Kennebec Valley Council of Governments

DATE: August 29, 2023

**EVALUATION OF CRITERIA 4
Budget Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 4. Budget Proposal	25	23

Evaluation Team Comments:

- Is the budget math correct? Yes
- Does the budget worksheet match the budget narrative? Yes
- Is the cost share provided? Yes
- Other notes- Budgeted line item about municipal planning initiative is included but not very detailed.

**EVALUATION OF CRITERIA 5
Letters of Support**

	<u>Pass/Fail</u>	<u>Points Awarded</u>
Criteria 5. Letters of Support	Pass/Fail	Pass

Evaluation Team Comments:

Municipal Letters

- Belgrade
- Benton
- Cambridge
- Oakland
- Pittsfield
- Skowhegan
- Smithfield
- Solon

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Lincoln County Regional Planning Commission

DATE: August 29, 2023

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFA Coordinator: Hilary Gove

Names of Evaluators: Ben Averill, Carl Eppich, Ryan Fecteau

<u>Pass/Fail Criteria</u>	<u>Pass/Fail</u>	
Criteria 1. General Information and Service Provider Eligibility	Pass	
Criteria 5. Letters of Support	Pass	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	35
Criteria 3. Scope of Work	40	37
Criteria 4. Budget Proposal	25	25
<u>Total Points</u>	<u>100</u>	<u>97</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Lincoln County Regional Planning Commission

DATE: August 29, 2023

**OVERVIEW OF CRITERIA 1
General Information and Service Provider Eligibility**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 1. General Information and Service Provider Eligibility	Pass/Fail	Pass

Evaluation Team Comments:

Organization Type: County Government

- Organization met eligibility requirement.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Lincoln County Regional Planning Commission

DATE: August 29, 2023

EVALUATION OF CRITERIA 2

Capacity, Expertise, and Previous Experience

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	35

Evaluation Team Comments:

- Team agreed that the organization had very qualified staff and had no concerns about expertise or previous experience.
- Previous experience doing a housing production study for the region is a positive.

EVALUATION OF CRITERIA 3

Scope of Work

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 3. Scope of Work	40	37

Project 1: Land Use Specialist

Project 2: GIS Analysis for Affordable Housing Site Inventory

Project 3: LD 2003 Education

Project 4: Grant Administration

Evaluation Team Comments:

- Team agreed that this was a well-organized proposal.
- Team had concerns about using grant funds to fund a new position.
 - Questioning that the salary may not be competitive based on the amount of proposed work.
 - Also had concerns about hiring for this position. If hiring takes longer than anticipated, how does organization anticipate meeting timeline goals?
- Task 2 mentions using GIS as a tool. This is an innovative way of looking at housing issues.
- Proposal adequately addressed the need for the projects, as well as approach to community engagement.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Lincoln County Regional Planning Commission

DATE: August 29, 2023

**EVALUATION OF CRITERIA 4
Budget Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 4. Budget Proposal	25	25

Evaluation Team Comments:

- Is the budget math correct? Yes
- Does the budget worksheet match the budget narrative? Yes
- Is the cost share provided? Yes
- Other notes- Budget as outlined adequately addressed the proposed projects.

**EVALUATION OF CRITERIA 5
Letters of Support**

	<u>Pass/Fail</u>	<u>Points Awarded</u>
Criteria 5. Letters of Support	Pass/Fail	Pass

Evaluation Team Comments:

- Municipal Letters
 - Alna
 - Boothbay
 - Boothbay Harbor
 - Bristol
 - Damariscotta
 - Edgecomb
 - Nobleboro
 - Somerville
 - Waldoboro
 - Westport Island
 - Wiscasset
- Other
 - Lincoln County Commissioners

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Midcoast Council of Governments

DATE: August 29, 2023

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFA Coordinator: Hilary Gove

Names of Evaluators: Ben Averill, Carl Eppich, Ryan Fecteau

<u>Pass/Fail Criteria</u>	<u>Pass/Fail</u>	
Criteria 1. General Information and Service Provider Eligibility	Pass	
Criteria 5. Letters of Support	Pass	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	35
Criteria 3. Scope of Work	40	40
Criteria 4. Budget Proposal	25	25
<u>Total Points</u>	<u>100</u>	<u>100</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Midcoast Council of Governments

DATE: August 29, 2023

**OVERVIEW OF CRITERIA 1
General Information and Service Provider Eligibility**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 1. General Information and Service Provider Eligibility	Pass/Fail	Pass

Evaluation Team Comments:

- Organization Type: Regional Planning Organization
- Organization met eligibility requirement.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Midcoast Council of Governments

DATE: August 29, 2023

EVALUATION OF CRITERIA 2

Capacity, Expertise, and Previous Experience

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	35

Evaluation Team Comments:

- Applicant adequately addressed capacity, expertise, and previous experience.
- Team agreed that a positive aspect of the application was that all staff were listed with a brief summary of previous experience.
- Team had no concerns about ability of organization to carry out proposed tasks.

EVALUATION OF CRITERIA 3

Scope of Work

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 3. Scope of Work	40	40

Project 1: Brunswick, Harpswell, and Sagadahoc County

- Consolidation of existing studies
- Consolidation of zoning approaches
- Collaboration on regionally focused housing programs

Project 2: Knox County

- Mapping of growth areas by build-out scenarios
- Consolidation of zoning approaches
- Collaboration report

Project 3: Waldo County

- Build out assessment
- Housing Opportunity Map and Assessment
- Proposed housing and/or land bank organizational structure
- Housing unit rehab or replacement program strategies

Evaluation Team Comments:

- Application was detailed, well-written and specific to subregions of service area.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Midcoast Council of Governments

DATE: August 29, 2023

- Application mentioned assessment related to affirmatively furthering fair housing
- It is an innovative idea to include labor market analysis and working with employers in scope of work. This could be relevant to all areas of the State and helps to rethink housing in terms of data. This emphasis could assist State and regions with addressing housing goals.
- Need for project and approach to community engagement adequately addressed.

**EVALUATION OF CRITERIA 4
Budget Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 4. Budget Proposal	25	25

Evaluation Team Comments:

- Is the budget math correct? Yes
- Does the budget worksheet match the budget narrative? Yes
- Is the cost share provided? Yes

**EVALUATION OF CRITERIA 5
Letters of Support**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 5. Letters of Support	Pass/Fail	Pass

Evaluation Team Comments:

- Municipal Letters
 - Rockland
 - Thomaston
 - Bath
 - Belfast
 - Brunswick
 - Islesboro
 - Lincolnville
 - Searsmont
 - Rockport

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Midcoast Council of Governments

DATE: August 29, 2023

- Brooks
- Northport
- West Bath
- Searsport
- Bowdoinham
- Montville
- Other
 - Knox County Administrator
 - Midcoast Regional Redevelopment Authority
 - Brunswick Housing Authority
 - County Of Sagadahoc, Commissioners and Administration Office

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Northern Maine Development Commission

DATE: August 29, 2023

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFA Coordinator: Hilary Gove

Names of Evaluators: Ben Averill, Carl Eppich, Ryan Fecteau

<u>Pass/Fail Criteria</u>	<u>Pass/Fail</u>	
Criteria 1. General Information and Service Provider Eligibility	Pass	
Criteria 5. Letters of Support	Pass	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	35
Criteria 3. Scope of Work	40	40
Criteria 4. Budget Proposal	25	24
<u>Total Points</u>	100	99

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Northern Maine Development Commission

DATE: August 29, 2023

**OVERVIEW OF CRITERIA 1
General Information and Service Provider Eligibility**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 1. General Information and Service Provider Eligibility	Pass/Fail	Pass

Evaluation Team Comments:

Organization Type: Regional Planning Organization

- Organization met eligibility requirements

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Northern Maine Development Commission

DATE: August 29, 2023

EVALUATION OF CRITERIA 2

Capacity, Expertise, and Previous Experience

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	35

Evaluation Team Comments:

- Team all agreed that this organization was extremely qualified based on staff and previous experience and has the expertise to carry out projects outlined in the application.

EVALUATION OF CRITERIA 3

Scope of Work

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 3. Scope of Work	40	40

Project 1: Municipal Ordinance Review and Development

Project 2: Regional Technical Assistance Development

Project 3: Maine Regional Planning Housing Initiative

Evaluation Team Comments:

- Evaluators agreed that this was a concise and well written proposal.
- This is the right approach for the communities proposed to be served.
- One positive aspect of application was inclusion of project related to water and wastewater capacity in the context of development.
- The applicant included timelines for the proposed work to be done.
- The applicant also adequately addressed the need for the proposed projects, as well as its approach to community engagement.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Northern Maine Development Commission

DATE: August 29, 2023

**EVALUATION OF CRITERIA 4
Budget Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 4. Budget Proposal	25	24

Evaluation Team Comments:

- Is the budget math correct? Yes
- Does the budget worksheet match the budget narrative? No
 - The budget worksheet amount did not match the budget narrative amount because the budget worksheet did not include one of the proposed projects.
- Is the cost share provided? Yes

**EVALUATION OF CRITERIA 5
Letters of Support**

	<u>Pass/Fail</u>	<u>Points Awarded</u>
Criteria 5. Letters of Support	Pass/Fail	Pass

Evaluation Team Comments:

- Municipal Letters
 - Fairfield
 - Ashland
 - Mapleton, Castle Hill, Chapman
 - Caribou
 - Presque Isle
- This application is missing a letter from Limestone, one of the proposed communities in this application. It is a possibility that this was a typo and that Mapleton is the proposed recipient of services.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Southern Maine Planning and Development Commission

DATE: August 29, 2023

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFA Coordinator: Hilary Gove

Names of Evaluators: Ben Averill, Carl Eppich, Ryan Fecteau

<u>Pass/Fail Criteria</u>	<u>Pass/Fail</u>	
Criteria 1. General Information and Service Provider Eligibility	Pass	
Criteria 5. Letters of Support	Pass	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	35
Criteria 3. Scope of Work	40	39
Criteria 4. Budget Proposal	25	25
<u>Total Points</u>	<u>100</u>	<u>99</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Southern Maine Planning and Development Commission

DATE: August 29, 2023

**OVERVIEW OF CRITERIA 1
General Information and Service Provider Eligibility**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 1. General Information and Service Provider Eligibility	Pass/Fail	Pass

Evaluation Team Comments:

Organization Type: Regional Planning Organization

- Organization met eligibility requirement.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Southern Maine Planning and Development Commission

DATE: August 29, 2023

EVALUATION OF CRITERIA 2

Capacity, Expertise, and Previous Experience

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	35

Evaluation Team Comments:

- Organization is well qualified to carry out tasks outlined in the proposal and has the requisite previous experience and capacity.

EVALUATION OF CRITERIA 3

Scope of Work

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 3. Scope of Work	40	39

Project 1: Administration and Kick-Off

Project 2: GIS Analysis, Developable Land

Project 3: GIS Analysis, Build-Out Scenario

Project 4: GIS Analysis, Siting Affordable Housing

Project 5: Review Results

Project 6: Present Results

Evaluation Team Comments:

- Team agreed that this proposal could have had a stronger statement on its approach to community engagement.
- One positive of the application was its focus on GIS as a tool for providing engagement materials. This is an innovative approach.
- Team noted that this proposal did not define "affordable housing." Team questioned how provider would define this term when discussing the topic with communities.
- Another positive of this application was its clearly defined communities.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: Southern Maine Planning and Development Commission

DATE: August 29, 2023

**EVALUATION OF CRITERIA 4
Budget Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 4. Budget Proposal	25	25

Evaluation Team Comments:

- Is the budget math correct? Yes
- Does the budget worksheet match the budget narrative? Yes
- Is the cost share provided? Yes
- Other notes- One positive of the budget was including costs for outreach related expenses.

**EVALUATION OF CRITERIA 5
Letters of Support**

	<u>Pass/Fail</u>	<u>Points Awarded</u>
Criteria 5. Letters of Support	Pass/Fail	Pass

Evaluation Team Comments:

- Municipal Letters
 - Biddeford
 - Saco
 - Arundel
 - Kennebunk
 - Kennebunkport
 - Denmark
 - Fryeburg

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: The Musson Group

DATE: August 29, 2023

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFA Coordinator: Hilary Gove

Names of Evaluators: Ben Averill, Carl Eppich, Ryan Fecteau

<u>Pass/Fail Criteria</u>	<u>Pass/Fail</u>	
Criteria 1. General Information and Service Provider Eligibility	Pass	
Criteria 5. Letters of Support	Pass	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	35
Criteria 3. Scope of Work	40	38
Criteria 4. Budget Proposal	25	24
<u>Total Points</u>	<u>100</u>	<u>97</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: The Musson Group

DATE: August 29, 2023

**OVERVIEW OF CRITERIA 1
General Information and Service Provider Eligibility**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 1. General Information and Service Provider Eligibility	Pass/Fail	Pass

Evaluation Team Comments:

Organization Type: For-profit enterprise

- Organization met eligibility requirement.

**EVALUATION OF CRITERIA 2
Capacity, Expertise, and Previous Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 2. Capacity, Expertise, and Previous Experience	35	35

Evaluation Team Comments:

- Team agreed that the applicant sufficiently outlined its capacity, expertise, and previous experience. No concerns about ability to carry out proposed projects.

**EVALUATION OF CRITERIA 3
Scope of Work**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 3. Scope of Work	40	38

Project 1: Municipal Technical Assistance

- Comprehensive plan assistance for 4 towns
- Ordinance toolkit

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: The Musson Group

DATE: August 29, 2023

Project 2: Housing Opportunities Identification and Analysis

- Mapping Analysis of Codes and Infrastructure
- Housing Prototypes

Project 3: MDI Housing Solutions Summit

Project 4: Community Engagement

- Forums, public discussion, website

Evaluation Team Comments:

- Team had concerns about large amount of work being proposed in the grant. All of it aligns with the goals of the grant but may not all be achievable in one year.
- Team noted that the proposed Housing Summit took place last year without the use of grant funds. While it does fall under the category of education and outreach and aligns with the grant goals, the team had concerns about using only grant funding for this project.
- GIS story map initiative was seen as an innovative project.
- The need for the projects and approach to community engagement was adequately addressed.

**EVALUATION OF CRITERIA 4
Budget Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 4. Budget Proposal	25	24

Evaluation Team Comments:

- Is the budget math correct? No- There is a mathematical error in the cost share column of the budget worksheet.
- Does the budget worksheet match the budget narrative? See above
- Is the cost share provided? Yes- This entity provided more than 15% for cost-share. The Summit represents the biggest portion of match funds.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Service Provider Grants

BIDDER: The Musson Group

DATE: August 29, 2023

**EVALUATION OF CRITERIA 5
Letters of Support**

	<u>Points Available</u>	<u>Points Awarded</u>
Criteria 5. Letters of Support	Pass/Fail	Pass

Evaluation Team Comments:

- Municipal Letters
 - Mount Desert
 - Southwest Harbor
 - Tremont
 - Bar Harbor
- Other
 - Island Housing Trust
 - Mount Desert 365
 - Friends of Acadia

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: AVCOG

DATE: 8/28/23

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

- I. *Organization Qualifications and Experience*
 1. *Overview of Organization/ Experience*
 - *Staff have various levels of experience with land use planning and comprehensive planning services.*
- II. *Proposed Services*
 1. *Services to be Provided/ work plan*
 - *Educational Training series:*
 1. *Housing charrettes/ info sessions in each of the three counties in the service area. Work will be based in the following communities: Poland, Lisbon, Mechanic Falls, Livermore Falls, Kingfield, Carrabasset Valley, Jay, Carthage, Rangely, Hartford, Greenwood, Norway, Newry, and Rumford.*
 - *Technical assistance for towns without zoning for land use ordinance amendments in compliance with LO 2003*
 1. *Work will include the towns of Jay, Rumford, Newry, Hartford, Greenwood, Livermore Falls, Carthage, and Norway.*
 - *Comprehensive Planning assistance*
 1. *Provide guidance to Jay, Livermore Falls, Rumford, and Rang/ey on the housing chapter in their comprehensive planning processes.*
 2. *Budget*
 - *Budget total- \$75,000 with \$11250 match*

Additional Information-

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: AVCOG

DATE: 8/28/23

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECB

1. The master planning services and ordinance revision work being proposed will be helpful to the service area. The proposal focuses on several communities in AVCOG's service area and it is unclear if they have the full staff support to be able to provide all services mentioned in the work plan to all communities mentioned.

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Androscoggin Valley COG

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Well known RPO
- Respected in region
- Built capacity recently.
- Fed recog EDD

(Very well qualified)

2. Subcontractors

None

3. Organizational Chart/Staff

- 5 staffers

II. Proposed Eligible DECD Intended Services:

1. Services to be Provided

- \$75,000 request \$86,250 total

2. Implementation – Work Plan

Project 1 Educational Training Series As a part of AVCOG’s proposal to increase housing across our region, we will develop a training series. We plan to hold training sessions for each of the three counties in our region to ensure that differences in need within each of our regions are addressed accordingly. The primary purposes of this training series will be to educate towns on housing trends and needs in their area, to assist in formulating a vision for future housing inclusive of all members of the population, and to create implementation tactics that incorporate the towns vision to providing additional housing opportunities...

Androscoggin County Cohort Session; Franklin County Cohort Session; County Cohort Session

Session 1 – Assessing Current Conditions & Creating a Vision The first session will be designed to educate each county cohort on their current trends and needs as they relate to housing

Deliverables • Current needs & trends evaluation report o Data profile reports - Creation of document that highlights the current need for housing. This will include collecting current data from Census, State and Federal resources for each town,

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Androscoggin Valley COG

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

researching trends in each county cohort, analysis of collected materials, utilizing GIS software for analysis, and printing documents for municipal distribution.

- Training presentation and educational document o Creation of an educational presentation on housing needs and trends for each of the three cohorts. This will include analyzing data collected from each cohort, compiling town data for a countywide presentation, creation of data visualizations on design software for interpretation, utilization of GIS for map production, creating the presentation in document form, and printing presentation materials to be distributed at the session.

- Visioning guidance document

(Like specificity to towns within county by cohorts)

Session 2 – Defining & Implementing Findings to Increase Housing The second session will focus on solidified tactics to create additional and affordable housing opportunities in each of the listed towns.

Deliverables

- Presentation of Recommendations o Create presentations specific to each county cohort. This will include reviewing the data from each town to compile into a presentation, creation of data visualizations on design software for interpretation, utilization of GIS for map production, creating the presentation in document form, and printing presentation materials to be distributed at the session. o Create recommendations for increasing housing opportunities. This will include collecting visioning data from the towns, analysis of data in correlation to the vision, researching various techniques for housing implementation, developing solutions through collected materials, and providing recommendations for each town, utilizing GIS software for analysis, and printing documents for municipal distribution.

- Guidance Materials o Completion of guidance materials for each county cohort. This will include creating a document of findings that creates are recommendations for solutions to housing shortages. This will include review of materials, incorporation of visuals, formatting, printing, and posting to AVCOG’s website.

- Model Ordinance o The data, findings and recommendations from the educational series will be used for analysis in the creation of a model ordinance. This will require staff to review State requirements, create language, post to AVCOG’s website, and communicate with towns.

(This is the type of customized work needed)

Project 2: Compliance with LD2003 for Towns Without Zoning

Of the towns within AVCOG’s service region, 62% do not have zoning outside of the State required Mandatory Shoreland Zoning Act. Many of these small, rural communities do not possess the capacity to complete ordinance changes internally and typically seek AVCOG’s assistance and guidance in ordinance creation and revision.

(This is the majority of towns in AVCOG, very important strategy)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: RFA# 202306123
RFP TITLE: Housing Opportunity Program Service Provider Grants
BIDDER NAME: Androscoggin Valley COG
EVALUATOR NAME: Carl Eppich
EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

Deliverables • AVCOG estimates that ordinance revisions to comply with LD2003 will be completed for eight towns that still need to review ordinances and make changes to comply. To complete the changes staff will need to review what is in place to determine changes, draft changes to the ordinance, provide the revised document to the town, create a warrant for the ordinance changes, and submit the revised ordinance to the Department of Economic and Community Development. Includes: o Review what is in place and determine necessary changes o Draft revisions to be discussed with town staff o Prepare warrant of changes for town meeting

Project 3: Providing Guidance on Housing in the Comprehensive Plan (*← I always like to see this!*)

AVCOG will assist the towns of Jay, Livermore Falls, Rumford, and Rangeley in developing an update to the housing section of the town's comprehensive plan
→ The intention will be to include various techniques to provide more housing at affordable prices. This will include various forms of public outreach to gain insight and opinions on defining a designated growth area.
(this is great, and needed and inline with getting LD 2003 intent out into regs.)

No mention of Maine Regional Housing Initiative. Could they join?

Budget: Budget Worksheet \$179,151 K total; \$75,000 request

Budget Worksheet

A 15% cost share is required of the Applicant. In-kind match is permitted. For additional information, please see the Activities and Requirements section of this RFA.

Nicely detailed budget. Seems to be adequate

Relatively budget but should work for targeted munic

Provided resumes w lots of details.

*Lots of supporting docs, details
Lots of letterS!*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provide Grants

BIDDER NAME: Androscoggin Valley Council of Governments

DATE: 08/25/23

EVALUATOR NAME: Ryan Fecteau

EVALUATOR DEPARTMENT: Governor's Office of Policy Innovation and the Future

Individual Evaluator Comments:

Directions: Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.

I. Organization Qualifications and Experience

1. Overview of Organization

- The applicant demonstrates the necessary experience and knowledge to meet the purposes of the grant.
- I liked the more in-depth outline of their various knowledge areas.

II. Proposed Services

1. Services to be Provided

- The proposed services align with the purposes of the grant.
- I really like the proposed services focused assessing housing needs and then applying solutions town-by-town. I think a lot of good might result from the conversations that are spurred.

2. Implementation - Work Plan

- I am concerned about the proposed costs. Much of the cost is associated with projected staff time. It feels like there is not nearly a ton of work proposed here yet the cost is rather high.
- I would have liked to see a timeline with specific dates for estimated completion.
- I think it would be better if the proposed Task 1 was more focused on a handful of jurisdictions rather than seemingly all of them ones in their service area.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Androscoggin Valley Council of Governments

DATE: 8/17/23

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

1. General Information and Service Provider Eligibility
 - a. Positive- meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
 - a. Capacity - provides staff and qualifications information
 - b. Expertise- 50+ years of experience; explains expertise in economic development, transportation planning, environmental management, land use planning
 - c. Previous Experience- other state and federal grant involvement
3. Scope of Work
 - a. Proposed Project(s):
 - i. Educational Training Series- three counties (no timeline)
 - ii. LD 2003 compliance for towns without zoning (no timeline)
 1. Specific towns named
 - iii. Providing Guidance on Housing in Comp Plans (no timeline)
 1. Specific towns named
 - b. Need for the Project(s):
 - i. This was not explicitly addressed in own section for any of the projects
 - c. Approach to Community Engagement and Regional Approaches:
 - i. This was not explicitly addressed in own section for any of the projects
4. Budget Proposal (sent in separate attachment)
 - a. Is the budget math correct? Yes
 - b. Does the budget worksheet match the budget narrative? Yes
 - c. Is the cost share provided? Yes
5. Letters of Support (sent in separate attachment)
 - a. Municipal Letters
 - i. Carrabassett Valley
 - ii. Greenwood
 - iii. Hartford
 - iv. Jay
 - v. Kingfield
 - vi. Carthage
 - vii. Lisbon
 - viii. Livermore Falls

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Androscoggin Valley Council of Governments

DATE: 8/17/23

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

- ix. Mechanic Falls
- x. Newry
- xi. Norway
- xii. Poland
- xiii. Rangeley
- xiv. Rumford

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Berry Dunn

DATE: 8/27/23

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

Directions: Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.

- I. *Organization Qualifications and Experience*
 - 1. *Overview of Organization/ Experience*
 - *Staff have various levels of experience with land use planning and comprehensive planning services.*
- II. *Proposed Services*
 - 1. *Services to be Provided/ work plan*
 - *Housing needs assessment for Ellsworth*
 - *Housing Policy recommendations based on HNA and surveys/ public meetings*
 - 2. *Budget*
 - *Budget total- \$42,180 with \$6358 match*

Additional Information-

- 1. *Applicant did not specify communities to engage with for Housing Needs Assessment or Comp Planning services*

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Berry Dunn

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- For profit -- Consultant with RPO experience.
- Well known and engaged in region
- Built capacity recently.

(Confident in their ability. Already working w Ellsworth)

2. Subcontractors

- none

3. Organizational Chart/Staff

- 3+ add staff as needed
- 3 city staffers

II. Proposed Eligible DECD Intended Services:

1. Services to be Provided

- \$42180 request \$ 48,138 total

(Excellent project need (but it was towards the end)

2. Implementation – Work Plan

To develop a Housing Study for the City of Ellsworth. The purpose of this project is to conduct a housing needs assessment for the City of Ellsworth and develop actionable strategies for increasing housing opportunities to best meet the needs of the community. The study will look beyond the City to understand the regional housing market and how Ellsworth can help to address the future housing needs of the region. *(this is focused on one municipality. Budget seems good, and includes time in-kind from Ells. staff)*

In coordination with the comprehensive plan development will support the City in developing land use strategies and planning for infrastructure in a way that will accommodate regional housing needs. The study will build upon the land use review and assessment of the comprehensive plan to develop more detailed recommendations on housing development feasibility, land suitability, and infrastructure needs. *(all good)*

Phase 0: Project Management

1.1 Conduct project planning and kickoff. We will conduct an initial project planning call with the City's project manager. During this call, we will confirm project goals,

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: RFA# 202306123
RFP TITLE: Housing Opportunity Program Service Provider Grants
BIDDER NAME: Berry Dunn
EVALUATOR NAME: Carl Eppich
EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

objectives, and expectations. We will discuss methods of creating effective communication between BerryDunn and City staff, such as ongoing telephone, teleconference, email check-ins, and status reports.

1.2 Develop a Project Work Plan and Schedule. Following the project planning and kickoff meeting, we will develop a Project Work Plan and Schedule, which will outline our communication, scope, risk, and resource management approaches; include a timeline of project meetings; and identify key participants.

Deliverable 1 – Project Work Plan and Schedule

1.3 Develop Biweekly Project Status Updates. Throughout the project, our project manager will provide Biweekly Project Status Updates. We will deliver these updates via web conference. Regular check-in video conferences will support our team's communication of project progress, discussion of questions, continuous awareness of next steps, and connectivity of the group.

1.4 Participate in regional coordination meetings. Throughout the project, our team will participate in and contribute to regional coordination meetings with Grow Smart Maine, Hancock County Planning Commission and other involved agencies to coordinate efforts, share data and resources, plan engagement activities, and help ensure that our teams are not duplicating efforts in research and data collection. *(This is a great collab – building capacity for all org with a service center community)*

Deliverable 2 –Project Status Updates and Coordination Meetings

Phase 1: Needs Assessment

1.1 Collect and analyze data and background information. We will begin by requesting and reviewing existing data and documentation, including, but not limited to 7 items...

1.2 Review existing land use and current land use regulations. Our team will thoroughly review the City's land use and zoning ordinances to understand the City's existing housing development potential. We will consider landmass acreage, utility serviceability, and zoning to produce growth scenarios, and identify opportunities for development.

1.3 Develop outreach materials and survey. As part of this effort, we will work with the City's project team to create accessible online engagement tools supported by the current comprehensive plan project website using the customizable collaboration platform Social Pinpoint. We will develop online tools and a survey through Social Pinpoint. We will also develop print and digital materials to be shared through in-person engagement and online and to support engagement activities including public discussions.

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: RFA# 202306123
RFP TITLE: Housing Opportunity Program Service Provider Grants
BIDDER NAME: Berry Dunn
EVALUATOR NAME: Carl Eppich
EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

- 1.4 Understand housing needs.** We will review data collected and examine housing market and development trends in the region to understand the housing affordability and attainability gap. This analysis will consider the amount of housing units and the type of housing based on demographic, migration, and employment trends.
- 1.5 Prepare visual representations of data including maps, charts, graphs, and graphics.** Based on information and data collected, we will prepare graphics to support our understanding of existing conditions and facilitate community discussions.
- 1.6 Facilitate public discussions on housing needs.** We will coordinate with regional partners to facilitate two public discussions on the region's current housing challenges and opportunities for improvement. To be more accessible and reach a broader group of community members, we will host one discussion in-person and one virtually, via Zoom.
- 1.7 Conduct additional outreach.** Our team will support City staff and volunteers in conducting additional community outreach to increase awareness of the project, promote the project survey, meetings, and other engagement activities, and to collect feedback from community members.
- 1.8 Develop Housing Needs Assessment.** We will review data and information gathered and analyze community feedback and survey results. We will develop a Housing Needs Assessment including an analysis of current housing stock, demographics, affordability, the regional economy, commuter data, housing market trends, and land use and zoning regulations.

Deliverable 3 – Housing Needs Assessment

(These are all necessary and appear to be the right component to get to the Housing Needs assess)

Phase 2: Recommendations for Housing Opportunities

2.1 Conduct research on housing policy best practices. We will research housing policy and zoning techniques including best practices and more innovative approaches to addressing housing needs. We will consider potential implementation challenges related to existing conditions in Ellsworth.

2.2 Develop recommendations for housing opportunities. We will develop a draft list of recommended strategies to increase housing opportunities and address housing affordability specifically related to the housing needs of the Ellsworth community, as identified in Phase 1. We will coordinate with regional partners to develop strategies that are most appropriate for the region and that are coordinated with broader State and regional housing initiatives.

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Berry Dunn

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

2.3 Conduct focus group discussions to review recommendations. We will conduct focus group discussions to review and refine recommendations. We will include the Steering Committee and key stakeholders in focus group discussions including Mount Desert Island and Ellsworth Housing Authorities, Hancock County Planning Commission, Penquis, housing developers, major employers, and other interested community groups. ← ***Good groups to work with.***

2.4 Develop housing study. We will revise recommendations based on community feedback at focus group meetings and through other engagement activities. We will also identify specific strategies, tools, and best practices to support implementation efforts.

2.5 Present the Housing Study to the Steering Committee and City Council. We will present the housing study to the Steering Committee to promote buy-in and consensus for the process and its outcomes thus far. We will incorporate any feedback, as appropriate before presenting to the City Council.

Deliverable 4 – Final Housing Study

Regional Partners Grow Smart Maine Hancock County Planning Commission
(these are important partners, one of the larger communities in the region)

Approach to Community Engagement and Regional Approaches

As part of this effort, we will work with the City's project team to create accessible online **engagement tools** supported by the current comprehensive plan project website using the customizable collaboration platform Social Pinpoint. This online community engagement hub will keep community members informed of project progress and provide a means to share valuable input remotely—wherever and whenever is most convenient. Our goal will be to gather feedback from a diverse participant group to inform better planning outcomes.

(Like that this is included, another innovation, It will be good to hear how this worked.)

Budget Narrative: *This budget looks right, and for an add on for comp plan process it is reasonable. Like the coord and efficiencies with HCPC and other partners.*

*Berry Dunn is respected all over the state. Growing their planning capacity – respected. Relatively good budget but should work for one muni
3 letters*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provide Grants

BIDDER NAME: BerryDunn

DATE: 08/25/23

EVALUATOR NAME: Ryan Fecteau

EVALUATOR DEPARTMENT: Governor's Office of Policy Innovation and the Future

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *BerryDunn demonstrates the necessary experience to service this grant opportunity. They have a lot of experience with comprehensive plans as outlined in their application.*

II. Proposed Services

1. Services to be Provided

- The housing needs assessment meets the spirit of the grant program.
- I would have liked to see the services include recommendations and tool development for addressing whatever housing needs are determined.

2. Implementation - Work Plan

- The work plan is very detailed and well presented. The steps make sense, and the work seems achievable.
- I especially appreciate the very well-organized timeline of activities and deliverables.
- I also like the table outlining what each party involved in the project will be responsible for.
- It does seem like the GrowSmart Maine, Hancock County Planning Commission, and BerryDunn applications are all connected.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: BerryDunn

DATE: 8/22/23

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

- I. General Information and Service Provider Eligibility
 1. Positive- meets eligibility requirements
- II. Capacity, Expertise, and Previous Experience
 1. Capacity- two locations in Maine
 2. Expertise- Questioning: accounting services focus? How long have they engaged with land use and comprehensive planning?
 3. Previous Experience- Positive- currently working with Ellsworth and have worked with other communities in Maine.
- III. Scope of Work
 1. Proposed Project(s):
 - Ellsworth Housing Study (timeline and staff roles provided)
 2. Need for the Project(s):
 - Positive- thorough analysis of the need
 3. Approach to Community Engagement and Regional Approaches:
 - Positive- this was thoroughly examined
- IV. Budget Proposal
 1. Is the budget math correct? Yes
 2. Does the budget worksheet match the budget narrative? Yes
 3. Is the cost share provided? Yes
- V. Letters of Support
 1. Municipal Letters
 - Ellsworth
 2. Also provided letters from two business owners and a reporter.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: BuildMaine

DATE: 8/27/23

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

- I. Organization Qualifications and Experience*
 - 1. Overview of Organization/ Experience*

Staff have various levels of experience with land use planning, economic development and coding.
- fl. Proposed Services*
 - 1. Services to be Provided/work plan*
 - Creation of a Missing Middle Housing Toolkit and form based coding guide and open source information related to coding*
 - Additional services to Gardiner, New Castle, Yarmouth*
 - 2. Budget*

Budget total- \$75000 with \$20250 match

*Additional Information-
Innovative approach for state wide land use reform. Open source coding may be very helpful for communities.*

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Main Street Skowhegan, Build Maine

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Non-profit
- Build Maine is service provider.
- Main Street Skowhegan is grant manager

2. Subcontractors

- Kara Wilbur project lead
- Coordinating partners
- Principle

3. Organizational Chart/Staff

staffers

Both organizations are very qualified to manage this work

II. Proposed Eligible DECD Intended Services:

1. Services to be Provided

- \$95,250 Total \$75,000 request

Communities served:

Newcastle

Gardiner

Yarmouth

(2) Additional Communities, TBD *(Do they have candidate? Waiting for commitments?)*

2. Implementation – Work Plan *(Wish there were a bit more details, but overall a good approach. Excited about the innovative potential of this application.)*

- Simplify and speed up Municipal ordinance development designed to increase housing opportunities and further the purposes of the Fair Housing Act and Maine Human Rights Act. *(Good! Important mention)*
- Help communities visualize zoning ordinance changes that will meet local goals and help lead to ordinance changes. *(Like visualization technique)*
- Simplify and speed up Municipal ordinance development designed to increase housing opportunities and further the purposes of the Fair Housing Act and Maine Human Rights Act.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Main Street Skowhegan, Build Maine

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

- Help communities visualize zoning ordinance changes that will meet local goals and help lead to ordinance changes.
- Provide critical and needed educational materials for planning boards, elected officials, municipal boards and housing committees focusing on increasing housing opportunities.
- Provide technical assistance related to: comprehensive planning review and master planning, focusing on identifying housing and land use priorities; assessing feasibility of potential sites and code to remove development barriers; and developing housing prototypes from model template code building typologies. *(All great and unique among applications)*
- Provide critical and needed educational materials for planning boards, elected officials, municipal boards, and housing committees focusing on increasing housing opportunities.
- Provide technical assistance related to comprehensive planning review and master planning, focusing on identifying housing and land use priorities; assessing feasibility of potential sites and code to remove development barriers; and developing housing prototypes from model template code building typologies

Deliverables:

- identification of two priority sites.
- explanations of opportunities and constraints IDd.
- Digital pamphlet for each site designed to facilitate developer interest.

Budget: Budget Worksheet

\$75,000 request

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provide Grants

BIDDER NAME: BuildMaine

DATE: 08/25/23

EVALUATOR NAME: Ryan Fecteau

EVALUATOR DEPARTMENT: Governor's Office of Policy Innovation and the Future

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *They demonstrate the requisite to accomplish their proposed activity which does align with the grant opportunity.*

2. Subcontractors

- *They indicate that they will work with an outside entity with experience in designing form based codes. The outside entity has the requisite qualifications to be a positive contributor to this proposed effort.*

II. Proposed Services

1. Services to be Provided

- *The services provided align with the intent of this grant opportunity.*
- *I like the uniqueness of this proposal. It seeks to improve roughly two dozen smaller communities that are sizable by Maine standards. By establishing form based codes, housing could stand to benefit.*

2. Implementation - Work Plan

- *The plan seems doable and the timeline makes sense.*
- *I am a little concerned that the final product will be voluntarily adopted or not. Would almost rather firm commitments to adopt upfront before the work is paid for.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Main Street Skowhegan, Build Maine

DATE: 8/22/23

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

1. General Information and Service Provider Eligibility
 - a. Positive- meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
 - a. Capacity - It is difficult to determine capacity because more information is needed about history and staff of entities, as well as why they are teaming up.
 - b. Expertise- Sense of partnerships to complete projects
 - c. Previous Experience- While this was referenced, this could have been more flushed out with specific examples
 - d. Questioning: Need more information about each individual organization- background, history, relationship to one another, etc.
3. Scope of Work
 - a. Proposed Project(s):
 - i. Missing Middle Housing Toolkit (Timeline included)
 - b. Need for the Project(s):
 - i. This was adequately addressed for proposed project
 - c. Approach to Community Engagement and Regional Approaches:
 - i. This was adequately addressed for proposed project
4. Budget Proposal
 - a. Is the budget math correct? Yes
 - b. Does the budget worksheet match the budget narrative? Budget narrative did not include a breakdown of numbers
 - c. Is the cost share provided? Yes
 - d. Question: proposal discussed supporting 5 communities. When does BuildMaine anticipate securing those communities? If only three communities sign up, how does this impact budget?
5. Letters of Support
 - a. Municipal Letters
 - i. Yarmouth
 - ii. Gardiner
 - iii. Newcastle
 - b. Other
 - i. Maine Downtown Center

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: EMDC

DATE: 8/27/23

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

- G *Organization Qualifications and Experience*
 - 1. *Overview of Organization/ Experience*
 - *Staff have various levels of experience with land use planning and comprehensive planning services.*
- II. *Proposed Services*
 - 1. *Services to be Provided/ work plan*
 - *Municipal Technical Assistance:*
 - 1. *Review of ordinances*
 - *Mapping and spatial analysis of housing needs across member communities*
 - *Educational materials/ outreach for Planning Boards*
 - *Housing Roadmap*
 - 2. *Budget*
 - *Budget total- \$75,000 with \$11250 match*

Additional Information-

- 1. *Mapping and housing roadmap are both innovative initiatives*

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Eastern Maine Development Corporation (EMDC)

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- RPO & REDO
- Partnership history
- 53 year history: workforce dev; bus tech assist; community impact lending
- CEDs developer for region; Manages grants for region; Desig RPO

2. Subcontractors

- None

3. Organizational Chart/Staff

5 staffers; 2 in-kind on project, 3 paid

II. Proposed Eligible DECD Intended Services:

1. Services to be Provided

- \$86,250 Total \$75,000 request

2. Implementation – Work Plan

- Mismatch between housing and zoning of housing units including multi units
- Sharable and adaptable outcomes

Task 1 – Review municipal ordinances designed to increase housing opportunities

- Identify zoning gaps and update existing ordinances.
- Review and modify based on housing stock assess
- Integrate Maine zoning criteria and priorities into municipal ordinance plan.

Task 2 – Map and utilize tools to visualize zoning ordinances and housing needs

- GIS based maps and access tools to visualize findings from Tasks 1
- Harvard Forest’s NELF Explorer for visualization of build outs
(Could other RPOs use this tool?)

Task 3 – Prepare educ material for PBs, Electeds, muni. boards, and housing committee.

- Compl plan review and master planning

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Eastern Maine Development Corporation (EMDC)

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

- Infrastructure upgrades necessary; housing market and future needs; feasibility of sites

Task 4 Roadmaps for action

- Prepare housing “roadmaps” that include action steps including capital needs for new housing sites; funding needed to renovate existing homes; goal to create affordable housing.

•

Outreach

- Will engage major employers and new businesses to assess workforce needs.
- Will reach out to additional communities.
- Will work with immigrant/refugee communities.

(Is this sufficient outreach? Need more details)

Maine Regional Planning Housing Initiative. In addition to work within our region, EMDC will also work to coordinate housing analysis and model development across the state.

(Like seeing this. Could be a more specific proposals – which towns are they working with)

Budget: Budget Worksheet

\$86,250 K total \$75,000 request

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provide Grants

BIDDER NAME: Eastern Maine Development Cooperation

DATE: 08/21/23

EVALUATOR NAME: Ryan Fecteau

EVALUATOR DEPARTMENT: Governor's Office of Policy Innovation and the Future

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Demonstrates strong experience working with communities on the issues related to this grant opportunity.
- I liked that they included the work they've done on other grants offered by state agencies.

II. Proposed Services

1. Services to be Provided

- The services align with the grant's intent and seems focused enough to be successful. They are tackling a substantial but seemingly manageable amount of work.
- I like that the towns they have chosen are likely some of the jurisdictions with the greatest need for these type of outside support for planning and housing development.

2. Implementation - Work Plan

- I am a little concerned that they are planning to use the funds to cover the salary of a new position that will be hired to oversee this work. I fear hiring could be difficult and cause delay for the project.
- I would have liked to see a timeline associated with what they are planning to do.
- They do provide sufficient details regarding the steps that will be taken to realize their deliverables.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Eastern Maine Development Corporation

DATE: 8/18/23

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

1. General Information and Service Provider Eligibility
 - a. Positive- meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
 - a. Capacity - Questioning: how many staff members?
 - b. Expertise- 53+ years of experience,
 - c. Previous Experience- provided list of previous federal and state grants that it has been a part of
3. Scope of Work
 - a. Proposed Project(s):
 - i. Ordinance Review
 - ii. GIS Mapping
 - iii. Educational Materials
 - iv. Roadmap for Action
 - v. Questioning: for each of these projects, is there a target set of towns? Three towns were mentioned but what is the overall goal? All towns? Some towns? How does this translate to costs?
 - b. Need for the Project(s):
 - i. This was provided for entity's service area (why housing is needed)
 - c. Approach to Community Engagement and Regional Approaches:
 - i. This was adequately covered in proposal
4. Budget Proposal
 - a. Is the budget math correct? Yes
 - b. Does the budget worksheet match the budget narrative? Yes
 - c. Is the cost share provided? Yes
 - d. Other notes- This budget proposal is asking for grant to cover a housing specialist position.
5. Letters of Support
 - a. Municipal Letters
 - i. Old Town
 - ii. Greenville
 - iii. Lincoln
 - b. Other
 - i. Maine Multicultural Center
 - ii. Moosehead Lake Economic Development Corporation

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: GPCOG

DATE: 8/27/23

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization/ Experience

Staff have various levels of experience with land use planning, economic development.

Work throughout Maine highlighting economic development/ planning/ and outreach

II. Proposed Services

1. Services to be Provided/ work plan

Housing technical assistance for 4 communities including Bridgton, casco, Durham and North Yarmouth

2. Budget

Budget total- \$75000 with \$11250 match

Additional Information-

Interesting approach to assist communities with housing needs including site analysis, zoning analysis, and education.

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: GPCOG

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

Individual Evaluator Comments:

This is for a specific project in 4 communities: Bridgton, Casco, Durham, and North Yarmouth.

I. Organization Qualifications and Experience

1. Overview of Organization

- RPO – 25 communities around Portland, Cumberland County
- 54 year history;
- Decades of experience working directly with and for municipalities on land use, zoning, housing, transportation, economic development, and sustainability projects
- Has a Housing Library

2. Subcontractors

- None

3. Organizational Chart/Staff

7 staffers

II. Proposed Eligible DECD Intended Services:

1. Services to be Provided

- \$86,250 Total \$75,000 request

2. Implementation – Work Plan

Work on projects designed increase housing opportunities while considering climate, sustainability, transportation, economic development, public health, and equity concerns.

Bridgton:

Is considering the use of at least three specific sites for affordable housing development: two town-owned sites and one site potentially available via tax-acquisition.

Deliverables:

- identification of two priority sites;
- explanations of opportunities and constraints IDd
- Digital pamphlet for each site designed to facilitate developer interest.

Task 1: Project Launch

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: RFA# 202306123
RFP TITLE: Housing Opportunity Program Service Provider Grants
BIDDER NAME: GPCOG
EVALUATOR NAME: Carl Eppich
EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

- 1.1. Internal Staff Preparation
- 1.2. GPCOG/Town Staff Meeting
- 1.3. Kick-Off Public Meeting
- a. Preliminary Visioning Session b. Survey c. S.W.O.T. Analysis

Task 2: Data Collection & Analysis

- 2.1. GPCOG to Collect Data on Three (3) Subject Parcels (October through November 2023)
- 2.2. Existing Conditions Mapping
- 2.3. Site Analysis – Existing Conditions and Development Constraints (December)
- 2.4. Site Analysis – Potential Buildout Under Existing Zoning
- 2.5. Site Analysis – Potential Buildout with Contextual Zoning Changes

Task 3: Public Outreach and Engagement

1. Kick-off Meeting (
2. Presentation of Site Analysis to Town Staff (
3. Presentation of Site Analysis to Public
4. Town Selection of Two (2) Preferred Sites

Task 4: Deliverables

- 4.1. Report on Two (2) Preferred Sites' Opportunities and Constraints
- 4.2. Digital Pamphlet for Each of the Two (2) Preferred Sites
- 4.3. Final Presentation

Task 5: Project Wrap-Up

1. Final Revisions

This is a very well written and outlined workplan.

Casco:

Casco is finalizing a comprehensive plan that identifies two village areas as priority growth centers: (1) Pike's Corner neighborhood; (2) Cooks Mills neighborhood. Both are expected to support denser housing and mixed-use development.

Deliverables:

explanations of the associated opportunities and constraints identified by GPCOG; and

- suggested edits to relevant zoning and performance standards.

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: RFA# 202306123
RFP TITLE: Housing Opportunity Program Service Provider Grants
BIDDER NAME: GPCOG
EVALUATOR NAME: Carl Eppich
EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

The below towns have similar customized approaches

Durham:

Assist Durham through multiple means of community outreach and public engagement. Durham has already prepared draft zoning ordinance amendments and want to be well informed on what implications of LD2003 are. GPCOG aims to inform residents about housing issues in the region and understand better what their role may be in addressing the housing crisis and what types and forms of housing they may wish to see more of in their community.

North Yarmouth:

North Yarmouth seeks to prepare its residents for upcoming zoning changes stemming (LD 2003). Will provide a minimum of two educational sessions about the issue, with content aimed at municipal staff, town residents, and property owners. Of particular focus will be **visualizing** the kinds of changes - such as by-right accessory dwelling units on single family lots - that will be applicable to North Yarmouth and in which areas those changes can occur.

Educational materials will emphasize the choices and opportunities now available to property owners in shaping housing in their community. Deliverables for this project will be the **slide deck and educational materials** presented at the two educational sessions, providing an LD 2003 summary of how its provisions will apply to North Yarmouth, and the opportunities for housing creation and investment it will enable.

Outreach

Public Outreach in all towns
Listed 12 public meetings.

(Did not mention (or I didn't see) a note about including in Maine Regional Planning Housing Initiative)

Budget: Budget Worksheet \$86,250 Total \$75,000 request

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provide Grants

BIDDER NAME: Greater Portland Council of Governments

DATE: 08/25/23

EVALUATOR NAME: Ryan Fecteau

EVALUATOR DEPARTMENT: Governor's Office of Policy Innovation and the Future

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *Demonstrates a strong background in work related to the grant.*
- *Appreciate the mention of work they've completed related to housing specifically.*
- *Known relationships with municipal governments that they can leverage to do the work.*

II. Proposed Services

1. Services to be Provided

- *I like that the services are focused and tailored to the needs of four specific communities.*
- *The services being provided clearly meet the purposes of the opportunity.*
- *The services will likely have a positive impact on girthing housing development and give these select communities a road map for how to realize housing opportunities.*

2. Implementation - Work Plan

- *The steps to completion are very clearly outlined. The timeline makes sense and seems doable.*
- *This proposal seems extremely well thought out.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Greater Portland Council of Governments

DATE: 8/18/23

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

1. General Information and Service Provider Eligibility
 - a. Positive- meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
 - a. Capacity - adequately addressed
 - b. Expertise- 50+ years of experience; diverse set of topics that it assists municipalities with
 - c. Previous Experience- adequately addressed
3. Scope of Work
 - a. Proposed Project(s):
 - i. Bridgton- affordable housing site studies (timeline provided)
 - ii. Casco- areas for housing development (timeline provided)
 - iii. Durham-LD 2003 impacts- educational materials/reports (timeline provided)
 - iv. North Yarmouth-educational sessions about LD 2003 (timeline provided)
 - v. Questioning: could this technically be covered under municipal payments?
 - b. Need for the Project(s):
 - i. This was adequately addressed
 - c. Approach to Community Engagement and Regional Approaches:
 - i. This was adequately addressed
4. Budget Proposal
 - a. Is the budget math correct? Yes
 - b. Does the budget worksheet match the budget narrative? Yes
 - c. Is the cost share provided? Yes
5. Letters of Support
 - a. Municipal Letters
 - i. Bridgton
 - ii. Casco
 - iii. Durham
 - iv. North Yarmouth

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: GrowSmart Maine

DATE: 8/27/23

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization/ Experience

- *Staff have various levels of experience with land use planning, economic development.*
- *Work throughout Maine highlighting economic development/ planning/ and outreach*

II. Proposed Services

1. Services to be Provided/ work plan

- *Ordinance review and development related to Fair Housing/ Humah Rights Act as well as technical support for Bowdoinham for Comp Plan components*
- *Creation of a statewide regional resource and educational guide/ webinars regarding housing, ADUs, and Planning activities.*
 - 1. Interesting and useful information*
- *General housing technical assistance for Hancock County including **siting guide***

2. Budget

- *Municipal Ordinance Review/ Comp Plan- \$14,000*
- *Outreach and education/ Statewide resources- \$3000*
- *Housing TA- \$4000*
- *Grant Admin- \$2600*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: GrowSmart Maine

DATE: 8/27/23

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECB

- ***Budget total- \$23,600 with \$5000 match***

Additional Information-

Education/ Outreach is interesting approach for statewide guide to ADU/ Housing Creation

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: GrowSmart Maine

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

Individual Evaluator Comments:

This is for a specific project in Bowdoinham.

I. Organization Qualifications and Experience

1. Overview of Organization

- Statewide Non-profit
- Making Headway in Your Community
- Energy Efficiency Community Campaign
- Partnership history
- 20 year history;

2. Subcontractors

- None

3. Organizational Chart/Staff

3 staffers

II. Proposed Eligible DECD Intended Services:

1. Services to be Provided

- \$28,600 Total \$23,600 request

2. Implementation – Work Plan

The proposed project consists of three distinct elements:

1) MUNICIPAL-SPECIFIC: Technical support to comprehensive plan and ordinance development in the Town of Bowdoinham.

2) STATEWIDE RESOURCES: Relative to work being proposed by regional planning commissions and other resource organizations, GrowSmart Maine will share existing and develop new educational materials for inclusion in this statewide directory of community resources.

3) HANCOCK COUNTY TECHNICAL ASSISTANCE: Development and delivery of a training module on Sustainable Siting of Housing for use by Hancock County Planning Commission, and as part of other planned trainings on Housing.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: RFA# 202306123
RFP TITLE: Housing Opportunity Program Service Provider Grants
BIDDER NAME: GrowSmart Maine
EVALUATOR NAME: Carl Eppich
EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

(Is this separate form the HCPC application or complementary?)

The specific deliverables include:

- Developing a Public Participation Plan including local capacity building in advocacy.
- Developing a Housing Strategy that addresses local housing development constraints and opportunities, priorities, and a roadmap for future housing.
- The adoption by the town of a Comprehensive Plan and related land use ordinances updated/developed that enable a broader range of housing options. in Bowdoinham.

Task 1 -, timeline, and roles and responsibilities

1.1 Introductory Information meeting

- As a part of a Comp Plan Committee and/or Housing Action Committee (HAC) in cooperation chairs: present and discuss the roles and responsibilities, SOW to be provided, as well as the timeline for the development of the comprehensive plan and/or land use ordinance.

1.2 Develop Public Participation Plan

- Public Participation Plan developed to ensure deeper public engagement from all aspects of community population.

1.3 Technical Assistance to HAC and Development of Housing Strategy

- A short Housing Strategy as basis for developers/partners outreach -- developed outlining housing goals, actions, zoning changes, potential partners, parcels, available funding programs, and other relevant issues.

1.4 .4 Community Forum Facilitation

- Two Community forums (Oct. and Nov) on planning and housing+
- Two in June 2024 (*4 total?*)
- Will invite partners as relevant to ensure that the community can draw on relevant expertise

Task 2 Develop Education Materials for Plan Boards, Electeds, Munic Boards, and Housing Committees

2.1 One Community Guide and *(like Community Guide series)*

2.2 Two webinars

- Developed, marketed, and distributed online and through GrowSmart Maine's network (including partners noted above).

Task 3 – Hancock County Technical Assistance *(in coordination w HCPC, which had already been reached out to)*

3.1 Training Module on Sustainable Siting of Housing

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: GrowSmart Maine

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

- With American Farmland Trust – Planning Tool box to help protect farms and farmland

Outreach

Community Forum facilitation (2)

(Is this sufficient outreach? Need more details)

(I know GSM well. They are growing capacity. This looks like an innovative and pointed approach)

Budget: Budget Worksheet

\$28,600 Total

\$23,600 request

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provide Grants

BIDDER NAME: GrowSmart Maine

DATE: 08/25/23

EVALUATOR NAME: Ryan Fecteau

EVALUATOR DEPARTMENT: Governor's Office of Policy Innovation and the Future

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The applicant demonstrates some experience with working with communities on issues related to this grant.
- I wish the applicant elaborated more on its experience working on housing related issues. There was only a small reference to comprehensive planning technical assistance.

II. Proposed Services

1. Services to be Provided

- The services provided to Bowdoinham align with the purposes of the grant. The deliverable leaves more to be desired. It seems the major role of the applicant is facilitating community conversations. It would have been nice to see a more long-term tool for the town.
- I think the second resource proposed to be developed is very strong.
- I find the third deliverable to be very vague.

2. Implementation - Work Plan

- I would have liked to see more specific timelines rather than just how long each activity would take.
- The breakdown of activities makes sense with the proposed work.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: GrowSmart Maine

DATE: 8/18/23

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

1. General Information and Service Provider Eligibility
 - a. Positive- meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
 - a. Capacity - More information about organization itself and staff would have been helpful to determine capacity
 - b. Expertise- creates partners to fill in knowledge gaps
 - c. Previous Experience- Multiple examples were provided of previous experience
3. Scope of Work
 - a. Proposed Project(s):
 - i. Technical Support to Bowdoinham (timeline provided)
 - ii. Educational Materials- statewide directory (timeline provided)
 - iii. Hancock County Technical Assistance: Sustainable Siting of Housing (timeline provided)
 - b. Need for the Project(s):
 - i. This was not addressed in own section of grant proposal
 - c. Approach to Community Engagement and Regional Approaches:
 - i. This was not addressed in own section of grant proposal
4. Budget Proposal
 - a. Is the budget math correct? Yes
 - b. Does the budget worksheet match the budget narrative? Yes
 - c. Is the cost share provided? Yes
5. Letters of Support
 - a. Municipal Letters
 - i. Bowdoinham
 - b. Other
 - i. Bowdoinham Community Development Initiative Board of Directors
 - ii. Hancock County Planning Commission

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: HCPC

DATE: 8/27/23

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

- I. *Organization Qualifications and Experience*
 1. *Overview of Organization/ Experience*
 - *Staff have various levels of experience with land use planning, economic development and housing related activities*

- II. *Proposed Services*
 1. *Services to be Provided/ work plan*
 - *Education series based on Housing/ zoning reform*
 - *GIS analysis/ mapping and housing needs assessment*
 1. *Uncertain of which communities are proposed*
 - *Comprehensive Planning/ Ordinance Amendments*
 - * *General housing technical assistance for island communities including acting as a networking advocate*
411 Maine Regional Planning Housing Initiative
 2. *Budget*
 - *Budget total- \$75,000 with \$104,151 match*

Additional Information-

1. *Applicant did not specify communities to engage with for Housing Needs Assessment or Comp Planning services*

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Hancock County Planning Commission

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- HCPC RPO
- Well known and engaged in region
- Built capacity recently.

(Very well qualified)

2. Subcontractors

- Tex Haeuser

3. Organizational Chart/Staff

- 3+ new former Island Insti staffer
- Partners: Island Inst., College of Atlantic; Reg Chamber; Healthy Community Coal. HC Soil and Water; GrowSmart Maine; Berry Dunn

II. Proposed Eligible DECD Intended Services:

1. Services to be Provided

- \$42180 request \$ 48,138 total

(Excellent project need (but it was towards the end)

2. Implementation – Work Plan

- Build Region’s Capacity
- County-wide housing and suitability assess.
- Our countywide housing and suitability assessment will assess the county’s housing market and future housing needs and will provide necessary information for decision makers and include mapping and spatial analysis to visualize potential areas for development. The continuation of technical assistance for comprehensive plan development will further widen our footprint on identifying housing and land use priorities in the county, *(this is all linked nicely in purpose. And with Berry Dunn and all partners)*... and our assistance with municipal ordinance development will assist communities without zoning as well as further the implementation of goals derived from comprehensive plans.

Project 1 Educational Series

- Revive Striking a Balance educ series

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Hancock County Planning Commission

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

- goals of these workshops and materials include
 - raising awareness among various stakeholders about existing laws and resources related to housing development;
 - facilitating partnerships among Hancock County municipal officials and those involved in the development and building industry; encouraging municipal officials to adopt wise development practices in their community;
 - helping us gauge the housing challenges affecting Hancock County; and
 - maximizing the knowledge and resources available for industrystakeholders.

Project 1 Deliverables

- event calendar on the HCPC website, workshop materials
- such as slide decks and handouts, attendance records, ETC.
- housing industry partners, summaries of workshop eval forms, newsl articles website content, case studies, and recordings of workshops.
- Additionally, deliverables include summaries of island-specific training needs.

Expected Outcomes

This series of presentations and discussions will educate those that have the ability to impact change. It will start conversations and facilitate the evolution of meaningful partnerships that will lead to future work on housing policy and development.

(I like that this is targeted at those who Can influence change. This has some innovation elements and dovetails with the Ellsworth project.

Project 2: Housing Needs & Suitability Assessment

Countywide housing needs and suitability assessment that will provide data and analysis to inform decision makers on the best strategies to address future housing priorities in the county.

NEED:

- ➔ Never been a comprehensive assessment of housing conditions at the county level in Hancock County

Expected outcome from this project is the development of new owner-occupied and rental housing in Hancock County that suits the needs identified in this assessment; however, this result will not come immediately.

Identify goals, objectives and strategies that best address the short and long-term requirements for a healthy housing market.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Hancock County Planning Commission

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

(Realistic and important outcome. I wonder which towns besides Ellsworth?) All county?

Project 3: Comprehensive Planning and Ordinance Development HCPC continue its assistance in the comprehensive planning process for contracted communities. HCPC will also provide technical assistance towards the creation and amending of municipal ordinances as an extension of the goals derived from these plans.

3.3: Project Goals

A primary goal of this project is the continuation of HCPCs role in providing housing-related guidance and assistance in the comprehensive planning process for contracted communities, which will result in plans that are adapted and meet the criteria and consistency standards of Maine's Growth Management Act.

3.8: Expected Outcomes

This project intends to result in completed and state approved comprehensive plans. Housing and land use-related goals, objectives and strategies will be formulated.

(Important tie to Comp Planning.)

Project 4: Technical Assistance for Unbridged Islands The Island Institute will collaborate with HCPC to bolster communication and collaboration with the offshore towns. The project aims to address chronic island issues of affordable housing, and the unique challenges faced by these communities, such as increased construction costs and limited transportation to and from the mainland.

(Nice added focus)

4.3: Project Goals

The goals of this project center on enhancing housing opportunities for the offshore towns. This project aims to utilize established relationships and foster strong partnerships to enhance housing opportunities, inform HCPC's program offerings through insights gained from inter-island housing collaboratives

4.9 Expected Outcomes

Result in the development of new housing that aligns with the identified needs of the offshore towns of Cranberry Isles, Frenchboro, Isle au Haut, and Swans Island,

Project 5: State and Regional Collaboration

5.1: Project Description - HCPC will foster increased coordination and cooperation among regional planning organizations (RPOs), state agencies, and statewide organizations like GrowSmart Maine and Island Institute.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: RFA# 202306123
RFP TITLE: Housing Opportunity Program Service Provider Grants
BIDDER NAME: Hancock County Planning Commission
EVALUATOR NAME: Carl Eppich
EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

5.3: Project Goals

The primary goal of coordination is to serve the municipalities of Maine more efficiently by leveraging shared resources and knowledge, streamlining efforts, and aligning with responsible growth management principles.

No mention of Maine Regional Housing Initiative. Could they join?

Budget: Budget Worksheet \$179,151 K total; \$75,000 request

Budget Worksheet

Relatively budget but should work for targeted munic

Provided resumes w lots of details.

Lots of supporting docs, details

Lots of letterS!

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provide Grants

BIDDER NAME: Hancock County Planning Commission

DATE: 08/25/23

EVALUATOR NAME: Ryan Fecteau

EVALUATOR DEPARTMENT: Governor's Office of Policy Innovation and the Future

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The Planning Commission demonstrates deep experience that is relevant to the purposes of this grant program.
- The listed partner organizations will also be a great resource and I'm glad they are being included in this work.

II. Proposed Services

1. Services to be Provided

- I really like the approach in Project 1 and getting officials thinking about housing in a general sense versus the project-by-project approach that is typically taken.
- I think each project meets the grant, but I am slightly concerned that there is a lot being undertaken in this proposal.

2. Implementation - Work Plan

- Although the scope of work seems like a lot, I am encouraged by how much outside funding is being sought to support the scope of work.
- The projects are well thought out, systematic, and the timelines as proposed are realistic.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Hancock County Planning Commission

DATE: 8/22/23

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

- I. General Information and Service Provider Eligibility
 1. Positive- meets eligibility requirements
- II. Capacity, Expertise, and Previous Experience
 1. Capacity - Good overview of staff and qualifications, as well as partners
 2. Expertise- Provided examples of previous projects to show expertise
 3. Previous Experience- 50+ years of experience
- III. Scope of Work (overall this proposal was really well organized and thorough)
 1. Proposed Project(s):
 - "Striking a balance" educational series- (timeline provided)
 - Countywide housing needs assessment (timeline provided)
 - Review of ordinance and comp plans (timeline provided)
 - Technical Assistance for Unbridged Islands (timeline provided)
 - State and Regional Collaboration
 1. This could use more specific details. what does collaboration mean. Also, other RPOs asked for funding for this project. is there a better way to fund this project?
 2. Need for the Project(s):
 - Good introductory paragraphs outlining the scope of the problem in the county, as well as a deeper dive into why each project is necessary
 3. Approach to Community Engagement and Regional Approaches:
 - This was adequately addressed for all projects
- IV. Budget Proposal
 1. Is the budget math correct? Yes
 2. Does the budget worksheet match the budget narrative? Yes
 3. Is the cost share provided? Yes
- V. Letters of Support
 1. Municipal Letters
 - Ellsworth
 - Amherst (Planning Board Chair)
 - Select Board Member, Blue Hill
 - Brooklin
 - Brooksville
 - Bucksport

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Hancock County Planning Commission

DATE: 8/22/23

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

- Castine
- Cranberry Isles
- Eastbrook
- Frenchboro
- Gouldsboro
- Hancock
- Mount Desert
- Orland
- Osborn
- Otis
- Sedgwick
- Sorrento
- Stonington
- Sullivan
- Surry
- Swan's Island
- Tremont
- Verona Island
- Waltham
- Winter Harbor
- Deer Isle

2. Other

- Chair of Climate Resilience Committee for Blue Hill
- Director, GIS Laboratory, College of the Atlantic
- Hancock County Administrator
- Frenchman Bay Conservancy
- Island Institute
- Schoodic National Scenic Byway

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: KVCOG

DATE: 8/27/23

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization/ Experience

Staff have various levels of experience with land use planning, economic development and housing related activities

II. Proposed Services

1. Services to be Provided/ work plan

- Ordinance review and development related to LO 2003 for Belgrade, Cambridge, Oakland, Skowhegan, Smithfield, and Solon.
 - 1. Discussion regarding eligibility for funding*
 - 2. Uncertain if these are the only communities to receive funding**
- GIS analysis/ mapping detailing zoning revisions in areas proposed for development or increased density.
 - 1. Uncertain of which communities are proposed**
- Municipal education and outreach re: LO 2003 and land use amendments*
- General housing technical assistance
 - 1. Possible contracts in Skowhegan, Belgrade, Chelsea, Bingham, Jackman, Winslow**
- Maine Regional Planning Housing Initiative*

2. Budget

Municipal Ordinance Review- \$35,000

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: KVCOG

DATE: 8/27/23

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECO

- *GISI Mapping-* \$1200
- *Outreach and education-* \$2000
- *Housing TA-* \$25,500
- *MRPHI-* \$2,000
- 1. *Expected costs?*
- *Travel-* \$800
- *Grant Admin-* \$3,500
- *Budget total-* \$75,000 with \$11,250 match

Additional Information-

1. *Applicant requests to use funding for items 1 and 2 with communities not already listed in application as appropriate.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Kennebec Valley COG

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

- A second draft will be prepared based on the comments received from the Municipal Stakeholders; this second draft will be what is presented at the two public outreach sessions.

(this is all reasonable. Doesn't indicated which towns (or all?) they will work with)

Task 2-Mapping and Visual Presentations

-Produce maps detailing revisions to zoning districts, proposed areas of development, locations earmarked to accommodate increased housing density, locations ideal for future multifamily housing development, areas of smart growth and areas where infrastructure improvements would promote housing growth and development.

-Help the public understand locations and size comparisons.

(this is similar to other proposals, necessary...)

Task 3-Municipal Stakeholder

-Host two education sessions for municipal staff, Town Council/Selectman, Committees, and Commissions. **1 First** be to educate the identified municipal stakeholders on the proposed changes so they are able to accurately answer questions and concerns regarding the proposal from town residents. We will take comments, suggestions, questions, and recommended changes from municipal stakeholders, and if appropriate, incorporate any of these changes into the second draft for presentation to the public for comment. **2. Second** A second education session will be held to educate the identified municipal stakeholders on the adopted changes so they are able to accurately answer any questions and properly guide any new development.

Task 4-Public Outreach & Community Engagement - Prior to setting the minimum two public outreach/community engagement sessions, KVCOG will work with town staff to make draft revisions and visual data available *(again which town(s)?)*

Task 5-General Housing Technical Assistance -- KVCOG is the main resource in the region for Comprehensive planning, including general technical assistance or acting as the consultant to fully develop a plan with a community. It also works on downtown plans and other planning projects across its region. KVCOG therefore is uniquely placed to use this funding opportunity to fund the relevant parts of this work relating to Housing and Land Use. For example, to drafting of the Housing and Land Use Chapters of Comprehensive Plans or reviewing towns policies in plans and providing suggestions. (KVCOG is currently contracted to develop plans in Skowhegan, Winthrop, Belgrade, Chelsea, Bingham, Jackman, Winslow.) Similarly, K

So these or other towns will be included? All? Who not?

Task 6-Maine Regional Planning Housing Initiative (MRPHI) (12 months)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Kennebec Valley COG

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

(EXCELLENT!) KVCOG has agreed to participate in the formation of the MRPHI along with other Regional Planning Organizations (RPO's). Drawing from decades of local experience, the Regional Planning Organizations of Maine intend to form the Maine Regional Planning Housing Initiative (MRPHI)

Budget Worksheet

A 15% cost share is required of the Applicant. In-kind match is permitted. For additional information, please see the Activities and Requirements section of this RFA.

Organized by task. Nicely done in narrative.

Didn't see any problems or errors.

Letters from Belgrade, Pittsfield, Skowhegan, Smithfield, and Solon,

So this is similar total budget to other COGs, but not all.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provide Grants

BIDDER NAME: Kennebec Valley Council of Governments

DATE: 08/21/23

EVALUATOR NAME: Ryan Fecteau

EVALUATOR DEPARTMENT: Governor's Office of Policy Innovation and the Future

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Demonstrates the requisite experience to successfully implement the grant opportunity.
- I liked the background on each member of the project team. It further illustrates the knowledge within this organization related to this grant's purpose and goals.

II. Proposed Services

1. Services to be Provided

- The services as proposed align with the grant opportunity.
- I am concerned by the number of proposed activities. It seems like some the important tasks as proposed might be diluted by the lack of focus.

2. Implementation - Work Plan

- The proposed actions seem to align well with successfully executing the proposed services.
- The timeline seems appropriate for the scope of work.
- There are a few activities that seem less important that could bog down the more critical action items proposed here.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Kennebec Valley Council of Governments

DATE: 8/18/23

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

1. General Information and Service Provider Eligibility
 - a. Positive- meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
 - a. Capacity - listed out staff and qualifications
 - b. Expertise- 50+ years of experience
 - c. Previous Experience- work on other state and federal grants
3. Scope of Work
 - a. Proposed Project(s):
 - i. Municipal Ordinance Review Technical Assistance
 1. What about overlap with LD 2003 funding?
 - ii. Mapping and Visual Presentations
 - iii. Municipal Stakeholder Education
 - iv. Public Outreach and Community Engagement
 - v. General Housing Technical Assistance
 - vi. Maine Regional Planning Housing Initiative
 - vii. Question overall: is it difficult to parse out what towns will likely ask for assistance. How can KVCOG determine funding without a clear number of communities? Is there a goal in mind?
 - b. Need for the Project(s):
 - i. This was adequately addressed
 - c. Approach to Community Engagement and Regional Approaches:
 - i. This was adequately addressed
4. Budget Proposal
 - a. Is the budget math correct? Yes
 - b. Does the budget worksheet match the budget narrative? Yes
 - c. Is the cost share provided? Yes
5. Letters of Support
 - a. Municipal Letters
 - i. Belgrade
 - ii. Benton
 - iii. Cambridge
 - iv. Oakland
 - v. Pittsfield
 - vi. Skowhegan
 - vii. Smithfield
 - viii. Solon

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: LCRPC

DATE: 8/28/23

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

- I. *Organization Qualifications and Experience*
 1. *Overview of Organization/ Experience*
 - *Staff have various levels of experience with land use planning and comprehensive planning services.*
- II. *Proposed Services*
 1. *Services to be Provided/ work plan*
 - *Municipal Technical Assistance:*
 1. *Review of ordinances and technical assistance through new grant funded staff person*
 - *Mapping and spatial analysis of housing needs across member communities*
 - *Educational materials/ outreach for Planning Boards/ municipalities*
 2. *Budget*
 - *Budget total- \$75,000 with \$11250 match*

Additional Information-

1. *Mapping and housing inventory analysis both seem like great ways to move forward after the housing study (completed in 2022). Grant funded position will hopefully provided much needed support to focus on housing tasks.*

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Lincoln County Regional Planning Commission

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- RPO
- Provides land use, transportation, economic and community development planning, and related technical assistance to Lincoln County residents, municipal governments, businesses, and nonprofits.
- History of work in housing sector.

2. Subcontractors

- Camoin?

3. Organizational Chart/Staff

2 staffers

II. Proposed Eligible DECD Intended Services:

1. Services to be Provided

- \$86,250 Total \$75,000 request

2. Implementation – Work Plan

- 2020 Strategic Plan, adopted 4/2023
- 6 Priority areas, including Housing
- Emphahs on Afford housing, LD 2003

➔ Completed Lincoln Cty Housing Needs Assess in Oct 22 w Camoin

Task 1 – Land Use Specialist – (Mostly for funding a position?)

- LU Specialist has 7 tasks
- Implement 21 strats
- Educational, grant funding; Uses GIS map and visualize land use changes
- Identify zoning gaps and update existing ordinances.
- Review and modify based on housing stock assess
- Integrate Maine zoning criteria and priorities into municipal ordinance plan.

Task 2 – GIS Analysis for Affordable Housing Site inventories

- Map potential growth Opp Maps and analyze individual parcels
- Identification of vacant and underutilized properties.
- ID properties in growth areas served by public infrastructure (i.e.,

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: RFA# 202306123
RFP TITLE: Housing Opportunity Program Service Provider Grants
BIDDER NAME: Lincoln County Regional Planning Commission
EVALUATOR NAME: Carl Eppich
EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

sewer and water).

- Determine properties with suitable zoning regulations
- Assess natural constraints including steep slopes /other restrict
- Analysis of proximity of properties to jobs, amenities, and service centers

Task 3 – LD 2003 Municipal Education & Outreach Compl plan review and master planning

- Expand their educational programming to munis/residents - how LD 2003 applies to towns
- Educate boards, committees, residents, etc. on LD 2003 impacts to local land use ords., how prop owners can increase housing units on properties.

Task 4 Grant admin

- Typical tasks associated with grant management to ensure the project is meeting targets and funding is being spent down
-

Outreach

- Will engage major employers and new businesses to assess workforce needs.
- Will reach out to additional communities.
- Will work with immigrant/refugee communities.

(Is this sufficient outreach? Need more details)

Maine Regional Planning Housing Initiative. In addition to work within our region, LCRPC will also work to coordinate housing analysis and model development across the state.

Budget: Budget Worksheet \$86,250 K total \$75,000 request

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provide Grants

BIDDER NAME: Lincoln County Regional Planning Commission

DATE: 08/21/23

EVALUATOR NAME: Ryan Fecteau

EVALUATOR DEPARTMENT: Governor's Office of Policy Innovation and the Future

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Very evidently qualified to be providing the services that align with this grant opportunity.
- The work done already to assess the housing production needs in Lincoln County will give them the inside track to help towns.

II. Proposed Services

1. Services to be Provided

- The services proposed align with the grant program and will be a huge help to communities.
- The services hit on some the overarching needs that exist in Lincoln County and would help further along housing solutions.

2. Implementation - Work Plan

- I am concerned that much of the services/plan relies upon the hire of a new staff member. I am not sure it will be easy to find someone who is qualified to do this work and hiring might cause delay for assistance to deploy.
- So much of the grant is being used for the position salary, the allocation to the other parts of the plan seems rather subdued given the scope of work proposed.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Lincoln County Regional Planning Commission

DATE: 8/17/23

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

1. General Information and Service Provider Eligibility
 - a. Positive- meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
 - a. Capacity - Good overview of staff and qualifications
 - b. Expertise- Specific focus on housing since 2020
 - c. Previous Experience- Two decades of experience providing services to Lincoln County; Already undertook a countywide housing study
3. Scope of Work
 - a. Proposed Project(s):
 - i. Land Use Specialist- questioning: use of funds to fund a position?
 - ii. GIS Analysis for Affordable Housing Site Inventory
 - iii. LD 2003 Education and Outreach
 - iv. Grant Administration: Questioning: administering grant is not unique to this application; all applicants receiving funding must abide by all reporting requirements.
 - b. Need for the Project(s):
 - i. This was discussed for all proposed projects
 - c. Approach to Community Engagement and Regional Approaches:
 - i. This was discussed for all proposed projects, as applicable
4. Budget Proposal
 - a. Is the budget math correct? Yes
 - b. Does the budget worksheet match the budget narrative? Yes
 - c. Is the cost share provided? Yes
5. Letters of Support
 - a. Municipal Letters
 - i. Alna
 - ii. Boothbay
 - iii. Boothbay harbor
 - iv. Bristol
 - v. Damariscotta
 - vi. Edgecomb
 - vii. Nobleboro
 - viii. Somerville
 - ix. Waldoboro
 - x. Westport Island
 - xi. Wiscasset

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Lincoln County Regional Planning Commission

DATE: 8/17/23

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

- b. Other
 - i. Lincoln County Commissioners

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: MCOG

DATE: 8/27/23

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

- I. *Organization Qualifications and Experience*
 1. *Overview of Organization/ Experience*
 - *Staff have various levels of experience with land use planning and comprehensive planning services.*
- II. *Proposed Services*
 1. *Services to be Provided/ work plan*
 - *Municipal Technical Assistance:*
 1. *Comprehensive Planning Review Services*
 2. *Housing market analysis*
 3. *Community engagement around housing policy*
 - *Mapping and spatial analysis of growth areas in Knox County*
 - *Housing conversation I analysis of policy for Waldo County .*
 - *Collaboration and review of housing policy in Brunswick, Harpswell, and Sagadahoc County*
 - *Regional forums*
 2. *Budget*
 - *Budget total- \$75,000 with \$12939 match*

Additional Information-

1. *Regional approach is innovative way to handle diverse set of communities.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Midcoast Council of Governments (MCOG)

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- RPO & REDO
- Full-service planning org
- 5-Year strat. plan to address short and long-term housing shortage

2. Subcontractors

- None

3. Organizational Chart/Staff

- Unknown assigned

II. Proposed Eligible DECD Intended Services:

1. Proposed Project(s): Timeline included

- Brunswick, Harpswell, and Sagadahoc County
 1. Housing Supply
 2. Housing Demand
 3. Housing Needs Assessment
 4. Subregional working groups/forums
 5. Regional Forum
 6. Final Report
- Knox County
 1. Housing Supply
 2. Housing Demand
 3. Housing Needs Assessment
 4. Subregional working groups/forums
 5. Regional Forum
 6. Final Report
- Waldo County
 1. Housing Supply
 2. Housing Demand
 3. Housing Needs Assessment
 4. Subregional working groups/forums
 5. Regional Forum
 6. Final Report

III. Budget 75k ask

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provide Grants

BIDDER NAME: Midcoast Council of Governments

DATE: 08/21/23

EVALUATOR NAME: Ryan Fecteau

EVALUATOR DEPARTMENT: Governor's Office of Policy Innovation and the Future

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Demonstrates a great deal of experience and understanding of the issues related to the grant opportunity.
- I liked getting a sense of what experiences each member of the project team has as it relates to this opportunity.
- Established relationships with towns to be an effective partner.

II. Proposed Services

1. Services to be Provided

- The proposed offerings are very comprehensive and will be incredibly useful to communities now and into the future.
- I liked that the services are also tweaked based on the needs of each targeted region with the MCG service area.
- It was good to see some mention of assessments related to furthering housing goals in compliance with the Fair Housing Act.

2. Implementation - Work Plan

- The timeline seems doable, although it does seem like a lot of work is proposed in this plan. I liked that they outlined who on staff would own each part of their work plan.
- It seems they will cover the cost share within their organization, but I wish they would have been explicit about the source of cost share.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Midcoast Council of Governments

DATE: 8/18/23

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

1. General Information and Service Provider Eligibility
 - a. Positive- meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
 - a. Capacity - good overview of staff and qualifications
 - b. Expertise- adequately addressed
 - c. Previous Experience- 5-year strategic plan; assisting core communities with reporting and mapping
 - d. Questioning: what about other federal and state grants?
3. Scope of Work
 - a. Proposed Project(s): Timeline included
 - i. Brunswick, Harpswell, and Sagadahoc County
 1. Housing Supply
 2. Housing Demand
 3. Housing Needs Assessment
 4. Subregional working groups/forums
 5. Regional Forum
 6. Final Report
 - ii. Knox County
 1. Housing Supply
 2. Housing Demand
 3. Housing Needs Assessment
 4. Subregional working groups/forums
 5. Regional Forum
 6. Final Report
 - iii. Waldo County
 1. Housing Supply
 2. Housing Demand
 3. Housing Needs Assessment
 4. Subregional working groups/forums
 5. Regional Forum
 6. Final Report
 - b. Need for the Project(s):
 - i. This was adequately addressed in proposal based on initial data assessment and outreach
 - c. Approach to Community Engagement and Regional Approaches:

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Midcoast Council of Governments

DATE: 8/18/23

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

- i. This was adequately addressed in the proposal: working groups, forums, interviews
- 4. Budget Proposal
 - a. Is the budget math correct? Yes
 - b. Does the budget worksheet match the budget narrative? Yes
 - c. Is the cost share provided? Yes
- 5. Letters of Support
 - a. Municipal Letters
 - i. Rockland
 - ii. Thomaston
 - iii. Bath
 - iv. Belfast
 - v. Brunswick
 - vi. Islesboro
 - vii. Lincolnville
 - viii. Searsmont
 - ix. Rockport
 - x. Brooks
 - xi. Northport
 - xii. West Bath
 - xiii. Searsport
 - xiv. Bowdoinham
 - xv. Montville
 - b. Other
 - i. Knox County Administrator
 - ii. Midcoast Regional Redevelopment Authority
 - iii. Brunswick Housing Authority
 - iv. County Of Sagadahoc, Commissioners and Administration Office

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: NMDC

DATE: 8/27/23

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

- I. *Organization Qualifications and Experience*
 1. *Overview of Organization/ Experience*
 - *Staff have various levels of experience with land use planning and comprehensive planning services.*
- II. *Proposed Services*
 1. *Services to be Provided/ work plan*
 - *Municipal Ordinance review and Development for Ashland, Limestone, Presque Isle, Caribou, and Fort Fairfield.*
 - *Regional Technical Assistance including creating a housing toolkit*
 - *Maine Regional Planning Housing Initiative*
 2. *Budget*
 - *Budget total- \$63,852 with \$15000 match*

Additional Information-

1. *Question re cost of task 3 (MRPHI) as \$7670 requested*

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Northern Maine Development Commission

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- RPO with extensive contract experience of this type, w State.
- Extensive CDBG, Comprehensive Planning, and zoning land use ordinance experience
- Many other areas of experience including housing
- Considerable grant familiarity and financial capacity for the work

2. Subcontractors

- None

3. Organizational Chart/Staff

- Jay Kamm, Senior Planner
- Jon Gulliver, Dir ECD
- Kristen Henry, Program Mgr.

4. Etc.

Not much detail on staff chart. But Jay is a very well known entity and planner in the North.

II. Proposed Eligible DECD Intended Services:

1. Services to be Provided

- \$68,852 request
- To develop educational materials and a toolkit for Aroostook County municipalities to assist with their compliance of LD 2003.
- **Toolkit will** “*outline key actions a municipality may take to build more housing fairly and responsibly, increase affordability, preserve existing housing, and restore the necessary capacity of housing agencies.*”
- **Toolkit has 3 components:**
 1. Comprehensive *Plan* (*what does that mean?*)
 2. Land Use ordinance
 3. Funding (*sources? Generation? Finance models?*)

2. Implementation – Work Plan

- **Task 1-** Municipal Ordinance Review and Development
NMDC staff will work with the municipalities of Ashland, Limestone, Presque Isle, Caribou (recent update Comp plan 2020), and Fort

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Northern Maine Development Commission

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

Fairfield to review current townwide zoning ordinances and land use regulations.

- Staff will work with their respective Utilities Districts or Departments to determine any impediment to increasing RFA# 202306123 - Housing Opportunity Program Service Provider Grants housing development within their service areas.
- **Task 2**-Staff will develop educational materials and a toolkit for Aroostook County municipalities to assist with their compliance of LD 2003.
- Outline key actions a municipality may take to build more housing fairly and responsibly, increase affordability, preserve existing housing, and restore the necessary capacity of housing agencies.
- **Task 3**- Maine Regional Planning Housing Initiative
Maine RPOS COGs intend to form the Maine Regional Planning Housing Initiative (MRPHI). *(Is this a collaboration or new non-prof?)*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Northern Maine Development Commission

DATE: 08/18/23

EVALUATOR NAME: Ryan Fecteau

EVALUATOR DEPARTMENT: Governor's Office of Policy Innovation & the Future

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Extremely qualified. NMDC comprehensively outlined its deep understanding of communities and the assistance it has provided over the years to access state and federal program.
- NMDC demonstrates experience with comprehensive plans, ordinance review, growth areas, etc.
- I wish they would have mentioned their work on housing related matters a bit more.

II. Proposed Services

1. Services to be Provided

- The proposed services to be provided align perfectly with the grant opportunity.
- They demonstrate a very thorough thought process concerning what services will be provided and to which communities.

2. Implementation - Work Plan

- The work plan is very thorough. The budget as outlined is sensible and there is an indication that they have additional federal and local resources lined up to compliment the state funding.
- The timeline makes sense except for the wrap-up work. I suspect some of these towns will have town meetings sooner than July/August and thus will need to adopt ordinance changes sooner.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Northern Maine Development Commission

DATE: 8/17/23

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

1. General Information and Service Provider Eligibility
 - a. Positive- meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
 - a. Capacity - Questioning how many staff members they have to assist municipalities
 - b. Expertise- 50+ years of experience
 - c. Previous Experience- NMDC staff sit on a variety of state and local board and have been part of other state grants/funding opportunities.
3. Scope of Work
 - a. Proposed Project(s):
 - i. Municipal Ordinance Review and Development (positive-timeline provided)
 - ii. Regional technical Assistance Development (toolkit) (timeline provided)
 - iii. Maine Regional Planning Housing Initiative
 - b. Need for the Project(s): Some municipalities listed could receive a municipal payment
 - i. Questioning if ordinance review is intended to be beyond LD 2003
 - ii. Questioning Maine Regional Planning Housing Initiative- What does coordination look like? Regular meetings; joint grant proposals?
 - c. Approach to Community Engagement and Regional Approaches:
 - i. Negative: this could have been more explicitly addressed in proposal
4. Budget Proposal
 - a. Is the budget math correct? The number provided in the budget worksheet and the budget narrative are different.
 - b. Does the budget worksheet match the budget narrative? No
 - c. Is the cost share provided? Yes
 - d. Other notes
 - i. It is difficult to parse out how each task was allocated funding.
5. Letters of Support
 - a. Municipal Letters
 - i. Fairfield
 - ii. Ashland

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202306123

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EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

- iii. Mapleton, Castle Hill, Chapman
- iv. Caribou
- v. Presque Isle
- b. Other - None
- c. Questioning: Limestone does not have a letter of support, but Mapleton does. In description Mapleton is not a target of services, but Limestone is. Is this a typo?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: SMDPC

DATE: 8/27/23

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

- I. *Organization Qualifications and Experience*
 - 1. *Overview of Organization/ Experience*
 - *Staff have various levels of experience with land use planning and comprehensive planning services.*
- II. *Proposed Services*
 - 1. *Services to be Provided/ work plan*
 - *GIS analysis/ housing siting review for Saco, Biddeford, Arundel, Kennebunk, Kennebunkport, Fryeburg, and Denmark.*
 - *Maine Regional Planning Housing Initiative*
 - 2. *Budget*
 - *Budget total- \$75,000 with \$12000 match*

Additional Information-

- 1. *GIS Analysis is innovative approach to assist communities*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Southern Maine Planning and Development Commission

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- RPO since 1964 with extensive contract experience of this type, w State.
- Extensive Comprehensive Planning, GIS, Plan Board tech assist and zoning land use ordinance experience.
- Many other areas of experience including brownfields, Joint Land Studies housing and transport.
- Considerable grant familiarity and financial capacity for the work

2. Subcontractors

- None

3. Organizational Chart/Staff

- Unknown assigned
- “2-4 staff”
- Project Manager (PM) - providing administrative & coordination activities
- throughout all tasks, and leads data analysis & report writing.
 - GIS Coordinator (GC) - leading the geospatial analysis, potentially with support from other staff members, and while coordinating data collection & review with municipal stakeholders.
 - Support Staff (SS) - providing GIS technical assistance and knowledge and expertise of zoning, housing, affordable housing, and land use policy to refine the analysis.

II. Proposed Eligible DECD Intended Services:

1. Services to be Provided

- \$75000 request
- To complete the proposed GIS analysis for affordable housing and associated community engagement.
- **Extensive communities outreach to boards**

2. Implementation – Work Plan

Two case studies:

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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BIDDER NAME: Southern Maine Planning and Development Commission

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

1.) Saco, Biddeford, Arundel, Kennebunk, and
Kennebunkport.

2.) Fryeburg and Denmark.

(Why these towns? Most need in region? How benefit other SMPDC towns?)

Task 1 – Administration & Kick Off (1 month – PM and SS)

- SMPDC will engage case study communities involved in the project, beginning with convening a meeting of municipal staff and key partners.
- Collaborative effort from all partners, refine the project scope to reflect the unique needs of each community, grant admin and kickoff.

Task 2 – GIS Analysis: Developable Land (2 months – PM, GC and SS)

- Engage communities to identify and collect data on constraints to i.e. natural resources, conserved or publicly owned land, geological features, floodplains, and future flood inundation scenarios.
- Perform complete GIS analysis, classify parcels based on their existing development characteristics to determine areas where future development may be feasible. Further explored in subsequent tasks.

Task 3 – GIS Analysis: Build Out Scenario (2 months – PM, GC and SS)

- Continue the GIS analysis by designing a build-out scenario for the case study communities. Community engagement will continue throughout the process, specifically to identify factors influencing development in each town. This study will include collecting data inputs on controls to development, such as zoning ordinances, including dimensional requirements, imperviousness requirements, minimum lot size, etc.
- Result of this analysis will reveal potential locations and intensity of future development based on current ordinances & changes from LD2003.

Task 4 – GIS Analysis: Siting Affordable Housing (2 months – PM, GC and SS)

- SMPDC will engage communities and subject matter experts about factors influencing the development of affordable housing in the communities. During this process, SMPDC will collect data inputs related to preferred siting of affordable housing, such as major transportation corridors, eligibility for Maine Housing programs, and public infrastructure. SMPDC will then complete a GIS analysis of

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

feasible development sites best suited for housing development, specifically affordable housing.

- Deliverables for the cumulative GIS analysis include online interactive mapping tools for communities, paper maps to be used for community engagement, and educational materials supporting housing development.

Task 5 – Review Results & Highlight Findings (2 months – PM, GC and SS)

- Review the analysis results with key municipal staff to highlight findings that may influence future policy development in the community that supports increasing housing opportunities.

Task 6 – Community Engagement, and Regional Coord. (3 months – PM and SS)

SMPDC will create presentations, mapping tools, or large-scale maps for communities to use for long-range planning and policy development. Results will be presented to community decision makers, such as planning boards, selectboards, councils, and other municipal staff. SMPDC will facilitate discussions with municipal decision makers about how the community can use the results of the build out analysis to determine the effectiveness of current ordinances, the communities' preparedness for future development, and priority locations for future affordable housing development.

Maine Regional Planning Housing Initiative

Maine intend to form the Maine Regional Planning Housing Initiative (MRPHI). This initiative signifies our commitment to fostering increased coordination and coop of RPOs

(Great idea to have this collaboration!)

Budget: Budget Worksheet
(\$30+K outreach effort)

\$87 K total

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provide Grants

BIDDER NAME: Southern Maine Planning and Development Commission (SMPDC)

DATE: 08/18/23

EVALUATOR NAME: Ryan Fecteau

EVALUATOR DEPARTMENT: Governor's Office of Policy Innovation and the Future

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- SMPDC demonstrates the necessary experience and resources to provide the type of guidance sought by this grant program.
- I like that they highlighted their work with Kittery and the Portsmouth Naval Shipyard since it reflects similar work to be undertaken by this grant opportunity. It also reflects work that is very much housing related.

II. Proposed Services

1. Services to be Provided

- I really like that this proposal goes beyond L.D. 2003 implementation and thinks about providing towns with a resource for contemplating where and how to leverage lots now and into the future.
- I wish they would have defined what they think "affordable housing" is.

2. Implementation - Work Plan

- The plan seems well thought out and doable.
- I wish they would have provided precise target dates for completion of each phase. When you add up the months, they envision a one year process which seems lengthy.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Southern Maine Planning and Development Commission

DATE: 8/18/23

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

1. General Information and Service Provider Eligibility
 - a. Positive- meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
 - a. Capacity - This was adequately addressed in the application
 - b. Expertise- 50+ years of experience
 - c. Previous Experience- Comprehensive list of relevant projects, including joint land use study
3. Scope of Work
 - a. Proposed Project(s):
 - i. Two case studies
 1. Saco, Biddeford, Arundel, Kennebunk, Kennebunkport
 2. Fryeburg and Denmark
 3. GIS analysis: potential sites for affordable housing and build-out scenario and necessary community engagement
 - b. Need for the Project(s):
 - i. This was adequately discussed- although not in defined section
 - c. Approach to Community Engagement and Regional Approaches:
 - i. This was mentioned as one of the tasks, but not explicitly addressed as its own section
4. Budget Proposal
 - a. Is the budget math correct? Yes
 - b. Does the budget worksheet match the budget narrative? Yes
 - c. Is the cost share provided? Yes
5. Letters of Support
 - a. Municipal Letters
 - i. Biddeford
 - ii. Saco
 - iii. Arundel
 - iv. Kennebunk
 - v. Kennebunkport
 - vi. Denmark
 - vii. Fryeburg

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: Musson Group

DATE: 8/27/23

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

- I. *Organization Qualifications and Experience*
 - 1. *Overview of Organization/ Experience*

Staff have various levels of experience with land use planning and comprehensive planning services.

- II. *Proposed Services*
 - 1. *Services to be Provided/ work plan*
 - *Municipal Technical Assistance:*
 - 1. *Comprehensive Planning Services for 4 MDI towns*
 - 2. *Housing Policy Tool Kit*

Mapping and spatial analysis of existing infrastructure, buildable land, zoning and housing policies across MDI.

2024 MDI Housing Solutions Summit
 - 2. *Budget*
 - *Budget total- \$74,065 with \$24835 match*

Additional Information-

- 1. *GIS Analysis is innovative approach to assist communities as is the toolkit*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: RFA# 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: The Musson Group

EVALUATOR NAME: Carl Eppich

EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Private land use planning and economic development consulting firm based in Southwest Harbor
- Works with municipalities, non-profit organizations, businesses, and private individuals on Mount Desert Island (MDI) and across the state of Maine.
- Work on housing ranges from municipal land use ordinance writing, to comprehensive plans, downtown master plans, GIS mapping and analysis, permitting and project management for a variety of projects including workforce housing development.
- TMG developed and facilitated the MDI Housing Solutions Summit, a meeting to convene institutional, business, non-profit, and municipal leadership from across the island.
- MDI Housing Study

2. Subcontractors

- None

3. Organizational Chart/Staff

- Unknown assigned

I know Noel – very competent and well known planner in MDI and the midcoast – Downeast. No question about capabilities.

II. Proposed Eligible DECD Intended Services:

1. Services to be Provided

- \$74,065 request
- To complete the proposed GIS analysis for affordable
- housing and associated community engagement.
- **Extensive communities outreach to boards**

2. Implementation – Work Plan

With the Housing Solutions Steering Committee, 4 island municipalities, and other solutions partners

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: RFA# 202306123
RFP TITLE: Housing Opportunity Program Service Provider Grants
BIDDER NAME: The Musson Group
EVALUATOR NAME: Carl Eppich
EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

Municipal Technical Assistance

Task 1 – Coordination of Comprehensive Planning Assistance.

- All four MDI towns are in various stages of Comprehensive Plan updates/re-writes. To help create a coordinate island wide approach to housing; review each town's goals and strategies for housing and related topics and
- Prepare a summary document to share with each community. In doing this, we will identify areas where there are areas for cooperation, individual roles by town, and needs for additional efforts.

Task 2 – Ordinance Toolkit

- Toolkit of other innovative ordinance provisions that could be considered by each town to help meet housing needs (e.g. density bonuses, short-term rental rules, seasonal housing options).
- Meet with the Town planning boards to discuss options, review existing goals from task 1.

Housing Opportunities ID and Analysis

Task 1 (3) – - Mapping Analysis of Island-wide Codes and Infrastructure. I

- Collaborate with municipal planning and code experts
- Map and analyze existing infrastructure, zoning, buildable land, and housing policies across the island.

Task 2 (4) – Task 2 - Explore Housing Prototypes.

- Research models for used to develop housing more affordable in other locations like MDI and prepare summary report
- Public private partnership models, rental opportunities, and/or seasonal worker housing.

2024 MDI Housing Summit

Task 1 (5) – Organize and develop 2024 Summit (*experience with this form 2023*)

Community Engagement and Communication

Task 1 (6) – Peer working Groups and Speaker Forums.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR DEPARTMENT: DACF, BRILUP, MPAP

- TMG will help to structure and facilitate professional peer working groups professionals in fields that have direct influence on MDI housing (builders, financiers, realtors, non-profits, etc.).
- Video recorded speaker series.

Task 2 (7) MDI Housing Solutions Website.

- Prepare and host a simple website for MDI housing Solutions which can be used as a central location for housing tools, notification of events, and other outreach related materials.

Task 3 (8) - Housing Solutions Public Discussion

- Work with the MDI Housing Solutions Summit steering committee to facilitate a public discussion.

No mention of Maine Regional Housing Initiative. Could they join? HCPC?

Budget: Budget Worksheet
\$10K summit sponsorship effort

\$98,900 K total \$74,065 request

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provide Grants

BIDDER NAME: The Musson Group

DATE: 08/18/23

EVALUATOR NAME: Ryan Fecteau

EVALUATOR DEPARTMENT: Governor's Office of Policy Innovation and the Future

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Demonstrates a great deal of experience and knowledge working on the issues related to the grant and have pre-existing relationships with the communities it seeks to serve with these funds.
- Connected experience and services to housing.

II. Proposed Services

1. Services to be Provided

- The services provided align with the grant's intent. I am a little bit concerned about the volume of services being offered. They might be biting off more than they can chew.
- I am not sure the Housing Summit which is an event they organized prior to the availability of this grant should be included in the proposal. It seems the Summit represents the biggest portion of their match funds and that seems concerning.

2. Implementation - Work Plan

- They do outline a very comprehensive plan to execute their proposed services. I really like the idea of providing toolkits for towns to do more on housing beyond L.D. 2003 compliance.
- I think their structure of meeting with town officials and then proceeding to develop resources based on feedback is sound.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202306123

RFA TITLE: Housing Opportunity Program Service Provider Grants

BIDDER NAME: The Musson Group

DATE: 8/17/23

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

1. General Information and Service Provider Eligibility
 - a. Positive- meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
 - a. Capacity - capacity was clear from application
 - b. Expertise- This was adequately addressed
 - c. Previous Experience- comprehensive list of other projects TMG has worked on
3. Scope of Work
 - a. Proposed Project(s): More information about timeline(s) would be helpful to determining how long these projects may last
 - i. Municipal Technical Assistance
 1. Four MDI towns with comprehensive planning (sharable list of housing strategies)
 2. Ordinance toolkit: LD 2003 and general housing ordinance work
 - ii. Housing Opportunities Identification and Analysis
 1. Mapping of Island wide codes and infrastructure (interesting)
 2. Housing Prototypes
 - iii. MDI Housing Solutions Summit
 1. Questioning: How was this previously funded? Not a new summit
 - iv. Community Engagement/Communication
 1. Peer working groups and speaker forums
 - a. Developers, financiers, realtors
 2. Housing Solutions Website
 3. Housing solutions public discussion
 - b. Need for the Project(s):
 - i. This was adequately addressed in beginning of scope of work
 - c. Approach to Community Engagement and Regional Approaches:
Adequately addressed in proposal
4. Budget Proposal
 - a. Is the budget math correct? The cost share column of the budget worksheet is off by \$50.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFA #: 202306123

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BIDDER NAME: The Musson Group

DATE: 8/17/23

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

- b. Does the budget worksheet match the budget narrative? A detailed budget was not provided to determine if math is correct from the worksheet versus the narrative
 - c. Is the cost share provided? Yes (slight calculation error)
- 5. Letters of Support
 - a. Municipal Letters
 - i. Mount Desert
 - ii. Southwest Harbor
 - iii. Tremont
 - iv. Bar Harbor
 - b. Other
 - i. Island Housing Trust
 - ii. Mount Desert 365
 - iii. Friends of Acadia



STATE OF MAINE
DEPARTMENT OF Economic and
Community Development

Janet T. Mills
Governor

Heather Johnson
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

I, Benjamin Averill accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Economic and Community Development. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Signature

8/17/23

Date



STATE OF MAINE
DEPARTMENT OF ECONOMIC AND
COMMUNITY DEVELOPMENT

Janet T. Mills
Governor

Heather Johnson
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

I, Carl F. Eppich accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of **DACF**. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

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Signature

A handwritten signature in blue ink, appearing to read 'Carl F. Eppich', written over a horizontal line.

Date

September 8, 2023



STATE OF MAINE
DEPARTMENT OF Economic and
Community Development

Janet T. Mills
Governor

Heather Johnson
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

I, Ryan Fecteau accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Economic and Community Development. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

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Ryan Fecteau
Signature

08-16-23
Date



STATE OF MAINE
DEPARTMENT OF Economic and
Community Development

Janet T. Mills
Governor

Heather Johnson
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202306123

RFP TITLE: Housing Opportunity Program Service Provider Grants

I, Hilary Gove accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Economic and Community Development. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Hilary Gove
Signature

8/16/23
Date