

**State of Maine**  
**Master Score Sheet**

RFA# 202410187					
Housing Opportunity Program Service Provider Grants					
Bidder Name:		AVCOG	Backyard ADUs	Central Maine Growth Council	Dooryard
Proposed Cost:		\$150,003	\$44,363	\$150,000	\$149,047
Scoring Sections	Points Available				
Criteria 1: Eligibility	Pass/Fail	P	P	P	P
Criteria 5: Municipal Letters	Pass/Fail	P	P	F	P
Criteria 2: Organization Qualifications and Experience	30	30	20	27	30
Criteria 3: Scope of Work					
Describe the proposed activity or activities.	15	13	15	10	10
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	5	3	4	2
Why is there a need for the activity or activities?	5	5	5	5	5
What is the anticipated timeline for completing the scope of work?	5	5	4	5	2
What are the deliverables for the scope of work?	5	5	4	4	4
How do you intend to engage with members of the community/communities?	5	5	5	5	3
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	5	5	5	4
Criteria 4: Budget	25	24	24	25	24
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>97</u></b>	<b><u>85</u></b>	<b><u>90</u></b>	<b><u>84</u></b>

Bidder Name:		EMDC	GPCOG	GrowSmart Maine	HCPC
Proposed Cost:		\$110,529.05	\$150,000	\$134,908	\$150,000
Scoring Sections	Points Available				
<b>Criteria 1:</b> Eligibility	Pass/Fail	P	P	P	P
<b>Criteria 5:</b> Municipal Letters	Pass/Fail	P	P	P	P
<b>Criteria 2:</b> Organization Qualifications and Experience	30	26	30	30	30
<b>Criteria 3:</b> Scope of Work					
Describe the proposed activity or activities.	15	10	15	12	13
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	4	5	5	5
Why is there a need for the activity or activities?	5	4	5	5	5
What is the anticipated timeline for completing the scope of work?	5	5	5	5	5
What are the deliverables for the scope of work?	5	4	5	5	5
How do you intend to engage with members of the community/communities?	5	2	5	5	5
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	4	5	5	5
<b>Criteria 4:</b> Budget	25	18	24	24	24
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>77</u></b>	<b><u>99</u></b>	<b><u>96</u></b>	<b><u>97</u></b>

Bidder Name:		KVCOG	Lincoln County	Maine Design Workshop	MCOG
Proposed Cost:		\$150,000	\$150,000	\$150,000	\$150,000
Scoring Sections	Points Available				
Criteria 1: Eligibility	Pass/Fail	P	P	P	P
Criteria 5: Municipal Letters	Pass/Fail	F	P	P	P
Criteria 2: Organization Qualifications and Experience	30	29	29	27	29
Criteria 3: Scope of Work					
Describe the proposed activity or activities.	15	11	15	13	15
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	5	5	4	5
Why is there a need for the activity or activities?	5	5	5	5	5
What is the anticipated timeline for completing the scope of work?	5	4	5	4	5
What are the deliverables for the scope of work?	5	4	5	4	5
How do you intend to engage with members of the community/communities?	5	4	5	3	5
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	4	5	5	5
Criteria 4: Budget	25	24	25	25	24
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>90</u></b>	<b><u>99</u></b>	<b><u>90</u></b>	<b><u>98</u></b>

Bidder Name:		NMDC	Petrin Home Services	SMPDC	STR Enforcement LLC
Proposed Cost:		\$150,000	\$188,650	\$149,031.38	\$130,750
Scoring Sections	Points Available				
Criteria 1: Eligibility	Pass/Fail	P	P	P	P
Criteria 5: Municipal Letters	Pass/Fail	P	F	P	P
Criteria 2: Organization Qualifications and Experience	30	27	12	29	29
Criteria 3: Scope of Work					
Describe the proposed activity or activities.	15	11	10	13	9
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	5	0	5	3
Why is there a need for the activity or activities?	5	4	1	5	2
What is the anticipated timeline for completing the scope of work?	5	5	3	5	2
What are the deliverables for the scope of work?	5	4	0	5	3
How do you intend to engage with members of the community/communities?	5	5	2	5	3
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	5	2	5	2
Criteria 4: Budget	25	15	15	25	23
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>81</u></b>	<b><u>45</u></b>	<b><u>97</u></b>	<b><u>76</u></b>

Bidder Name:		SCEC	The Musson Group	Yardsale
Proposed Cost:		\$149,999.94	\$150,000	\$148,610
Scoring Sections	Points Available			
<b>Criteria 1:</b> Eligibility	Pass/Fail	P	P	P
<b>Criteria 5:</b> Municipal Letters	Pass/Fail	P	P	P
<b>Criteria 2:</b> Organization Qualifications and Experience	30	25	28	25
<b>Criteria 3:</b> Scope of Work				
Describe the proposed activity or activities.	15	12	15	10
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	5	5	1
Why is there a need for the activity or activities?	5	5	5	5
What is the anticipated timeline for completing the scope of work?	5	4	5	5
What are the deliverables for the scope of work?	5	4	5	5
How do you intend to engage with members of the community/communities?	5	5	4	2
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	4	4	2
<b>Criteria 4:</b> Budget	25	25	25	25
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>89</u></b>	<b><u>96</u></b>	<b><u>80</u></b>

**Award Justification Statement**  
**RFA# 202410187 Housing Opportunity Program Service Provider Grants**

**I. Summary**

The Housing Opportunity Program within the Maine Department of Economic and Community Development issued RFA #202410187 on November 12, 2024. The purpose of the RFA was to seek applications for community housing planning and implementation services to increase housing opportunities across Maine. A Question and Answer Summary was posted on December 5, 2024, and proposals were due on January 14, 2025. 19 applicants responded to the RFA.

**II. Evaluation Process**

Responses were provided to the RFA Coordinator on January 15, 2024, and then were distributed by the RFA Coordinator to the two additional members of the evaluation team for individual review. Evaluators were selected for their qualifications and expertise related to grant evaluation, service provider applicants, and program budget and finance. The evaluation team met for team review on January 22, 29, and 31.

**III. Qualifications & Experience**

The conditionally awarded applicants received high scores for the Organization Qualification & Experience based on:

- The history and qualifications of the organization including knowledge and skills pertinent to the activities outlined in the application and RFA guidelines.
- The organization's example projects to work with municipalities on land use planning projects, managing grants, and working with community partners.

**IV. Proposed Project**

The conditionally awarded applicants received high scores for their proposed projects by demonstrating one or more of the following objectives:

- Working with municipalities on community housing planning and implementation projects;
- Well-developed strategies to support the increase of housing and addressing housing barriers; and
- Educating municipalities and residents about housing opportunities.

## **V. Cost Proposal**

The conditionally awarded applicants received high scores for their cost proposals by providing complete, accurate, and reasonable cost proposals for the proposed projects.

## **VI. Conclusion**

15 applicants have been conditionally awarded. Applicants who scored highest provided thorough applications that were complete, responsive to the RFA, and included clear strategies to achieve objectives.



STATE OF MAINE  
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JANET T. MILLS  
GOVERNOR

HEATHER JOHNSON  
COMMISSIONER

March 11, 2025

Erica Bufkins  
Androscoggin Valley Council of Governments  
125 Manley Road  
Auburn, ME 04210

SUBJECT: Notice of Conditional Contract Awards under RFA #202410187,  
Housing Opportunity Program Service Provider Grants

Dear Ms. Bufkins,

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 Program 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 applicants:

- |   |   |
|---|---|
| 1. Androscoggin Valley Council of Governments | 9. Lincoln County (Lincoln County Regional Planning Commission) |
| 2. Backyard ADUs                              | 10. Maine Design Workshop                                       |
| 3. Central Maine Growth Council               | 11. Midcoast Council of Governments                             |
| 4. Dooryard                                   | 12. Northern Maine Development Commission                       |
| 5. Greater Portland Council of Governments    | 13. Southern Maine Planning and Development Commission          |
| 6. GrowSmart Maine                            | 14. Sunrise County Economic Council                             |
| 7. Hancock County Planning Commission         | 15. The Musson Group  |
| 8. Kennebec Valley Council of Governments     |   |

The applicants listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned applicants soon to negotiate a contract. Contract negotiations will include, but not be limited to:

- The total award amount;
- Proposed projects; and
- Municipal letters.





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COMMISSIONER

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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  
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, Office of State Procurement Services [formerly the Division of Purchases], Chapter 120, § (2) (2).



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March 11, 2025

Liz Trice  
Backyard ADUs  
297 Brackett Street  
Portland, ME 04102

SUBJECT: Notice of Conditional Contract Awards under RFA #202410187,  
Housing Opportunity Program Service Provider Grants

Dear Ms. Trice,

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 Program 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 applicants:

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| 2. Backyard ADUs                              | 10. Maine Design Workshop                                       |
| 3. Central Maine Growth Council               | 11. Midcoast Council of Governments                             |
| 4. Dooryard                                   | 12. Northern Maine Development Commission                       |
| 5. Greater Portland Council of Governments    | 13. Southern Maine Planning and Development Commission          |
| 6. GrowSmart Maine                            | 14. Sunrise County Economic Council                             |
| 7. Hancock County Planning Commission         | 15. The Musson Group  |
| 8. Kennebec Valley Council of Governments     |   |

The applicants listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned applicants soon to negotiate a contract. Contract negotiations will include, but not be limited to:

- The total award amount;
- Proposed projects; and
- Municipal letters.



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Sincerely,

Heather Johnson  
Commissioner  
Department of Economic and Community Development

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COMMISSIONER

March 11, 2025

Garvan Donegan  
Central Maine Growth Council  
50 Elm Street  
Waterville, ME 04901

SUBJECT: Notice of Conditional Contract Awards under RFA #202410187,  
Housing Opportunity Program Service Provider Grants

Dear Mr. Donegan,

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 Program 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 applicants:

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| 4. Dooryard                                   | 12. Northern Maine Development Commission                       |
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| 6. GrowSmart Maine                            | 14. Sunrise County Economic Council                             |
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Sincerely,

Heather Johnson  
Commissioner  
Department of Economic and Community Development

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March 11, 2025

Kara Wilbur  
Dooryard LLC  
89 West Street  
Portland, ME 04102

SUBJECT: Notice of Conditional Contract Awards under RFA #202410187,  
Housing Opportunity Program Service Provider Grants

Dear Ms. Wilbur,

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 Program 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 applicants:

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Sincerely,

Heather Johnson  
Commissioner  
Department of Economic and Community Development

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COMMISSIONER

March 11, 2025

Jennifer King  
Eastern Maine Development Corporation  
40 Harlow Street  
Bangor, ME 04401

SUBJECT: Notice of Conditional Contract Awards under RFA #202410187,  
Housing Opportunity Program Service Provider Grants

Dear Ms. King,

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 Program 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 applicants:

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Commissioner  
Department of Economic and Community Development

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GOVERNOR

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COMMISSIONER

March 11, 2025

Belinda Ray  
Greater Portland Council of Governments  
970 Baxter Boulevard, Ste 201  
Portland, ME 04103

SUBJECT: Notice of Conditional Contract Awards under RFA #202410187,  
Housing Opportunity Program Service Provider Grants

Dear Ms. Ray,

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 Program 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 applicants:

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Sincerely,

Heather Johnson  
Commissioner  
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JANET T. MILLS  
GOVERNOR

HEATHER JOHNSON  
COMMISSIONER

March 11, 2025

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

SUBJECT: Notice of Conditional Contract Awards under RFA #202410187,  
Housing Opportunity Program Service Provider Grants

Dear Mr. Bredesen,

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 Program 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 applicants:

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| 7. Hancock County Planning Commission         | 15. The Musson Group  |
| 8. Kennebec Valley Council of Governments     |   |

The applicants listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned applicants soon to negotiate a contract. Contract negotiations will include, but not be limited to:

- The total award amount;
- Proposed projects; and
- Municipal letters.



STATE OF MAINE  
DEPARTMENT OF ECONOMIC  
AND COMMUNITY DEVELOPMENT



JANET T. MILLS  
GOVERNOR

HEATHER JOHNSON  
COMMISSIONER

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 applicant. The applicant 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,

Heather Johnson  
Commissioner  
Department of Economic and Community Development

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STATE OF MAINE  
DEPARTMENT OF ECONOMIC  
AND COMMUNITY DEVELOPMENT



JANET T. MILLS  
GOVERNOR

HEATHER JOHNSON  
COMMISSIONER

March 11, 2025

Greg Piduch  
Hancock County Planning Commission  
66 Main Street, Ste. 303  
Ellsworth, ME 04605

SUBJECT: Notice of Conditional Contract Awards under RFA #202410187,  
Housing Opportunity Program Service Provider Grants

Dear Mr. Piduch,

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 Program 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 applicants:

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| 2. Backyard ADUs                              | 10. Maine Design Workshop                                       |
| 3. Central Maine Growth Council               | 11. Midcoast Council of Governments                             |
| 4. Dooryard                                   | 12. Northern Maine Development Commission                       |
| 5. Greater Portland Council of Governments    | 13. Southern Maine Planning and Development Commission          |
| 6. GrowSmart Maine                            | 14. Sunrise County Economic Council                             |
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JANET T. MILLS  
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Commissioner  
Department of Economic and Community Development

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STATE OF MAINE  
DEPARTMENT OF ECONOMIC  
AND COMMUNITY DEVELOPMENT



JANET T. MILLS  
GOVERNOR

HEATHER JOHNSON  
COMMISSIONER

March 11, 2025

Jessica Cobb  
Kennebec Valley Council of Governments  
17 Main Street  
Fairfield, ME 04937

SUBJECT: Notice of Conditional Contract Awards under RFA #202410187,  
Housing Opportunity Program Service Provider Grants

Dear Ms. Cobb,

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 Program 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 applicants:

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STATE OF MAINE  
DEPARTMENT OF ECONOMIC  
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Heather Johnson  
Commissioner  
Department of Economic and Community Development

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STATE OF MAINE  
DEPARTMENT OF ECONOMIC  
AND COMMUNITY DEVELOPMENT



JANET T. MILLS  
GOVERNOR

HEATHER JOHNSON  
COMMISSIONER

March 11, 2025

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

SUBJECT: Notice of Conditional Contract Awards under RFA #202410187,  
Housing Opportunity Program Service Provider Grants

Dear Ms. Rabbe,

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 Program 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 applicants:

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Commissioner  
Department of Economic and Community Development

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STATE OF MAINE  
DEPARTMENT OF ECONOMIC  
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JANET T. MILLS  
GOVERNOR

HEATHER JOHNSON  
COMMISSIONER

March 11, 2025

Vanessa L. Farr  
Maine Design Workshop  
45 Beech Hill Road  
Freeport, ME 04032

SUBJECT: Notice of Conditional Contract Awards under RFA #202410187,  
Housing Opportunity Program Service Provider Grants

Dear Ms. Farr,

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 Program 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 applicants:

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STATE OF MAINE  
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Commissioner  
Department of Economic and Community Development

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STATE OF MAINE  
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JANET T. MILLS  
GOVERNOR

HEATHER JOHNSON  
COMMISSIONER

March 11, 2025

Mathew Eddy  
Midcoast Council of Governments  
165 Maine Street; PO Box 62  
Damariscotta, ME 04543

SUBJECT: Notice of Conditional Contract Awards under RFA #202410187,  
Housing Opportunity Program Service Provider Grants

Dear Mr. Eddy,

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 Program 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 applicants:

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STATE OF MAINE  
DEPARTMENT OF ECONOMIC  
AND COMMUNITY DEVELOPMENT



JANET T. MILLS  
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Heather Johnson  
Commissioner  
Department of Economic and Community Development

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STATE OF MAINE  
DEPARTMENT OF ECONOMIC  
AND COMMUNITY DEVELOPMENT



JANET T. MILLS  
GOVERNOR

HEATHER JOHNSON  
COMMISSIONER

March 11, 2025

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

SUBJECT: Notice of Conditional Contract Awards under RFA #202410187,  
Housing Opportunity Program Service Provider Grants

Dear Mr. Kamm,

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 Program 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 applicants:

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Commissioner  
Department of Economic and Community Development

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STATE OF MAINE  
DEPARTMENT OF ECONOMIC  
AND COMMUNITY DEVELOPMENT



JANET T. MILLS  
GOVERNOR

HEATHER JOHNSON  
COMMISSIONER

March 11, 2025

Amanda Methot-Vigue  
Petrin Home Services  
147 Buxton Road  
Saco, ME 04072

SUBJECT: Notice of Conditional Contract Awards under RFA #202410187,  
Housing Opportunity Program Service Provider Grants

Dear Ms. Methot-Vigue,

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 Program 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 applicants:

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Department of Economic and Community Development

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STATE OF MAINE  
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AND COMMUNITY DEVELOPMENT



JANET T. MILLS  
GOVERNOR

HEATHER JOHNSON  
COMMISSIONER

March 11, 2025

Mikala Jordan  
Southern Maine Planning and Development Commission  
110 Main St. #1400  
Saco, ME 04072

SUBJECT: Notice of Conditional Contract Awards under RFA #202410187,  
Housing Opportunity Program Service Provider Grants

Dear Ms. Jordan,

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 Program 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 applicants:

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STATE OF MAINE  
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AND COMMUNITY DEVELOPMENT



JANET T. MILLS  
GOVERNOR

HEATHER JOHNSON  
COMMISSIONER

March 11, 2025

Paul Johnson  
STR Enforcement LLC  
78 Mitchell Hill Road  
Scarborough, ME 04074

SUBJECT: Notice of Conditional Contract Awards under RFA #202410187,  
Housing Opportunity Program Service Provider Grants

Dear Mr. Johnson,

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STATE OF MAINE  
DEPARTMENT OF ECONOMIC  
AND COMMUNITY DEVELOPMENT



JANET T. MILLS  
GOVERNOR

HEATHER JOHNSON  
COMMISSIONER

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 applicant. The applicant 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  
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, Office of State Procurement Services [formerly the Division of Purchases], Chapter 120, § (2) (2).





STATE OF MAINE  
DEPARTMENT OF ECONOMIC  
AND COMMUNITY DEVELOPMENT



JANET T. MILLS  
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HEATHER JOHNSON  
COMMISSIONER

March 11, 2025

Jennifer Peters  
Sunrise County Economic Council  
7 Ames Way  
Machias, ME 04654

SUBJECT: Notice of Conditional Contract Awards under RFA #202410187,  
Housing Opportunity Program Service Provider Grants

Dear Ms. Peters,

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 Program 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 applicants:

- |   |   |
|---|---|
| 1. Androscoggin Valley Council of Governments | 9. Lincoln County (Lincoln County Regional Planning Commission) |
| 2. Backyard ADUs                              | 10. Maine Design Workshop                                       |
| 3. Central Maine Growth Council               | 11. Midcoast Council of Governments                             |
| 4. Dooryard                                   | 12. Northern Maine Development Commission                       |
| 5. Greater Portland Council of Governments    | 13. Southern Maine Planning and Development Commission          |
| 6. GrowSmart Maine                            | 14. Sunrise County Economic Council                             |
| 7. Hancock County Planning Commission         | 15. The Musson Group  |
| 8. Kennebec Valley Council of Governments     |   |

The applicants listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned applicants soon to negotiate a contract. Contract negotiations will include, but not be limited to:

- The total award amount;
- Proposed projects; and
- Municipal letters.





STATE OF MAINE  
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Commissioner  
Department of Economic and Community Development

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STATE OF MAINE  
DEPARTMENT OF ECONOMIC  
AND COMMUNITY DEVELOPMENT



JANET T. MILLS  
GOVERNOR

HEATHER JOHNSON  
COMMISSIONER

March 11, 2025

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

SUBJECT: Notice of Conditional Contract Awards under RFA #202410187,  
Housing Opportunity Program Service Provider Grants

Dear Ms. Paul,

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 Program 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 applicants:

- |   |   |
|---|---|
| 1. Androscoggin Valley Council of Governments | 9. Lincoln County (Lincoln County Regional Planning Commission) |
| 2. Backyard ADUs                              | 10. Maine Design Workshop                                       |
| 3. Central Maine Growth Council               | 11. Midcoast Council of Governments                             |
| 4. Dooryard                                   | 12. Northern Maine Development Commission                       |
| 5. Greater Portland Council of Governments    | 13. Southern Maine Planning and Development Commission          |
| 6. GrowSmart Maine                            | 14. Sunrise County Economic Council                             |
| 7. Hancock County Planning Commission         | 15. The Musson Group  |
| 8. Kennebec Valley Council of Governments     |   |

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Department of Economic and Community Development

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STATE OF MAINE  
DEPARTMENT OF ECONOMIC  
AND COMMUNITY DEVELOPMENT



JANET T. MILLS  
GOVERNOR

HEATHER JOHNSON  
COMMISSIONER

March 11, 2025

Eric Din  
Yardsale, Inc.  
95 Edgeworth Ave.  
Portland, ME 04103

SUBJECT: Notice of Conditional Contract Awards under RFA #202410187,  
Housing Opportunity Program Service Provider Grants

Dear Mr. Din,

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 Program 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 applicants:

- |   |   |
|---|---|
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| 4. Dooryard                                   | 12. Northern Maine Development Commission                       |
| 5. Greater Portland Council of Governments    | 13. Southern Maine Planning and Development Commission          |
| 6. GrowSmart Maine                            | 14. Sunrise County Economic Council                             |
| 7. Hancock County Planning Commission         | 15. The Musson Group  |
| 8. Kennebec Valley Council of Governments     |   |

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DEPARTMENT OF ECONOMIC  
AND COMMUNITY DEVELOPMENT



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Heather Johnson  
Commissioner  
Department of Economic and Community Development

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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** AVCOG

**DATE:** 1/22/25

**SUMMARY PAGE**

**Department Name:** Department of Economic and Community

**Development Name of RFA Coordinator:** Hilary Gove

**Names of Evaluators:** Hilary Gove, Ben Averill and Maggie Kelly-Boyd

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
<b>Criteria 1:</b> Eligibility	<b>P</b>	
<b>Criteria 5:</b> Municipal Letters	<b>P</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>30</b>
<b>Criteria 3:</b> Scope of Work		
Describe the proposed activity or activities.	<b>15</b>	<b>13</b>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<b>5</b>	<b>5</b>
Why is there a need for the activity or activities?	<b>5</b>	<b>5</b>
What is the anticipated timeline for completing the scope of work?	<b>5</b>	<b>5</b>
What are the deliverables for the scope of work?	<b>5</b>	<b>5</b>
How do you intend to engage with members of the community/communities?	<b>5</b>	<b>5</b>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<b>5</b>	<b>5</b>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>24</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>97</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** AVCOG

**DATE:** 1/22/25

**OVERVIEW OF SECTION I  
Preliminary Information**

<b>Criteria 1:</b> Eligibility <b>Criteria 5:</b> Municipal Letters

---

**Evaluation Team Comments:**

- AVCOG is an eligible entity.
- Municipal letters were not provided because most projects are regional in scope
- DECD will ask AVCOG, if awarded, during contracting process to provide letters if they end up working with certain municipalities as part of the catch-all "Municipal Planning and Policy" project

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** AVCOG

**DATE:** 1/22/25

**EVALUATION OF SECTION II Organization  
Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>30</b>

---

**Evaluation Team Comments:**

- I. Organization Qualifications and Experience (Project Examples)
  - All previous examples are funded through grants, which shows capacity for grant management
  - Experience working on different types of projects and diverse set of municipalities in region
- II. Subcontractors
  - None anticipated- section left blank
- III. Organizational Chart
  - Included
- IV. Litigation
  - N/A
- V. Certificate of Insurances
  - Included



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** AVCOG

**DATE:** 1/22/25

**EVALUATION OF SECTION III  
Proposed Services**

<b>Criteria 3: Scope of Work</b>	<b>Points Available</b>	<b>Points Awarded</b>
Describe the proposed activity or activities.	15	13
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	5
Why is there a need for the activity or activities?	5	5
What is the anticipated timeline for completing the scope of work?	5	5
What are the deliverables for the scope of work?	5	5
How do you intend to engage with members of the community/communities?	5	5
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	5

**Evaluation Team Comments:**

Describe the proposed activity or activities.	<ul style="list-style-type: none"> <li>- Proposed projects: (1) Municipal Planning and Policy; (2) Building Permit Data Collection; (3) Short-Term Rental Guidance and Model Regulations; (4) ADU and Pre-approved building plans</li> <li>- Projects are intended to facilitate state goals and LD 2003 or work that is unique to this provider's service area</li> <li>- Concern about the catch-all bucket for municipal policy and planning. How do they ensure that they are working with communities in compliance with LD 2003?</li> <li>- Building permit data collection: How will AVCOG work with towns who are unwilling/unable to provide data? What if participation is low here?</li> </ul>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<ul style="list-style-type: none"> <li>- Full points received here because of regional focus of projects</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** AVCOG

**DATE:** 1/22/25

Why is there a need for the activity or activities?	- This section was well written and paints a good picture of the region and its housing barriers, as well as how AVCOG supports the region.
What is the anticipated timeline for completing the scope of work?	- Timeline is not as easy to read because it is in text format, but there is a timeline provided.
What are the deliverables for the scope of work?	- This section was answered thoroughly and received full points
How do you intend to engage with members of the community/communities?	- This section was well written and provides multiple methods for engaging with municipalities and its residents.
What long-term effects will your proposal have? What outcomes do you expect to achieve?	- This section was well-written and alludes to some of the Housing Opportunity Program's priorities.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** AVCOG

**DATE:** 1/22/25

**EVALUATION OF SECTION IV  
Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>24</b>

**Evaluation Team Comments:**

- The maximum amount that could be awarded to each entity was \$150,000. This proposal went over by \$3. While it is only \$3, it seems like an unnecessary part of the budget and makes it seem like the applicant wasn't paying close attention to the grant requirements.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Backyard ADUs

**DATE:** 1/22/25

**SUMMARY PAGE**

**Department Name:** Department of Economic and Community Development

**Name of RFA Coordinator:** Hilary Gove

**Names of Evaluators:** Hilary Gove, Ben Averill and Maggie Kelly-Boyd

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
<b>Criteria 1:</b> Eligibility	<b>P</b>	
<b>Criteria 5:</b> Municipal Letters	<b>P</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>20</b>
<b>Criteria 3:</b> Scope of Work		
Describe the proposed activity or activities.	<b>15</b>	<b>15</b>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<b>5</b>	<b>3</b>
Why is there a need for the activity or activities?	<b>5</b>	<b>5</b>
What is the anticipated timeline for completing the scope of work?	<b>5</b>	<b>4</b>
What are the deliverables for the scope of work?	<b>5</b>	<b>4</b>
How do you intend to engage with members of the community/communities?	<b>5</b>	<b>5</b>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<b>5</b>	<b>5</b>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>24</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>85</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Backyard ADUs

**DATE:** 1/22/25

**OVERVIEW OF SECTION I  
Preliminary Information**

<b>Criteria 1:</b> Eligibility <b>Criteria 5:</b> Municipal Letters

---

**Evaluation Team Comments:**

- Entity meets all eligibility criteria (for-profit) and included letters from South Portland and Wiscasset regarding compliance with LD 2003.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Backyard ADUs

**DATE:** 1/22/25

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>20</b>

---

**Evaluation Team Comments:**

- I. Organization Qualifications and Experience (Project Examples)
  - Entity does not typically work with municipalities
  - Experience was mostly presentations, instead of working on long-term projects with municipalities; Did not provide an example of community housing planning and implementation besides some events; no examples of longer-term relationships with municipalities working on a project
  - Positive: Have experience with event planning and marketing ADU events
- II. Subcontractors
  - Concern about experience of subcontractors working with municipalities- more insight into subcontractors would have been helpful here to assess qualifications, particularly related to working with municipal clients.
- III. Organizational Chart
  - Included
- IV. Litigation
  - N/A
- V. Certificate of Insurances
  - Included

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Backyard ADUs

**DATE:** 1/22/25

**EVALUATION OF SECTION III  
Proposed Services**

<b>Criteria 3: Scope of Work</b>	<b>Points Available</b>	<b>Points Awarded</b>
Describe the proposed activity or activities.	15	15
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	3
Why is there a need for the activity or activities?	5	5
What is the anticipated timeline for completing the scope of work?	5	4
What are the deliverables for the scope of work?	5	4
How do you intend to engage with members of the community/communities?	5	5
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	5

**Evaluation Team Comments:**

Describe the proposed activity or activities.	<ul style="list-style-type: none"> <li>- Application proposes to work with South Portland on ADU financing and community education about building ADUs.</li> <li>- Application also proposes to work with Wiscasset to create a ordinance and permitting review process and community education about ADUs.</li> <li>- Meets requirements for targeted approach to individual municipalities</li> <li>- Aligns nicely with LD 2003 goals</li> </ul>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<ul style="list-style-type: none"> <li>- Working with two municipalities in different counties</li> <li>- This is not a region or sub-region</li> </ul>
Why is there a need for the activity or activities?	<ul style="list-style-type: none"> <li>- This section was detailed and it fits in nicely with HOP goals of</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Backyard ADUs

**DATE:** 1/22/25

	<p>educating people about LD 2003, including ADU production.</p> <ul style="list-style-type: none"><li>- These projects help to reduce barriers to ADU construction including ordinance barriers and general lack of knowledge about LD 2003.</li></ul>
What is the anticipated timeline for completing the scope of work?	<ul style="list-style-type: none"><li>- A timeline was included but some of the timeline numbers were incorrect for completion dates (ie. 2025, instead of 2026)</li></ul>
What are the deliverables for the scope of work?	<ul style="list-style-type: none"><li>- There was some vagueness with Wiscasset's deliverables; webinar versus workshop.</li></ul>
How do you intend to engage with members of the community/communities?	<ul style="list-style-type: none"><li>- This section was well-written and detailed</li></ul>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<ul style="list-style-type: none"><li>- This section was well-written and detailed</li></ul>



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Backyard ADUs

**DATE:** 1/22/25

**EVALUATION OF SECTION IV  
Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>24</b>

**Evaluation Team Comments:**

- Small math error in the amount requested column. This should be \$44,362 (instead of \$44,363)

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Central Maine Growth Council

**DATE:** 1/22/25

**SUMMARY PAGE**

**Department Name:** Department of Economic and Community Development

**Name of RFA Coordinator:** Hilary Gove

**Names of Evaluators:** Hilary Gove, Ben Averill and Maggie Kelly-Boyd

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
<b>Criteria 1:</b> Eligibility	<b>P</b>	
<b>Criteria 5:</b> Municipal Letters		<b>F</b>
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>27</b>
<b>Criteria 3:</b> Scope of Work		
Describe the proposed activity or activities.	<b>15</b>	<b>10</b>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<b>5</b>	<b>4</b>
Why is there a need for the activity or activities?	<b>5</b>	<b>5</b>
What is the anticipated timeline for completing the scope of work?	<b>5</b>	<b>5</b>
What are the deliverables for the scope of work?	<b>5</b>	<b>4</b>
How do you intend to engage with members of the community/communities?	<b>5</b>	<b>5</b>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<b>5</b>	<b>5</b>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>25</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>90</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Central Maine Growth Council

**DATE:** 1/22/25

**OVERVIEW OF SECTION I  
Preliminary Information**

<b>Criteria 1:</b> Eligibility <b>Criteria 5:</b> Municipal Letters

---

**Evaluation Team Comments:**

- Entity is an eligible organization (economic development entity).
- Entity provided letters from Fairfield and Waterville but the letters do not address LD 2003 compliance.
- If awarded, will require them to provide updated letters as part of contract.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Central Maine Growth Council

**DATE:** 1/22/25

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>27</b>

---

**Evaluation Team Comments:**

- I. Organization Qualifications and Experience (Project Examples)
  - Organization has experience working in the housing space, particularly for development projects.
  - Three intensive projects is a lot- concerns about ability to handle workload given listed staff.
- II. Subcontractors
  - N/A
- III. Organizational Chart
  - Organizational chart was included but it was confusing how it was set up. Text explanation would have been helpful to understand why Dirigo Labs is on the org. chart.
  - Also, does the Innovation Development Coordinator position need to be filled?
- IV. Litigation
  - N/A
- V. Certificate of Insurances: Included

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Central Maine Growth Council

**DATE:** 1/22/25

**EVALUATION OF SECTION III  
Proposed Services**

<b>Criteria 3: Scope of Work</b>	<b>Points Available</b>	<b>Points Awarded</b>
Describe the proposed activity or activities.	15	10
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	4
Why is there a need for the activity or activities?	5	5
What is the anticipated timeline for completing the scope of work?	5	5
What are the deliverables for the scope of work?	5	4
How do you intend to engage with members of the community/communities?	5	5
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	5

**Evaluation Team Comments:**

Describe the proposed activity or activities.	<ul style="list-style-type: none"> <li>- Application proposes the following projects: City of Waterville Data Incentives Toolkit; Heads of Falls Village; and Fairfield Redevelopment Plan</li> <li>- Evaluation team had concerns about Project 2 because it is unclear if this is an eligible project under the grant. The grant does allow some pre-development work, in the form of a feasibility study, but this seems to take it a step further because the site is already picked out. Team also had concerns about</li> </ul>
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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider

Grants **BIDDER:** Central Maine Growth Council

**DATE:** 1/22/25

	using the funds for a Brownfield's grant.
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<ul style="list-style-type: none"> <li>- Scope of work section could have been clearer about municipalities that would benefit from this grant application. Only two municipalities provided letters, so that would seem to be the target focus, which is not regional in scope.</li> </ul>
Why is there a need for the activity or activities?	<ul style="list-style-type: none"> <li>- This section was well-written, especially because of the use of data.</li> </ul>
What is the anticipated timeline for completing the scope of work?	<ul style="list-style-type: none"> <li>- A detailed timeline was provided.</li> </ul>
What are the deliverables for the scope of work?	<ul style="list-style-type: none"> <li>- This section was answered thoroughly but evaluation team had concerns about using grant funds for project 2. As explained in the Q&amp;A summary this grant can cover limited pre-development costs such as a service provider (on behalf of a municipality) studying the feasibility of developing affordable housing in certain areas of the municipality, such as town-owned properties.</li> <li>- Pre-development, however, does not include using grant funding to cover predevelopment costs (such as site planning, permitting, environmental testing, legal fees, engineer assessments, etc.) for specific development projects.</li> <li>- If awarded, will need to follow-up with entity to assess if this is an eligible project.</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Central Maine Growth Council

**DATE:** 1/22/25

How do you intend to engage with members of the community/communities?	- This section was answered thoroughly.
What long-term effects will your proposal have? What outcomes do you expect to achieve?	- Use of data here was helpful.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Central Maine Growth Council

**DATE:** 1/22/25

**EVALUATION OF SECTION IV  
Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>25</b>

**Evaluation Team Comments:**

- Budget math was correct
- Budget seemed reasonable for what was proposed. But again, if awarded, may need to adjust budget is project 2 is not eligible.



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Dooryard LLC

**DATE:** 1/22/25

**SUMMARY PAGE**

**Department Name:** Department of Economic and Community Development

**Name of RFA Coordinator:** Hilary Gove

**Names of Evaluators:** Hilary Gove, Ben Averill and Maggie Kelly-Boyd

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
<b>Criteria 1:</b> Eligibility	<b>P</b>	
<b>Criteria 5:</b> Municipal Letters	<b>P</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>30</b>
<b>Criteria 3:</b> Scope of Work		
Describe the proposed activity or activities.	<b>15</b>	<b>10</b>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<b>5</b>	<b>2</b>
Why is there a need for the activity or activities?	<b>5</b>	<b>5</b>
What is the anticipated timeline for completing the scope of work?	<b>5</b>	<b>2</b>
What are the deliverables for the scope of work?	<b>5</b>	<b>4</b>
How do you intend to engage with members of the community/communities?	<b>5</b>	<b>3</b>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<b>5</b>	<b>4</b>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>24</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>84</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Dooryard LLC

**DATE:** 1/22/25

**OVERVIEW OF SECTION I  
Preliminary Information**

<b>Criteria 1:</b> Eligibility <b>Criteria 5:</b> Municipal Letters

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**Evaluation Team Comments:**

- Service provider definition is met here (for-profit).
- Municipal letters were not provided because no municipalities were named. If provider is selected, HOP will need to work with provider to ensure that any named municipalities have a municipal letter on file.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Dooryard LLC

**DATE:** 1/22/25

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>30</b>

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**Evaluation Team Comments:**

- I. Organization Qualifications and Experience (Project Examples)
  - This organization has experience working with municipalities, especially in the area of land use planning for development and planning projects.
  - Evaluation team did not have concerns about qualifications.
- II. Subcontractors
  - Information on subcontractors was provided (architect and master planning)
- III. Organizational Chart
  - Included
- IV. Litigation
  - N/A
- V. Certificate of Insurances
  - Included

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Dooryard LLC

**DATE:** 1/22/25

**EVALUATION OF SECTION III  
Proposed Services**

<b>Criteria 3: Scope of Work</b>	<b>Points Available</b>	<b>Points Awarded</b>
Describe the proposed activity or activities.	15	10
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	2
Why is there a need for the activity or activities?	5	5
What is the anticipated timeline for completing the scope of work?	5	2
What are the deliverables for the scope of work?	5	4
How do you intend to engage with members of the community/communities?	5	3
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	4

**Evaluation Team Comments:**

Describe the proposed activity or activities.	<ul style="list-style-type: none"> <li>- Application proposes to run a design sprint process that will produce a master planning, phasing strategy, pro forma, financing strategy and entitlement strategy for 4-6 housing sites.</li> <li>- This applications mentions some organizations that have an interest in building housing, as well as a nod to preliminary conversations with municipalities, but it lacks specificity on how it will go about obtaining these sites/organizations/municipalities.</li> <li>- It is difficult to accurately describe proposed activities without any regions, municipalities,</li> </ul>
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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Dooryard LLC

**DATE:** 1/22/25

	organizations, or sites in mind to target.
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<ul style="list-style-type: none"> <li>- By working with 4-6 municipalities/sites, there is a potential for regional work, but since the municipalities/sites are not identified it is difficult to say.</li> <li>– This application does mention that at the end of the projects, a guide will be created to provide lessons learned. This could have a statewide or regional reach.</li> </ul>
Why is there a need for the activity or activities?	<ul style="list-style-type: none"> <li>- This need aligns with goals of LD 2004 and LD 1673 (focus on village centers).</li> </ul>
What is the anticipated timeline for completing the scope of work?	<ul style="list-style-type: none"> <li>- A basic timeline is provided but the concern and big unknown here is securing 4-6 sites in a timely way. Inability to secure sites on this timeline would set the projects way back.</li> <li>- The timeline also only mentions 5 sites, where the deliverable mentions up to 6.</li> </ul>
What are the deliverables for the scope of work?	<ul style="list-style-type: none"> <li>- The deliverable will ultimately be the same for all the sites, although the number of sites selected is still unknown.</li> </ul>
How do you intend to engage with members of the community/communities?	<ul style="list-style-type: none"> <li>- This section lacked specificity because sites have not been narrowed down; community engagement tactics may need to be tweaked on a site-by-site basis.</li> </ul>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<ul style="list-style-type: none"> <li>- Question here on how this methodology will be shared with</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Dooryard LLC

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	municipalities and organizations in the future.
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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Dooryard LLC

**DATE:** 1/22/25

**EVALUATION OF SECTION IV  
Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>24</b>

**Evaluation Team Comments:**

- Without a clear idea of how many sites, it was difficult to parse out in the budget staff time. This number would seem to fluctuate based on whether 4, 5, or 6 sites are chosen.
- Otherwise, math is correct

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** EMDC

**DATE:** 1/22/25

**SUMMARY PAGE**

**Department Name:** Department of Economic and Community Development

**Name of RFA Coordinator:** Hilary Gove

**Names of Evaluators:** Hilary Gove, Ben Averill and Maggie Kelly-Boyd

<b><u>Pass/Fail Criteria</u></b>	<b><u>Pass</u></b>	<b><u>Fail</u></b>
<b>Criteria 1:</b> Eligibility	<b>P</b>	
<b>Criteria 5:</b> Municipal Letters	<b>P</b>	
<b><u>Scoring Sections</u></b>	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>26</b>
<b>Criteria 3:</b> Scope of Work		
Describe the proposed activity or activities.	<b>15</b>	<b>10</b>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<b>5</b>	<b>4</b>
Why is there a need for the activity or activities?	<b>5</b>	<b>4</b>
What is the anticipated timeline for completing the scope of work?	<b>5</b>	<b>5</b>
What are the deliverables for the scope of work?	<b>5</b>	<b>4</b>
How do you intend to engage with members of the community/communities?	<b>5</b>	<b>2</b>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<b>5</b>	<b>4</b>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>18</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>77</u></b>



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** EMDC

**DATE:** 1/22/25

**OVERVIEW OF SECTION I  
Preliminary Information**

<b>Criteria 1:</b> Eligibility <b>Criteria 5:</b> Municipal Letters

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**Evaluation Team Comments:**

- Organization is an eligibly entity (regional council).
- Municipal letters were not provided because projects are regional in scope and did not specify direct assistance to one or more municipalities

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** EMDC

**DATE:** 1/22/25

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>26</b>

**Evaluation Team Comments:**

- I. Organization Qualifications and Experience (Project Examples)
  - Evaluation team would have liked to see expansion on organization's qualifications in the project example section. The project examples provided lacked detail.
  - Housing was not central to the projects EMDC provided as examples.
- II. Subcontractors
  - N/A
- III. Organizational Chart
  - The organizational chart provided listed two people. This chart didn't include any financial staff or director level people that may be involved in the grant. This would have been helpful to know.
- IV. Litigation
  - N/A
- V. Certificate of Insurances
  - Included

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** EMDC

**DATE:** 1/22/25

**EVALUATION OF SECTION III  
Proposed Services**

<b>Criteria 3: Scope of Work</b>	<b>Points Available</b>	<b>Points Awarded</b>
Describe the proposed activity or activities.	15	10
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	4
Why is there a need for the activity or activities?	5	4
What is the anticipated timeline for completing the scope of work?	5	5
What are the deliverables for the scope of work?	5	4
How do you intend to engage with members of the community/communities?	5	2
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	4

**Evaluation Team Comments:**

Describe the proposed activity or activities.	<ul style="list-style-type: none"> <li>- EMDC proposed a variety of projects to support municipal housing planning including creation of one-page educational materials, creation of a municipal ordinance library, collection of housing data, and collection of permit-ready designs.</li> <li>- The evaluation team noted that projects listed were focused on collecting materials and resources that member municipalities could take advantage of. It was not clear, however, how these resources would be used by specific communities, or if at all.</li> <li>- There did not seem to be an emphasis on marketing these materials to specific communities or tailoring to fit municipal needs through a community engagement process. The emphasis seemed to be on simply collecting the materials.</li> <li>- The concern for the evaluation team is that these resources would simply “sit on a shelf” without engagement from municipalities. It would have been nice to see some sort of marketing strategy from EMDC to spread the word about resources.</li> </ul>
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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** EMDC

**DATE:** 1/22/25

Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	- This application supports 12 towns (the sub-region of Lincoln). It would have been helpful for EMDC to list those twelve towns.
Why is there a need for the activity or activities?	- This section could have gone into greater detail, using housing data from multiple state and local sources to more accurately describe the region's housing needs. Instead, this application relied on broad generalizations about housing barriers and the need for housing across the state.
What is the anticipated timeline for completing the scope of work?	- A detailed timeline was included in the application.
What are the deliverables for the scope of work?	- This section includes some additional detail about hosting workshops for municipalities, but it does not align with the section above "describing the proposed projects." For instance, the project about collection of model homes designs does not mention municipal workshops and robust municipal engagement until the deliverable/timeline sections. More emphasis on municipal engagement with resources would have benefitted this application because otherwise it seems like resources will not be used by municipalities without some engagement about why these resources are needed.
How do you intend to engage with members of the community/communities?	<ul style="list-style-type: none"> <li>- This section provided very little information on how EMDC will engage with communities. The use of bullet points here, without explanatory text, did not fully answer the question.</li> <li>- The evaluation team had multiple questions including: What is meant by "regular" meetings; How often does EMDC intend to share updates?; Does EMDC have regular channels of communication that it would utilize here?; How many training sessions? How many municipalities does entity anticipate participating in any of the listed projects?</li> </ul>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	- The use of bullet points here provided little detail for the evaluation team. This section could have been fleshed out more in paragraph form. It also didn't seem tailored to the need EMDC's region. How will these projects help the 12 municipalities it mentioned above? Finally, there is a little discussion of how the evaluation team can measure intended success of the listed projects with measurable data

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** EMDC

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	because the entire application lacks detail about how each project with support municipalities.
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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** EMDC

**DATE:** 1/22/25

**EVALUATION OF SECTION IV**

**Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>18</b>

**Evaluation Team Comments:**

- The budget math is correct but budget seems really high for what EMDC is proposing.
- The bulk of the proposal focuses on collecting information, not actually creating and/or tailoring resources to specific municipalities. \$100,000 in staff time for that over the course of 1.5 years seems steep without robust municipal engagement with created resources.
- Also, there are some areas of the entire proposal that lack specificity which makes determining a reasonable budget challenging. For instance, the proposal mentions creating workshops, but how many? For how many towns? All 12? Some level of specificity is needed to determine a staff budget overall.
- The detailed budget sheet also notes that \$1400 will be used for a laptop, as well as a WIFI hotspot. The application prohibits using funding for acquisition of equipment.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** GPCOG

**DATE:** 1/22/25

**SUMMARY PAGE**

**Department Name:** Department of Economic and Community Development

**Name of RFA Coordinator:** Hilary Gove

**Names of Evaluators:** Hilary Gove, Ben Averill and Maggie Kelly-Boyd

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
<b>Criteria 1:</b> Eligibility	<b>P</b>	
<b>Criteria 5:</b> Municipal Letters	<b>P</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>30</b>
<b>Criteria 3:</b> Scope of Work		
Describe the proposed activity or activities.	<b>15</b>	<b>15</b>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<b>5</b>	<b>5</b>
Why is there a need for the activity or activities?	<b>5</b>	<b>5</b>
What is the anticipated timeline for completing the scope of work?	<b>5</b>	<b>5</b>
What are the deliverables for the scope of work?	<b>5</b>	<b>5</b>
How do you intend to engage with members of the community/communities?	<b>5</b>	<b>5</b>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<b>5</b>	<b>5</b>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>24</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>99</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** GPCOG

**DATE:** 1/22/25

**OVERVIEW OF SECTION I  
Preliminary Information**

<b>Criteria 1:</b> Eligibility <b>Criteria 5:</b> Municipal Letters

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**Evaluation Team Comments:**

- GPCOG is an eligible entity (regional council)
- Municipal letters were included from:
  - o Cumberland, Gray, Windham, Yarmouth, Portland, South Portland, North Yarmouth



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** GPCOG

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**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>30</b>

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**Evaluation Team Comments:**

- I. Organization Qualifications and Experience (Project Examples)
  - Based on the responses provided, the evaluation team felt that the organization had the required qualifications and experience to oversee the proposed grant projects.
  - Three projects illustrated qualification and experience
- II. Subcontractors
  - Subcontractors included (cost-to-serve modeling; ADU education; website for toolkit)
- III. Organizational Chart
  - Provided
- IV. Litigation
  - N/A
- V. Certificate of Insurances
  - Included

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** GPCOG

**DATE:** 1/22/25

**EVALUATION OF SECTION III  
Proposed Services**

<b>Criteria 3: Scope of Work</b>	<b>Points Available</b>	<b>Points Awarded</b>
Describe the proposed activity or activities.	15	15
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	5
Why is there a need for the activity or activities?	5	5
What is the anticipated timeline for completing the scope of work?	5	5
What are the deliverables for the scope of work?	5	5
How do you intend to engage with members of the community/communities?	5	5
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	5

**Evaluation Team Comments:**

Describe the proposed activity or activities.	<ul style="list-style-type: none"> <li>- Application projects:</li> <li>- Cost-to-Serve Modeling for North Yarmouth; Windham; South Portland and Yarmouth</li> <li>- ADU Education and Promotion</li> <li>- Housing Task Force Portland</li> <li>- Housing Needs Assessment Gray</li> <li>- Site assessment Cumberland</li> <li>- The grant evaluation team liked how there were a lot of diverse projects listed here, some that supported larger areas of the service area, while other supported individual municipality needs.</li> <li>- This section was well-written and detailed, clearly explaining each project.</li> </ul>
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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** GPCOG

**DATE:** 1/22/25

Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<ul style="list-style-type: none"><li>- While not all projects support the entire region, the proposed scope in the aggregate supports the work of the region.</li></ul>
Why is there a need for the activity or activities?	<ul style="list-style-type: none"><li>- The strength of this section is that real examples were provided where having this type of resource in the beginning may have changed an outcome.</li></ul>
What is the anticipated timeline for completing the scope of work?	<ul style="list-style-type: none"><li>- A detailed timeline was included here.</li></ul>
What are the deliverables for the scope of work?	<ul style="list-style-type: none"><li>- This response was detailed and aligned with the above sections.</li></ul>
How do you intend to engage with members of the community/communities?	<ul style="list-style-type: none"><li>- This answer was well-written because it was broken down by project, with a sense that there is tailoring based on which municipality is being served.</li></ul>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<ul style="list-style-type: none"><li>- This section was well-written because of the use of numbers to show outcomes. It was not vague and tailored the deliverables with outcomes.</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** GPCOG

**DATE:** 1/22/25

**EVALUATION OF SECTION IV  
Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>24</b>

**Evaluation Team Comments:**

- This is an ambitious, well-written proposal. The only concern of the evaluation team was the large number of tasks, with an arguably small amount of the budget dedicated to staff time. There is potential that more cost-share staff time may need to be added to ensure that all tasks are completed.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** GrowSmart Maine

**DATE:** 1/22/25

**SUMMARY PAGE**

**Department Name:** Department of Economic and Community Development

**Name of RFA Coordinator:** Hilary Gove

**Names of Evaluators:** Hilary Gove, Ben Averill and Maggie Kelly-Boyd

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
<b>Criteria 1:</b> Eligibility	<b>P</b>	
<b>Criteria 5:</b> Municipal Letters	<b>P</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>30</b>
<b>Criteria 3:</b> Scope of Work		
Describe the proposed activity or activities.	<b>15</b>	<b>12</b>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<b>5</b>	<b>5</b>
Why is there a need for the activity or activities?	<b>5</b>	<b>5</b>
What is the anticipated timeline for completing the scope of work?	<b>5</b>	<b>5</b>
What are the deliverables for the scope of work?	<b>5</b>	<b>5</b>
How do you intend to engage with members of the community/communities?	<b>5</b>	<b>5</b>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<b>5</b>	<b>5</b>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>24</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>96</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider

Grants **BIDDER:** GrowSmart Maine

**DATE:** 1/22/25

**OVERVIEW OF SECTION I  
Preliminary Information**

<b>Criteria 1:</b> Eligibility <b>Criteria 5:</b> Municipal Letters

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**Evaluation Team Comments:**

- Eligibility requirements are met.
- Organization also included municipal letters. If awarded funding, organization acknowledges that additional letters will be provided once more municipalities are named.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider

Grants **BIDDER:** GrowSmart Maine

**DATE:** 1/22/25

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>30</b>

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**Evaluation Team Comments:**

- I. Organization Qualifications and Experience (Project Examples)
  - Through a diverse set of housing projects, applicant has demonstrated that they have qualification and experience to oversee this grant.
- II. Subcontractors
  - Subcontractors were provided- sufficient detail was provided to understand the need for subcontractors and what subcontractor would do (summit agenda and facilitation; zoning atlas)
- III. Organizational Chart
  - Included
- IV. Litigation
  - N/A
- V. Certificate of Insurances
  - Included

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** GrowSmart Maine

**DATE:** 1/22/25

**EVALUATION OF SECTION III  
Proposed Services**

<b>Criteria 3: Scope of Work</b>	<b>Points Available</b>	<b>Points Awarded</b>
Describe the proposed activity or activities.	15	12
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	5
Why is there a need for the activity or activities?	5	5
What is the anticipated timeline for completing the scope of work?	5	5
What are the deliverables for the scope of work?	5	5
How do you intend to engage with members of the community/communities?	5	5
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	5

**Evaluation Team Comments:**

Describe the proposed activity or activities.	<ul style="list-style-type: none"> <li>- Proposed projects: Housing Forward Communities (education); Aroostook Regional Housing Initiative; Zoning Atlas</li> <li>- Housing Forward project does not list municipalities. Concern about time it takes to seek out municipalities and get them on board with project.</li> <li>- Zoning atlas only proposes three counties in scope. What about funding for future to finish entire state?</li> </ul>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<ul style="list-style-type: none"> <li>- Yes- all three projects are regional in nature</li> </ul>



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** GrowSmart Maine

**DATE:** 1/22/25

Why is there a need for the activity or activities?	- Excellent use of data in this section to describe barriers to housing
What is the anticipated timeline for completing the scope of work?	- A detailed timeline is provided. Concern for evaluation team is ability to secure 3 municipalities, but entity does acknowledge that three may be added, but might stick with two.
What are the deliverables for the scope of work?	- This was well-written and aligned with earlier sections of the proposal
How do you intend to engage with members of the community/communities?	- This was detailed and very well-written
What long-term effects will your proposal have? What outcomes do you expect to achieve?	- This was detailed and very well-written

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** GrowSmart Maine

**DATE:** 1/22/25

**EVALUATION OF SECTION IV  
Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>24</b>

**Evaluation Team Comments:**

- Aroostook Regional Housing Initiative budget is incorrect. Total is off by \$1000 (\$48,700 versus \$49,700)
- The detailed budget is correct. The discrepancy is for Musson Group consulting services (\$25,000 or \$24,000)

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** HCPC

**DATE:** 1/29/25

**SUMMARY PAGE**

**Department Name:** Department of Economic and Community Development

**Name of RFA Coordinator:** Hilary Gove

**Names of Evaluators:** Hilary Gove, Ben Averill and Maggie Kelly-Boyd

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
<b>Criteria 1:</b> Eligibility	<b>P</b>	
<b>Criteria 5:</b> Municipal Letters	<b>P</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>30</b>
<b>Criteria 3:</b> Scope of Work		
Describe the proposed activity or activities.	<b>15</b>	<b>13</b>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<b>5</b>	<b>5</b>
Why is there a need for the activity or activities?	<b>5</b>	<b>5</b>
What is the anticipated timeline for completing the scope of work?	<b>5</b>	<b>5</b>
What are the deliverables for the scope of work?	<b>5</b>	<b>5</b>
How do you intend to engage with members of the community/communities?	<b>5</b>	<b>5</b>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<b>5</b>	<b>5</b>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>24</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>97</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** HCPC

**DATE:** 1/29/25

**OVERVIEW OF SECTION I  
Preliminary Information**

<b>Criteria 1:</b> Eligibility <b>Criteria 5:</b> Municipal Letters

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**Evaluation Team Comments:**

- Eligibility is met (regional council).
- Included letter from Deer Isle

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** HCPC

**DATE:** 1/29/25

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>30</b>

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**Evaluation Team Comments:**

- I. Organization Qualifications and Experience (Project Examples)
  - This organization clearly showed its experience working with municipalities on land use planning and housing projects. Team had no concerns with experience and/or qualifications to administer grant.
- II. Subcontractors
  - N/A
- III. Organizational Chart
  - Included
- IV. Litigation
  - N/A
- V. Certificate of Insurances
  - Included

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** HCPC

**DATE:** 1/29/25

**EVALUATION OF SECTION III  
Proposed Services**

<b>Criteria 3: Scope of Work</b>	<b>Points Available</b>	<b>Points Awarded</b>
Describe the proposed activity or activities.	15	13
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	5
Why is there a need for the activity or activities?	5	5
What is the anticipated timeline for completing the scope of work?	5	5
What are the deliverables for the scope of work?	5	5
How do you intend to engage with members of the community/communities?	5	5
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	5

**Evaluation Team Comments:**

Describe the proposed activity or activities.	<ul style="list-style-type: none"> <li>- Projects Proposed: (1) Regional Developers Summit; (2) HC Housing Needs Assessment Accessibility; (3) Development Tracking; (4) Education Guidebook; (5) Comprehensive Planning TA</li> <li>- General and comprehensive plan TA doesn't specify particular communities that will receive services. How will this work with LD 2003 compliance? If awarded will need to work with HCPC to get letters if municipalities are named.</li> <li>- There are a wide range of projects listed, but some were not that detailed, like the general TA and comprehensive TA projects. How</li> </ul>
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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** HCPC

**DATE:** 1/29/25

	will this work with staff time, budget and outreach?
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	- Yes- regional scope of projects
Why is there a need for the activity or activities?	- This section was detailed and organized by project.
What is the anticipated timeline for completing the scope of work?	- The provided timeline was detailed and had a section for each project.
What are the deliverables for the scope of work?	- Deliverables were clearly provided for each project. This section was organized and easy to understand.
How do you intend to engage with members of the community/communities?	- This section was organized by project. This section was easy to understand and showed that this entity would engage with community members throughout the course of the projects.
What long-term effects will your proposal have? What outcomes do you expect to achieve?	- This section was organized by project which helped with clarity, organization and completeness of answer.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** HCPC

**DATE:** 1/29/25

**EVALUATION OF SECTION IV  
Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>24</b>

**Evaluation Team Comments:**

- The concern with the budget was the staff time allocated for each project. Since some of the projects are more open ended in scope (General TA and Comprehensive Planning TA) there could be some fluctuation in staff time based on municipal needs and capacity of entity. Organization may have to adjust budget to reflect this, if awarded funding.
- Otherwise, budget math is correct.



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** KVCOG

**DATE:** 1/29/25

**SUMMARY PAGE**

**Department Name:** Department of Economic and Community Development

**Name of RFA Coordinator:** Hilary Gove

**Names of Evaluators:** Hilary Gove, Ben Averill and Maggie Kelly-Boyd

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
<b>Criteria 1:</b> Eligibility	<b>P</b>	
<b>Criteria 5:</b> Municipal Letters		<b>F</b>
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>29</b>
<b>Criteria 3:</b> Scope of Work		
Describe the proposed activity or activities.	<b>15</b>	<b>11</b>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<b>5</b>	<b>5</b>
Why is there a need for the activity or activities?	<b>5</b>	<b>5</b>
What is the anticipated timeline for completing the scope of work?	<b>5</b>	<b>4</b>
What are the deliverables for the scope of work?	<b>5</b>	<b>4</b>
How do you intend to engage with members of the community/communities?	<b>5</b>	<b>4</b>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<b>5</b>	<b>4</b>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>24</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>90</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** KVCOG

**DATE:** 1/29/25

**OVERVIEW OF SECTION I  
Preliminary Information**

<b>Criteria 1:</b> Eligibility <b>Criteria 5:</b> Municipal Letters

---

**Evaluation Team Comments:**

- Municipal letter (Fairfield) lacks mention of compliance
- Eligibility of entity is met (Regional Council)

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** KVCOG

**DATE:** 1/29/25

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>29</b>

---

**Evaluation Team Comments:**

- I. Organization Qualifications and Experience (Project Examples)
  - Team had no concerns about entity's ability to meet grant requirements or past experience working with municipalities on land use and planning projects.
  - This section was well-written and sufficiently detailed.
- II. Subcontractors
  - N/A
- III. Organizational Chart
  - Didn't include an actual organization chart, only text about individuals working on grant
- IV. Litigation
  - N/A
- V. Certificate of Insurances
  - Included

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** KVCOG

**DATE:** 1/29/25

**EVALUATION OF SECTION III  
Proposed Services**

<b>Criteria 3: Scope of Work</b>	<b>Points Available</b>	<b>Points Awarded</b>
Describe the proposed activity or activities.	15	11
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	5
Why is there a need for the activity or activities?	5	5
What is the anticipated timeline for completing the scope of work?	5	4
What are the deliverables for the scope of work?	5	4
How do you intend to engage with members of the community/communities?	5	4
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	4

**Evaluation Team Comments:**

Describe the proposed activity or activities.	<ul style="list-style-type: none"> <li>- Proposed projects: (1) Municipal Land Use Ordinance Updates; (2) Comprehensive Plans; (3) Community Education; (4) Housing Site Pilot Project in Fairfield; (5) Data Collection.</li> <li>- General TA included as a project-concern is about providing services to towns that haven't complied with LD 2003</li> <li>- Pilot project in Fairfield seems like it could be very beneficial and could support other towns.</li> <li>- Team concluded that they needed more information and detail on each project. KVCOG provided short paragraphs for each proposed project.</li> </ul>
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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** KVCOG

**DATE:** 1/29/25

	<ul style="list-style-type: none"> <li>- Description of activities seem boiler plate and lack specifics on how they will execute.</li> <li>- How will success be defined and measured?</li> </ul>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<ul style="list-style-type: none"> <li>- Yes, most projects have a regional focus</li> </ul>
Why is there a need for the activity or activities?	<ul style="list-style-type: none"> <li>- This section was organized by project and provided detail for each section. Was organized and well-thought out.</li> </ul>
What is the anticipated timeline for completing the scope of work?	<ul style="list-style-type: none"> <li>- Team concluded that this section could have benefitted from more specificity. What municipalities will be served? How do you determine a timeline if there isn't an estimate of the number of municipalities that could be served, or that entity has capacity to serve?</li> </ul>
What are the deliverables for the scope of work?	<ul style="list-style-type: none"> <li>- Again, the lack of specificity here was a problem for assessing deliverables.</li> </ul>
How do you intend to engage with members of the community/communities?	<ul style="list-style-type: none"> <li>- This section could have had more detail. KVCOG does have experience working with municipalities but more detail could have been provided about how they typically engage with municipalities. What frequency? Different mediums, workshops, etc?</li> </ul>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<ul style="list-style-type: none"> <li>- This section lacked some detail and didn't have quantifiable success measures that could help the evaluation team determine if</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** KVCOG

**DATE:** 1/29/25

	projects will be successful. This seemed like boiler plate language.
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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** KVCOG

**DATE:** 1/29/25

**EVALUATION OF SECTION IV  
Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>24</b>

**Evaluation Team Comments:**

- Math is correct but without specificity for some of the projects, it is difficult to assess staff time for projects. Based on municipalities that end up asking for services, this number could be higher or lower.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Lincoln County

**DATE:** 1/29/25

**SUMMARY PAGE**

**Department Name:** Department of Economic and Community Development

**Name of RFA Coordinator:** Hilary Gove

**Names of Evaluators:** Hilary Gove, Ben Averill and Maggie Kelly-Boyd

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
<b>Criteria 1:</b> Eligibility	<b>P</b>	
<b>Criteria 5:</b> Municipal Letters	<b>P</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>29</b>
<b>Criteria 3:</b> Scope of Work		
Describe the proposed activity or activities.	<b>15</b>	<b>15</b>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<b>5</b>	<b>5</b>
Why is there a need for the activity or activities?	<b>5</b>	<b>5</b>
What is the anticipated timeline for completing the scope of work?	<b>5</b>	<b>5</b>
What are the deliverables for the scope of work?	<b>5</b>	<b>5</b>
How do you intend to engage with members of the community/communities?	<b>5</b>	<b>5</b>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<b>5</b>	<b>5</b>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>25</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>99</u></b>



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Lincoln County

**DATE:** 1/29/25

**OVERVIEW OF SECTION I  
Preliminary Information**

<b>Criteria 1:</b> Eligibility <b>Criteria 5:</b> Municipal Letters

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**Evaluation Team Comments:**

- Entity is an eligible organization (regional council)
- Municipal letters not provided because of proposed project type

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Lincoln County

**DATE:** 1/29/25

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>29</b>

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**Evaluation Team Comments:**

- I. Organization Qualifications and Experience (Project Examples)
  - This section was well written and had sufficient detail. Team concluded that this organization is well qualified to carry out grant tasks.
- II. Subcontractors- Will require subcontractor support- need to go out to bid for engineering firm.
- III. Organizational Chart- Did not include organization chart
- IV. Litigation-Included litigation that included the county commissioners, none seem to be specific to the planning arm or would interfere with grant completion.
- V. Certificate of Insurances- Included

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Lincoln County

**DATE:** 1/29/25

**EVALUATION OF SECTION III**

**Proposed Services**

<b>Criteria 3: Scope of Work</b>	<b>Points Available</b>	<b>Points Awarded</b>
Describe the proposed activity or activities.	15	15
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	5
Why is there a need for the activity or activities?	5	5
What is the anticipated timeline for completing the scope of work?	5	5
What are the deliverables for the scope of work?	5	5
How do you intend to engage with members of the community/communities?	5	5
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	5

**Evaluation Team Comments:**

Describe the proposed activity or activities.	<ul style="list-style-type: none"> <li>- Projects proposed: (1) identifying target sites for study; (2) selection of engineering firm; (3) feasibility study; (4) funding strategy; (5) report release and developer engagement; (6) grant management.</li> <li>- Projects were very well-written and had sufficient detail.</li> <li>- Team liked how this proposal is a result of municipal feedback in the region and appreciate how this entity is responding to the concerns about infrastructure.</li> <li>- The projects seem like they will be successful and will positively impact this region.</li> </ul>
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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Lincoln County

**DATE:** 1/29/25

Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<ul style="list-style-type: none"> <li>- Yes, county-wide focus</li> </ul>
Why is there a need for the activity or activities?	<ul style="list-style-type: none"> <li>- This section was very well-written.</li> <li>- Team liked how this entity used data to support their argument.</li> <li>- Also, the fact that this work is a continuation of past projects shows that this organization can follow-through with tasks and has clear goals in mind to support member municipalities.</li> </ul>
What is the anticipated timeline for completing the scope of work?	<ul style="list-style-type: none"> <li>- This was very well-written.</li> <li>- Although there can be unforeseen complications in internal bid processes, the team concluded that based on the qualifications of the entity and well-written proposal, this entity would adjust accordingly if securing engineering firms takes longer than anticipated.</li> </ul>
What are the deliverables for the scope of work?	<ul style="list-style-type: none"> <li>- This section was very well-written, detailed and was easy to understand.</li> </ul>
How do you intend to engage with members of the community/communities?	<ul style="list-style-type: none"> <li>- This section was well-written and thoughtful.</li> </ul>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<ul style="list-style-type: none"> <li>- There is little ambiguity about success of this project based on deliverables. There are clear goals and deliverables which helped the team evaluate long-term success of this project.</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Lincoln County

**DATE:** 1/29/25

**EVALUATION OF SECTION IV  
Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>25</b>

**Evaluation Team Comments:**

- Math is correct and budget seemed reasonable based on ask.
- Executive Director time on this project is calculated as in-kind time.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Maine Design Workshop

**DATE:** 1/29/25

**SUMMARY PAGE**

**Department Name:** Department of Economic and Community Development

**Name of RFA Coordinator:** Hilary Gove

**Names of Evaluators:** Hilary Gove, Ben Averill and Maggie Kelly-Boyd

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
<b>Criteria 1:</b> Eligibility	<b>P</b>	
<b>Criteria 5:</b> Municipal Letters	<b>P</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>27</b>
<b>Criteria 3:</b> Scope of Work		
Describe the proposed activity or activities.	<b>15</b>	<b>13</b>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<b>5</b>	<b>4</b>
Why is there a need for the activity or activities?	<b>5</b>	<b>5</b>
What is the anticipated timeline for completing the scope of work?	<b>5</b>	<b>4</b>
What are the deliverables for the scope of work?	<b>5</b>	<b>4</b>
How do you intend to engage with members of the community/communities?	<b>5</b>	<b>3</b>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<b>5</b>	<b>5</b>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>25</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>90</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Maine Design Workshop

**DATE:** 1/29/25

**OVERVIEW OF SECTION I  
Preliminary Information**

<b>Criteria 1:</b> Eligibility <b>Criteria 5:</b> Municipal Letters

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**Evaluation Team Comments:**

- Entity is eligible (for-profit)
- Municipal letters not provided- if awarded, will need to follow-up about municipal letters

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Maine Design Workshop

**DATE:** 1/29/25

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>27</b>

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**Evaluation Team Comments:**

- I. Organization Qualifications and Experience (Project Examples)
  - This entity has experience working with municipalities on land use planning and housing projects.
  - Team did not have any concerns about ability to execute grant requirements and work with municipalities throughout project scope.
- II. Subcontractors- Provided (planning and engineering)
- III. Organizational Chart- Not included
- IV. Litigation- This section was left blank
- V. Certificate of Insurances- Not included



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Maine Design Workshop

**DATE:** 1/29/25

**EVALUATION OF SECTION III**

**Proposed Services**

<b>Criteria 3: Scope of Work</b>	<b>Points Available</b>	<b>Points Awarded</b>
Describe the proposed activity or activities.	15	13
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	4
Why is there a need for the activity or activities?	5	5
What is the anticipated timeline for completing the scope of work?	5	4
What are the deliverables for the scope of work?	5	4
How do you intend to engage with members of the community/communities?	5	3
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	5

**Evaluation Team Comments:**

Describe the proposed activity or activities.	<ul style="list-style-type: none"> <li>- Proposed projects: TA to assist municipalities with form-based code, particularly in rural areas. This project will identify three case study communities.</li> <li>- Team had concerns that no municipalities were listed in this project scope. Does entity have potential municipalities in mind that expressed some interest in partnering on this project?</li> <li>- If not, how will entity market to certain municipalities? This is a somewhat niche end project (form-based code) that is geared toward rural municipalities.</li> <li>- Since this is left very open, it would have been helpful to see some plan for how entity will get municipalities</li> </ul>
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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Maine Design Workshop

**DATE:** 1/29/25

	on board with this project if grant is successful
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	- Without specificity here about municipalities that could be served, it is challenging to answer this question fully. Hopefully, this entity will be able to work with municipalities in different parts of the state.
Why is there a need for the activity or activities?	- This section was well-written and thought out.
What is the anticipated timeline for completing the scope of work?	- This section could have provided more detail. The timeline is very basic (probably because of the lack of specificity on the municipalities being served).
What are the deliverables for the scope of work?	- The deliverables were provided, but again this could vary if 3 municipalities are not obtained.
How do you intend to engage with members of the community/communities?	- Since the 3 case studies have not yet been identified, this section lacked some necessary detail.
What long-term effects will your proposal have? What outcomes do you expect to achieve?	- This section was well-explained and answered.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Maine Design Workshop

**DATE:** 1/29/25

**EVALUATION OF SECTION IV  
Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>25</b>

**Evaluation Team Comments:**

- Math was correct
- If the entity is awarded, they may to rethink certain aspects of the budget if they don't end up working with three municipalities.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** MCOG

**DATE:** 1/29/25

**SUMMARY PAGE**

**Department Name:** Department of Economic and Community Development

**Name of RFA Coordinator:** Hilary Gove

**Names of Evaluators:** Hilary Gove, Ben Averill and Maggie Kelly-Boyd

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
<b>Criteria 1:</b> Eligibility	<b>P</b>	
<b>Criteria 5:</b> Municipal Letters	<b>P</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>29</b>
<b>Criteria 3:</b> Scope of Work		
Describe the proposed activity or activities.	<b>15</b>	<b>15</b>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<b>5</b>	<b>5</b>
Why is there a need for the activity or activities?	<b>5</b>	<b>5</b>
What is the anticipated timeline for completing the scope of work?	<b>5</b>	<b>5</b>
What are the deliverables for the scope of work?	<b>5</b>	<b>5</b>
How do you intend to engage with members of the community/communities?	<b>5</b>	<b>5</b>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<b>5</b>	<b>5</b>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>24</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>98</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** MCOG

**DATE:** 1/29/25

**OVERVIEW OF SECTION I  
Preliminary Information**

<b>Criteria 1:</b> Eligibility <b>Criteria 5:</b> Municipal Letters

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**Evaluation Team Comments:**

- Entity is an eligible entity (regional council).
- No letters provided

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** MCOG

**DATE:** 1/29/25

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>29</b>

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**Evaluation Team Comments:**

- I. Organization Qualifications and Experience (Project Examples)
  - Team had no concerns about ability for organization to complete grant requirements.
  - Have plenty of experience working with communities in region to provide planning services.
  - This proposal did include many typos throughout document
- II. Subcontractors- Included (implementing Midcoast Regional Housing Trust)
- III. Organizational Chart- Did not include an organizational chart (but did provide text of job descriptions)
- IV. Litigation- N/A
- V. Certificate of Insurances- Included

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** MCOG

**DATE:** 1/29/25

**EVALUATION OF SECTION III**

**Proposed Services**

<b>Criteria 3: Scope of Work</b>	<b>Points Available</b>	<b>Points Awarded</b>
Describe the proposed activity or activities.	15	15
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	5
Why is there a need for the activity or activities?	5	5
What is the anticipated timeline for completing the scope of work?	5	5
What are the deliverables for the scope of work?	5	5
How do you intend to engage with members of the community/communities?	5	5
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	5

**Evaluation Team Comments:**

Describe the proposed activity or activities.	<ul style="list-style-type: none"> <li>- Proposed projects: Community Engagement Forums; Housing Website Update; Data Collection; Housing Supply Needs Update; Subregional Planning Work; Knox County-Midcoast Regional Housing Trust; Waldo County Regional Housing Trust; Housing Condition Assessment in Waldo and Knox; Housing Friendly Community Certification Program; Brownfield and Municipal Property Inventory</li> <li>- Team appreciated that entity was attempting to continue work from first HOP grant round</li> <li>- Wide reaching and diverse set of activities proposed</li> <li>- Although there are a lot of proposed activities, it seemed like there was sufficient detail and staff</li> </ul>
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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:**MCOG

**DATE:** 1/29/25

	in place to achieve complete all projects.
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	- Yes, regional focus of projects
Why is there a need for the activity or activities?	<ul style="list-style-type: none"> <li>- This section was very detailed and well-written.</li> <li>- Team appreciated the use of data to strengthen responses and better demonstrate need.</li> </ul>
What is the anticipated timeline for completing the scope of work?	- Entity provided a very detailed chart of the proposed timeline.
What are the deliverables for the scope of work?	- Deliverables were spelled out in application. This is a large amount of work but capacity seems to be there to execute over the course of 1.5 years.
How do you intend to engage with members of the community/communities?	- This was well-written and detailed.
What long-term effects will your proposal have? What outcomes do you expect to achieve?	- This section was detailed, well-thought out and showed that the organization has given some thought to projects that make sense for its region and will have a lasting impact.



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** MCOG

**DATE:** 1/29/25

**EVALUATION OF SECTION IV  
Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>24</b>

**Evaluation Team Comments:**

- There is a small math error. Total for requested fund column totals \$150,001, even though request is for \$150,000. This seems like a rounding error.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** NMDC

**DATE:** 1/29/25

**SUMMARY PAGE**

**Department Name:** Department of Economic and Community

**Development Name of RFA Coordinator:** Hilary Gove

**Names of Evaluators:** Hilary Gove, Ben Averill and Maggie Kelly-Boyd

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
<b>Criteria 1:</b> Eligibility	<b>P</b>	
<b>Criteria 5:</b> Municipal Letters	<b>P</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>27</b>
<b>Criteria 3:</b> Scope of Work		
Describe the proposed activity or activities.	<b>15</b>	<b>11</b>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<b>5</b>	<b>5</b>
Why is there a need for the activity or activities?	<b>5</b>	<b>4</b>
What is the anticipated timeline for completing the scope of work?	<b>5</b>	<b>5</b>
What are the deliverables for the scope of work?	<b>5</b>	<b>4</b>
How do you intend to engage with members of the community/communities?	<b>5</b>	<b>5</b>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<b>5</b>	<b>5</b>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>15</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>81</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** NMDC

**DATE:** 1/29/25

**OVERVIEW OF SECTION I  
Preliminary Information**

<b>Criteria 1:</b> Eligibility <b>Criteria 5:</b> Municipal Letters

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**Evaluation Team Comments:**

- Eligibility is met (regional council)
- Municipal letters not provided- if awarded, may need to provide letters if municipalities are named in the future.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** NMDC

**DATE:** 1/29/25

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>27</b>

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**Evaluation Team Comments:**

- I. Organization Qualifications and Experience (Project Examples)
  - The entity did not fully answer the sections about providing project examples.
  - The entity put staff down as project contacts and included an organization overview, instead of providing 3 project examples with municipal contacts.
  - For an entity that works almost exclusively with towns, this seems like something that would have been easy for the organization to do.
- II. Subcontractors- This section was left blank- assuming none will be used?
- III. Organizational Chart- This was included
- IV. Litigation- N/A
- V. Certificate of Insurances- Included

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** NMDC

**DATE:** 1/29/25

**EVALUATION OF SECTION III**

**Proposed Services**

<b>Criteria 3: Scope of Work</b>	<b>Points Available</b>	<b>Points Awarded</b>
Describe the proposed activity or activities.	15	11
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	5
Why is there a need for the activity or activities?	5	4
What is the anticipated timeline for completing the scope of work?	5	5
What are the deliverables for the scope of work?	5	4
How do you intend to engage with members of the community/communities?	5	5
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	5

**Evaluation Team Comments:**

Describe the proposed activity or activities.	<ul style="list-style-type: none"> <li>- Proposed projects: (1) Housing data database; (2) Data submission from municipalities; (3) Regional Housing Production Goals; (4) Housing Needs Assessment Tool; (5) Three Housing Needs Assessments; (6) Evaluation of potential housing sites; (7) RFP toolkit</li> <li>- This section lacked detail about what the entity was proposing for each project. This section seemed to be a repeat of the deliverables question.</li> <li>- Would have liked to see more detail about municipalities that will benefit from projects. Will entire region benefit? Will certain municipalities be supported?</li> </ul>
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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** NMDC

**DATE:** 1/29/25

	<ul style="list-style-type: none"> <li>- RFP toolkit lacked detail about what “housing projects” mean? Is this federal or state grants? MaineHousing support? TIFs?</li> <li>- More information would have been helpful for task 3 predevelopment. How many sites? What municipalities have requested? How can you determine staff capacity if there is no estimation of number of municipalities here?</li> </ul>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<ul style="list-style-type: none"> <li>- Based on what was provided, projects have the potential to cover entire region.</li> </ul>
Why is there a need for the activity or activities?	<ul style="list-style-type: none"> <li>- This section could have benefitted from Aroostook County data to explain the need.</li> </ul>
What is the anticipated timeline for completing the scope of work?	<ul style="list-style-type: none"> <li>- A timeline was provided for each project.</li> </ul>
What are the deliverables for the scope of work?	<ul style="list-style-type: none"> <li>- Deliverables are provided but team had concerns about capacity. Without specificity on number of municipalities that could be served, does the entity have ability to do all this work?</li> </ul>
How do you intend to engage with members of the community/communities?	<ul style="list-style-type: none"> <li>- This section was detailed and well-thought out.</li> </ul>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<ul style="list-style-type: none"> <li>- This section was well-written.</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** NMDC

**DATE:** 1/29/25

**EVALUATION OF SECTION IV  
Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>15</b>

**Evaluation Team Comments:**

- The budget explains that the staff time amount requested will “support the creation of a full-time staff member.” Evaluation team did not know if this meant that the entity was looking to hire someone using grant funds or if the combination of all current staff would add up to 1 FTE?
- If entity is looking to hire someone to carry out projects, this should have been made clear in the scope section. There seems to be a potential disconnect between scope of work and budget.
- More information is needed in the technology access section to ensure that the entity is not using funds for equipment.
- Detail is also needed in the “other” category. What is considered “indirect” costs? Why is this number so high? (\$36,835.16).

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Petrin Home Services

**DATE:** 1/29/25

**SUMMARY PAGE**

**Department Name:** Department of Economic and Community Development

**Name of RFA Coordinator:** Hilary Gove

**Names of Evaluators:** Hilary Gove, Ben Averill and Maggie Kelly-Boyd

<b><u>Pass/Fail Criteria</u></b>	<b><u>Pass</u></b>	<b><u>Fail</u></b>
<b>Criteria 1:</b> Eligibility	<b>P</b>	
<b>Criteria 5:</b> Municipal Letters		<b>F</b>
<b><u>Scoring Sections</u></b>	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>12</b>
<b>Criteria 3:</b> Scope of Work		
Describe the proposed activity or activities.	<b>15</b>	<b>10</b>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<b>5</b>	<b>0</b>
Why is there a need for the activity or activities?	<b>5</b>	<b>1</b>
What is the anticipated timeline for completing the scope of work?	<b>5</b>	<b>3</b>
What are the deliverables for the scope of work?	<b>5</b>	<b>0</b>
How do you intend to engage with members of the community/communities?	<b>5</b>	<b>2</b>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<b>5</b>	<b>2</b>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>15</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>45</u></b>



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Petrin Home Services

**DATE:** 1/29/25

**OVERVIEW OF SECTION I  
Preliminary Information**

<b>Criteria 1:</b> Eligibility <b>Criteria 5:</b> Municipal Letters

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**Evaluation Team Comments:**

- Entity is an eligible organization (for-profit)
- Provided a municipal letter from Biddeford but it does not include a section on LD 2003 compliance.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Petrin Home Services

**DATE:** 1/29/25

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>12</b>

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**Evaluation Team Comments:**

- I. Organization Qualifications and Experience (Project Examples)
  - This organization does not have experience with municipal land use planning or working with municipalities on any long-term projects.
  - Grant management experience comes from a contracted grant writer and manager.
  - Project examples did not explain how entity has experience fulfilling goals of the grant.
- II. Subcontractors
  - No subcontractors listed, although it seems like the grant writer and manager position would be a subcontracted entity.
  - Application mentions working with architectural and engineering firms. These should have been included as subcontractors in this section of the application, if that is the intent.
- III. Litigation-N/A
- IV. Certificate of Insurance- Included

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Petrin Home Services

**DATE:** 1/29/25

**EVALUATION OF SECTION III  
Proposed Services**

<b>Criteria 3: Scope of Work</b>	<b>Points Available</b>	<b>Points Awarded</b>
Describe the proposed activity or activities.	15	10
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	0
Why is there a need for the activity or activities?	5	1
What is the anticipated timeline for completing the scope of work?	5	3
What are the deliverables for the scope of work?	5	0
How do you intend to engage with members of the community/communities?	5	2
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	2

**Evaluation Team Comments:**

Describe the proposed activity or activities.	<ul style="list-style-type: none"> <li>- This application does not align with goals of RFA. Application does permit use of funds for some pre-development activities such as determining feasibility of sites, but some proposed activities do not fit within the grant requirements.</li> <li>- Here the developer bought land in Biddeford and wants to build 48 units on lot. This will require a contract zone application and use of architectural and engineering services.</li> <li>- As explained in the Q&amp;A submitted as part of the RFA, eligible activities do not include using grant funding to cover predevelopment costs (such as site planning, permitting, environmental testing, legal fees, engineer assessments, etc.) for specific development projects.</li> <li>- Also, this project alludes to working with Biddeford to complete this housing project, but this is not a municipality-led initiative. For purposes of this grant, a stronger coordination with the municipality would have benefitted this application</li> </ul>
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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Petrin Home Services

**DATE:** 1/29/25

Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	- No. This project is solely located in Biddeford
Why is there a need for the activity or activities?	- There is a well-established need for more housing units, particularly in Southern Maine as the applicant describes in this section of the application. However, the applicant did not include information on why this for-profit entity needs the funding to cover a necessary step in the housing development process. There was no information provided about project budget and the company did not discuss how pre-development costs were a barrier to completing this project. Furthermore, what if funding is not received from the grant. Does the applicant intend to cover the costs of this pre-development work up front to continue with the construction process?
What is the anticipated timeline for completing the scope of work?	- This timeline was not detailed and there was no acknowledgement of common timeline constraints that could occur over the course of the construction project.
What are the deliverables for the scope of work?	- This section was not answered by the applicant.
How do you intend to engage with members of the community/communities?	- This entity did discuss preliminary conversations with Biddeford, but there was no mention of on-going public engagement with the municipality and its residents.
What long-term effects will your proposal have? What outcomes do you expect to achieve?	- While development of housing units is the ultimate goal of the Housing Opportunity Program and this Service Provider Grant, this applicant seemed to miss the mark on the goals of this RFA. This application could have been stronger by partnering with a municipality to implement housing.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Petrin Home Services

**DATE:** 1/29/25

**EVALUATION OF SECTION IV**

**Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>15</b>

**Evaluation Team Comments:**

- The total amount requested by the entity is \$188,650 (which seemed to exclude the match amount). This amount is well over the maximum request of \$150,000.
- Also, the contracted services (legal, architectural, and engineering) are not eligible services under the grant as explained in the Q&A Summary S

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** SMPDC

**DATE:** 1/31/25

**SUMMARY PAGE**

**Department Name:** Department of Economic and Community Development

**Name of RFA Coordinator:** Hilary Gove

**Names of Evaluators:** Hilary Gove, Ben Averill and Maggie Kelly-Boyd

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
<b>Criteria 1:</b> Eligibility	<b>P</b>	
<b>Criteria 5:</b> Municipal Letters	<b>P</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>29</b>
<b>Criteria 3:</b> Scope of Work		
Describe the proposed activity or activities.	<b>15</b>	<b>13</b>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<b>5</b>	<b>5</b>
Why is there a need for the activity or activities?	<b>5</b>	<b>5</b>
What is the anticipated timeline for completing the scope of work?	<b>5</b>	<b>5</b>
What are the deliverables for the scope of work?	<b>5</b>	<b>5</b>
How do you intend to engage with members of the community/communities?	<b>5</b>	<b>5</b>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<b>5</b>	<b>5</b>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>25</b>
<u><b>Total Points</b></u>	<u><b>100</b></u>	<u><b>97</b></u>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** SMPDC

**DATE:** 1/31/25

**OVERVIEW OF SECTION I  
Preliminary Information**

<b>Criteria 1:</b> Eligibility <b>Criteria 5:</b> Municipal Letters

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**Evaluation Team Comments:**

- Entity is eligible (regional council)
- Municipal letters not provided. If awarded, entity will likely need to provide municipal letters for municipalities that ask for land use planning support from entity under the grant.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** SMPDC

**DATE:** 1/31/25

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>29</b>

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**Evaluation Team Comments:**

- I. Organization Qualifications and Experience (Project Examples)
  - The three project examples provided showed that this entity has experience to carry out the objectives of this grant.
  - Evaluation did not have any concerns about qualifications.
- II. Subcontractors- Included (architectural work)
- III. Organizational Chart- Not included (only text about job roles)
- IV. Litigation-N/A
- V. Certificate of Insurances- Included



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** SMPDC

**DATE:** 1/31/25

**EVALUATION OF SECTION III**

**Proposed Services**

<b>Criteria 3: Scope of Work</b>	<b>Points Available</b>	<b>Points Awarded</b>
Describe the proposed activity or activities.	15	13
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	5
Why is there a need for the activity or activities?	5	5
What is the anticipated timeline for completing the scope of work?	5	5
What are the deliverables for the scope of work?	5	5
How do you intend to engage with members of the community/communities?	5	5
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	5

**Evaluation Team Comments:**

Describe the proposed activity or activities.	<ul style="list-style-type: none"> <li>- SMPDC proposes the following projects: (1) Housing Typology Toolkit; (2) Municipal Ordinance Audits.</li> <li>- The evaluation team liked the toolkit idea. This project could serve as a model for other regions.</li> <li>- Appreciated how this project involves municipal engagement so that these typologies make sense for certain municipalities and neighborhoods.</li> <li>- Evaluation team felt that the Ordinance Audit task would have benefitted from more specificity. Does SMPDC have any towns in mind already for this or a number? Without a ballpark of municipalities served it is difficult to determine staff time. Also, LD 2003 compliance must be shown for any</li> </ul>
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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** SMPDC

**DATE:** 1/31/25

	municipalities that are served under this grant.
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	- Yes, SMPDC's region is the proposed service area.
Why is there a need for the activity or activities?	- This section was well-written and thought out. Appreciated detail about lack of awareness about housing and challenges for rural towns in that region.
What is the anticipated timeline for completing the scope of work?	- A detailed timeline was provided.
What are the deliverables for the scope of work?	- Deliverables were provided which matched the proposed project section.
How do you intend to engage with members of the community/communities?	- This section was well-written and provided multiple ways that the organization intends to engage with communities
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<ul style="list-style-type: none"> <li>- The evaluation team thought that the goals of this proposal fit well with barriers to housing development, but focusing on shifting attitudes is challenging.</li> <li>- Appreciated the entity's willingness to have challenging conversations with communities about developing housing while maintaining community character.</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** SMPDC

**DATE:** 1/31/25

**EVALUATION OF SECTION IV  
Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>25</b>

**Evaluation Team Comments:**

- The budget math is correct
- Evaluation team thought that the proposed budget seemed reasonable based on the scope of work section.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** STR Enforcement LLC

**DATE:** 1/31/25

**SUMMARY PAGE**

**Department Name:** Department of Economic and Community Development

**Name of RFA Coordinator:** Hilary Gove

**Names of Evaluators:** Hilary Gove, Ben Averill and Maggie Kelly-Boyd

<b><u>Pass/Fail Criteria</u></b>	<b><u>Pass</u></b>	<b><u>Fail</u></b>
<b>Criteria 1:</b> Eligibility	<b>P</b>	
<b>Criteria 5:</b> Municipal Letters	<b>P</b>	
<b><u>Scoring Sections</u></b>	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>29</b>
<b>Criteria 3:</b> Scope of Work		
Describe the proposed activity or activities.	<b>15</b>	<b>9</b>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<b>5</b>	<b>3</b>
Why is there a need for the activity or activities?	<b>5</b>	<b>2</b>
What is the anticipated timeline for completing the scope of work?	<b>5</b>	<b>2</b>
What are the deliverables for the scope of work?	<b>5</b>	<b>3</b>
How do you intend to engage with members of the community/communities?	<b>5</b>	<b>3</b>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<b>5</b>	<b>2</b>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>23</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>76</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** STR Enforcement LLC

**DATE:** 1/31/25

**OVERVIEW OF SECTION I  
Preliminary Information**

<b>Criteria 1:</b> Eligibility <b>Criteria 5:</b> Municipal Letters

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**Evaluation Team Comments:**

- Entity is an eligible for-profit entity.
- Municipal letter not provided because entity did not list out municipalities it intends to partner with.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** STR Enforcement LLC

**DATE:** 1/31/25

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>29</b>

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**Evaluation Team Comments:**

- I. Organization Qualifications and Experience (Project Examples)
  - Entity provided three strong examples of past work with municipalities related to land use planning and short-term rental guidance.
  - CEO of the company works at GPCOG and debuted new software with GPCOG in Cumberland County.
- II. Subcontractors- N/A
- III. Organizational Chart- Did not provide an organizational chart, only text about each staff member.
- IV. Litigation- N/A
- V. Certificate of Insurances- Included

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** STR Enforcement LLC

**DATE:** 1/31/25

**EVALUATION OF SECTION III**

**Proposed Services**

<b>Criteria 3: Scope of Work</b>	<b>Points Available</b>	<b>Points Awarded</b>
Describe the proposed activity or activities.	15	9
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	3
Why is there a need for the activity or activities?	5	2
What is the anticipated timeline for completing the scope of work?	5	2
What are the deliverables for the scope of work?	5	3
How do you intend to engage with members of the community/communities?	5	3
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	2

**Evaluation Team Comments:**

Describe the proposed activity or activities.	<ul style="list-style-type: none"> <li>- This application proposes the following activities: providing a report and workshop to 25(ish) municipalities on short-term rentals (STRs) and free 6-month access to STR enforcement software.</li> <li>- Team had capacity concerns about serving 25 municipalities for a small team.</li> <li>- Furthermore, municipalities were not listed. How does the entity plan to market to 25 municipalities?</li> <li>- Team also had concerns about ability for municipalities to pay for on-going STR enforcement software after 6-month trial.</li> <li>- Some municipalities don't have STR ordinances. This product seems to be geared only to municipalities that have something on the books already. For some municipalities it may not make sense to regulate short-term rentals because short-term rentals are not contributing to the lack of long-term housing options.</li> </ul>
Does the proposed scope of work primarily support a	<ul style="list-style-type: none"> <li>- This question was difficult for the applicant to answer because the 25(ish) municipalities have not yet been</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** STR Enforcement LLC

**DATE:** 1/31/25

region, sub-region or group of municipalities?	identified. The goal is to support municipalities outside Cumberland County, but no clear scope was provided.
Why is there a need for the activity or activities?	<ul style="list-style-type: none"> <li>- This section of the application could have benefited from data.</li> <li>- While it is true to say that some Maine towns have experienced STR growth, it is not across the board, as noted in the 2023 State of Maine Housing Production Study. The study notes that concentration of short-term rentals is varied across the state, with more pressure on housing markets in areas with more seasonal homes and tourism or in locations where there is a smaller number of homes. Some towns arguably may not want or need to regulate STRs. Therefore, more data on the need for this service would have helped strengthen this answer, as well as including a marketing strategy geared towards municipalities that fall into the category where STRs impact local housing markets based on local data.</li> </ul>
What is the anticipated timeline for completing the scope of work?	<ul style="list-style-type: none"> <li>- A timeline was provided but the lack of detail on municipalities that would be served could create some timeline problems.</li> <li>- More information about outreach strategy would have been helpful, so that evaluation team could assess whether this seems like a realistic timeline.</li> <li>- If entity struggles to get 25 municipalities, timelines could change.</li> </ul>
What are the deliverables for the scope of work?	<ul style="list-style-type: none"> <li>- Deliverables were provided but again due to the lack of specificity on who the 25 towns are (or could be), this section lacked necessary detail.</li> </ul>
How do you intend to engage with members of the community/communities?	<ul style="list-style-type: none"> <li>- This section lacked detail on tailoring outreach to specific communities that end up partnering on the grant.</li> <li>- Would have benefitted from some acknowledgement that there have been initial conversations with some municipalities (if that is the case).</li> </ul>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<ul style="list-style-type: none"> <li>- This section lacked detail and specificity on outcomes.</li> <li>- Would have benefitted from discussing how other municipalities have benefited from using this software.</li> <li>- Including data or measurable outcomes would have made this section of the application much stronger.</li> </ul>



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** STR Enforcement LLC

**DATE:** 1/31/25

	<ul style="list-style-type: none"><li>- Evaluation team was also concerned about longevity of the program if municipalities did not continue to use STR program after 6 months.</li></ul>
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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** STR Enforcement LLC

**DATE:** 1/31/25

**EVALUATION OF SECTION IV  
Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>23</b>

**Evaluation Team Comments:**

- The budget overview includes a category called “start-up costs.”
- Evaluation teams would like to have seen some text to explain what “start-up costs” could mean and what potentially invoices would be received for.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Sunrise County Economic Council

**DATE:** 1/31/25

**SUMMARY PAGE**

**Department Name:** Department of Economic and Community Development

**Name of RFA Coordinator:** Hilary Gove

**Names of Evaluators:** Hilary Gove, Ben Averill and Maggie Kelly-Boyd

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
<b>Criteria 1:</b> Eligibility	<b>P</b>	
<b>Criteria 5:</b> Municipal Letters	<b>P</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>25</b>
<b>Criteria 3:</b> Scope of Work		
Describe the proposed activity or activities.	<b>15</b>	<b>12</b>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<b>5</b>	<b>5</b>
Why is there a need for the activity or activities?	<b>5</b>	<b>5</b>
What is the anticipated timeline for completing the scope of work?	<b>5</b>	<b>4</b>
What are the deliverables for the scope of work?	<b>5</b>	<b>4</b>
How do you intend to engage with members of the community/communities?	<b>5</b>	<b>5</b>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<b>5</b>	<b>4</b>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>25</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>89</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Sunrise County Economic Council

**DATE:** 1/31/25

**OVERVIEW OF SECTION I  
Preliminary Information**

<b>Criteria 1:</b> Eligibility <b>Criteria 5:</b> Municipal Letters

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**Evaluation Team Comments:**

- Entity is eligible (Regional Council)
- Letters not provided

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Sunrise County Economic Council

**DATE:** 1/31/25

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>25</b>

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**Evaluation Team Comments:**

- I. Organization Qualifications and Experience (Project Examples)
  - This entity provided three examples of its experience working with municipalities on a variety of projects, as well as its ability to manage grant funds.
  - This entity, however, did not provide any examples specific to housing which indicates that they likely have less experience providing services in this area.
- II. Subcontractors- This section was left blank
- III. Organizational Chart- Included detailed organizational chart
- IV. Litigation-N/A
- V. Certificate of Insurances-Included

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Sunrise County Economic Council

**DATE:** 1/31/25

**EVALUATION OF SECTION III**

**Proposed Services**

<b>Criteria 3: Scope of Work</b>	<b>Points Available</b>	<b>Points Awarded</b>
Describe the proposed activity or activities.	15	12
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	5
Why is there a need for the activity or activities?	5	5
What is the anticipated timeline for completing the scope of work?	5	4
What are the deliverables for the scope of work?	5	4
How do you intend to engage with members of the community/communities?	5	5
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	4

**Evaluation Team Comments:**

Describe the proposed activity or activities.	<ul style="list-style-type: none"> <li>- This entity proposes to hire a .75 housing opportunities coordinator to carry out a variety of housing related activities such as assessing infrastructure capacity, gathering data on housing stock, developing model ordinances and entity collaboration</li> <li>- The proposed scope of work, while all good activities for a hired employee to do, seemed like a lot of work for a new employee.</li> <li>- It can be challenging to hire planners right now and this seems like an ambitious scope of work, assuming this individual starts according to proposed timelines.</li> <li>- The scope did a good job of assessing projects that would be good for the county. Entity gave</li> </ul>
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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Sunrise County Economic Council

**DATE:** 1/31/25

	<p>specific examples of what was needed (data collection, workshops, infrastructure assessments, etc.)</p> <ul style="list-style-type: none"> <li>- The evaluation team also appreciated SCEC's focus on connecting with other organizations in the region to have better outcomes.</li> </ul>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<ul style="list-style-type: none"> <li>- Yes, this role would serve Washington County</li> </ul>
Why is there a need for the activity or activities?	<ul style="list-style-type: none"> <li>- This section was well-written and detailed. The use of data helped illustrate the need.</li> </ul>
What is the anticipated timeline for completing the scope of work?	<ul style="list-style-type: none"> <li>- The entity provided a detailed and easy to read timeline. The evaluation team did have some concerns about delays in timeline activities if a new person is not hired in the Spring of 2025.</li> </ul>
What are the deliverables for the scope of work?	<ul style="list-style-type: none"> <li>- The entity provided a wide range of deliverables under this grant.</li> <li>- The evaluation team had concerns about hiring an individual to take on an ambitious amount of work in 1.5 years.</li> </ul>
How do you intend to engage with members of the community/communities?	<ul style="list-style-type: none"> <li>- Throughout the application, SCEC emphasized the importance of collaboration and engagement with others to create better final products for Washington County municipalities.</li> </ul>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<ul style="list-style-type: none"> <li>- This section would have benefitted from discussion of measurable outcomes. What does success look like at the end of the grant period?</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Sunrise County Economic Council

**DATE:** 1/31/25

**EVALUATION OF SECTION IV  
Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>25</b>

**Evaluation Team Comments:**

- Math is correct and budget seemed reasonable based on proposed scope of work.



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** The Musson Group

**DATE:** 1/31/25

**SUMMARY PAGE**

**Department Name:** Department of Economic and Community Development

**Name of RFA Coordinator:** Hilary Gove

**Names of Evaluators:** Hilary Gove, Ben Averill and Maggie Kelly-Boyd

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
<b>Criteria 1:</b> Eligibility	<b>P</b>	
<b>Criteria 5:</b> Municipal Letters	<b>P</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>28</b>
<b>Criteria 3:</b> Scope of Work		
Describe the proposed activity or activities.	<b>15</b>	<b>15</b>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<b>5</b>	<b>5</b>
Why is there a need for the activity or activities?	<b>5</b>	<b>5</b>
What is the anticipated timeline for completing the scope of work?	<b>5</b>	<b>5</b>
What are the deliverables for the scope of work?	<b>5</b>	<b>5</b>
How do you intend to engage with members of the community/communities?	<b>5</b>	<b>4</b>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<b>5</b>	<b>4</b>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>25</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>96</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** The Musson Group

**DATE:** 1/31/25

**OVERVIEW OF SECTION I  
Preliminary Information**

<b>Criteria 1:</b> Eligibility <b>Criteria 5:</b> Municipal Letters

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**Evaluation Team Comments:**

- Entity is eligible (for-profit)
- General municipal letters provided from Bar Harbor, College of the Atlantic, Ellsworth, Frenchman Bay Conservatory, Senator Grohoski, Ellsworth and MDI Housing Authorities, Island Housing Trust, The Jackson Laboratory, Mount Desert 365, MDI Biological Laboratory, Representative Friedmann, Town of Southwest Harbor, Town of Mount Desert, Town of Tremont, YWCA. Entity did not need to provide LD 2003 compliance letters because of projects proposed.
- If awarded, may need to follow-up with entity about request for funding for more general land use planning work with unspecified towns. Those towns will require a LD 2003 compliance letter.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** The Musson Group

**DATE:** 1/31/25

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>28</b>

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**Evaluation Team Comments:**

- I. Organization Qualifications and Experience (Project Examples)
  - This application provided three strong examples of past work that shows expertise in grant management, municipal planning, and housing implementation.
  - The evaluation team was impressed with this application. The level of effort, attention to detail, and thoughtfulness about sub-regional housing needs was evident.
- II. Subcontractors- Included (pre-development consultants)

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** The Musson Group

**DATE:** 1/31/25

- III. Organizational Chart- Organizational chart not provided
- IV. Litigation- N/A
- V. Certificate of Insurances- This was not included

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** The Musson Group

**DATE:** 1/31/25

**EVALUATION OF SECTION III  
Proposed Services**

<b>Criteria 3: Scope of Work</b>	<b>Points Available</b>	<b>Points Awarded</b>
Describe the proposed activity or activities.	15	15
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	5
Why is there a need for the activity or activities?	5	5
What is the anticipated timeline for completing the scope of work?	5	5
What are the deliverables for the scope of work?	5	5
How do you intend to engage with members of the community/communities?	5	4
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	4

**Evaluation Team Comments:**

Describe the proposed activity or activities.	<ul style="list-style-type: none"> <li>- This was a very well-written and thoughtful application.</li> <li>- This application proposes the following projects: (1) Community conversations around affordable housing; (2) Regional Housing Summit; (3) Implementation of MDI GIS; (4) Facilitation of Acadia Region Planning; (5) Municipal land use ordinance review; and (6) MDI Region pre-development.</li> <li>- The scope is very ambitious but entity does hope to rely on subcontractors to fill in gaps in capacity and knowledge.</li> </ul>
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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** The Musson Group

**DATE:** 1/31/25

	<ul style="list-style-type: none"> <li>- The scope of the application does a good job of assessing the needs of the region.</li> <li>- Evaluation team appreciated the level of detail in this application.</li> <li>- For instance, the application specifies that five potential housing sites have been identified already. This entity clearly completed the necessary preliminary work to show that they are invested in these projects.</li> </ul>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<ul style="list-style-type: none"> <li>- Yes, this application targets the MDI/Acadia Region.</li> </ul>
Why is there a need for the activity or activities?	<ul style="list-style-type: none"> <li>- This section was very well-written.</li> <li>- Entity used data to explain why there is a need in this specific part of Maine.</li> <li>- The detail and use of data strengthened this response.</li> </ul>
What is the anticipated timeline for completing the scope of work?	<ul style="list-style-type: none"> <li>- The provided timeline was easy to read, detailed, and well organized.</li> </ul>
What are the deliverables for the scope of work?	<ul style="list-style-type: none"> <li>- The provided deliverables matched the activity section above and was well-organized</li> </ul>
How do you intend to engage with members of the community/communities?	<ul style="list-style-type: none"> <li>- This section would have benefitted from additional detail about how the entity proposes to engage with members of communities.</li> </ul>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<ul style="list-style-type: none"> <li>- This section would have benefitted from more detail on outcomes and how success can be measured for each of the above proposed projects.</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** The Musson Group

**DATE:** 1/31/25

**EVALUATION OF SECTION IV  
Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>25</b>

**Evaluation Team Comments:**

- The math for the budget was correct.
- Project budgets seemed reasonable based on work proposed.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Yardsale

**DATE:** 1/31/25

**SUMMARY PAGE**

**Department Name:** Department of Economic and Community Development

**Name of RFA Coordinator:** Hilary Gove

**Names of Evaluators:** Hilary Gove, Ben Averill and Maggie Kelly-Boyd

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
<b>Criteria 1:</b> Eligibility	<b>P</b>	
<b>Criteria 5:</b> Municipal Letters	<b>P</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>25</b>
<b>Criteria 3:</b> Scope of Work		
Describe the proposed activity or activities.	<b>15</b>	<b>10</b>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<b>5</b>	<b>1</b>
Why is there a need for the activity or activities?	<b>5</b>	<b>5</b>
What is the anticipated timeline for completing the scope of work?	<b>5</b>	<b>5</b>
What are the deliverables for the scope of work?	<b>5</b>	<b>5</b>
How do you intend to engage with members of the community/communities?	<b>5</b>	<b>2</b>
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<b>5</b>	<b>2</b>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>25</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>80</u></b>



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Yardsale

**DATE:** 1/31/25

**OVERVIEW OF SECTION I  
Preliminary Information**

<b>Criteria 1:</b> Eligibility <b>Criteria 5:</b> Municipal Letters

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**Evaluation Team Comments:**

- Entity is a for-profit entity which meets eligibility requirements
- Municipal letters not provided because not providing services to listed municipalities.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Yardsale

**DATE:** 1/31/25

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 2:</b> Organization Qualifications and Experience	<b>30</b>	<b>25</b>

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**Evaluation Team Comments:**

- I. Organization Qualifications and Experience (Project Examples)
  - Entity did not provide past project examples but entity acknowledged that it is a new company so these examples are not available at this time.
  - Entity did however provide information about experiences and qualifications of individuals working on the proposed project. Those provided examples included GIS, land use planning, and land use law.
  - Although individuals are qualified, evaluation team noted that they are still in the process of getting the requisite documents drafted to establish themselves as new company (insurance information, business plans, etc.).
- II. Subcontractors- Entity will rely on subcontractors (GIS consulting; grad student support; legal services). This section had sufficient detail about the subcontracted/partner entities.
- III. Organizational Chart- Included an organizational chart
- IV. Litigation- N/A
- V. Certificate of Insurances- This entity is new so it did not have insurance coverage at the time of applying. It is working with insurance company to get coverage.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Yardsale

**DATE:** 1/31/25

**EVALUATION OF SECTION III**

**Proposed Services**

<b>Criteria 3: Scope of Work</b>	<b>Points Available</b>	<b>Points Awarded</b>
Describe the proposed activity or activities.	15	10
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	5	1
Why is there a need for the activity or activities?	5	5
What is the anticipated timeline for completing the scope of work?	5	5
What are the deliverables for the scope of work?	5	5
How do you intend to engage with members of the community/communities?	5	2
What long-term effects will your proposal have? What outcomes do you expect to achieve?	5	2

**Evaluation Team Comments:**

Describe the proposed activity or activities.	<ul style="list-style-type: none"> <li>- For a new entity that is still establishing itself, this proposed project was detailed.</li> <li>- This project proposes to develop an online platform (with legal documents) for selling infill development rights and mixing ownership of housing. Possible arrangements could include: land lease, condos, or other creative ownership structures.</li> <li>- Finally, this product would also include educational materials to help stakeholders understand the opportunities and impact associated with mixed-ownership and infill housing.</li> <li>- The evaluation team appreciated the focus on LD 2003 and thinking creatively about expanding the type of development that is now allowed under the law (duplexes, triplexes, quadplexes, for example).</li> <li>- However, the evaluation team felt that the proposal did not meet the exact requirements of the grant because of the intended audience this product. It is targeted towards individuals looking to develop land, with less of a municipal focus, at least at this stage. The Housing Opportunity Grants are targeted towards supporting municipalities with housing</li> </ul>
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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Yardsale

**DATE:** 1/31/25

	<p>and planning services. Would have liked to see more municipal engagement.</p> <ul style="list-style-type: none"> <li>- Furthermore, this is a niche product (at least at this stage) which may have less of an appeal in rural areas where space is not at a minimum, or where mixed ownership of housing is not as common.</li> <li>- Proposal would have benefited from acknowledgement of local regulations that may restrict the type of development mapped by this product or land use agreements between private parties. How will local ordinances impact creative ownership structures or possibilities of infill development?</li> </ul>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities?	<p>-This product is designed to support individuals (buyers/sellers) or development entities and is not currently geared towards supporting municipalities with housing implementation, a goal of this RFA. Entity acknowledges this point. There is potential for this to be a useful tool for municipalities, but since this is a new product that collaboration is not quite there yet.</p> <p>- While there is always the benefit of more housing created by private individuals, could this tool be a tool to show areas where public-private partnership make sense?</p>
Why is there a need for the activity or activities?	<ul style="list-style-type: none"> <li>- Evaluation team liked the LD 2003 focus of this section. Now that LD 2003 has been implemented by municipalities, the next step is to educate the greater public about it. This is one tool for doing that.</li> </ul>
What is the anticipated timeline for completing the scope of work?	<ul style="list-style-type: none"> <li>- This application provided a well-thought out and detailed timeline, aligning with all the proposed projects listed earlier in the application.</li> </ul>
What are the deliverables for the scope of work?	<ul style="list-style-type: none"> <li>- For a new entity that is still in the process of establishing itself, this is an ambitious amount of deliverables.</li> <li>- Team appreciated the incorporation of educational materials and spreading the word about infill development and options for lot owners. This deliverable acknowledges that more education is needed to better implement the goals of LD 2003.</li> </ul>
How do you intend to engage with members of the community/communities?	<ul style="list-style-type: none"> <li>- Entity provided a clear plan for educational opportunities and outreach to the greater public.</li> <li>- The evaluation team would have liked to see more municipal engagement here though. While municipalities are not the</li> </ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Yardsale

**DATE:** 1/31/25

	stated target for this online platform, having additional municipal input and support for this type of product could also help to increase users and foster more private public partnerships.
What long-term effects will your proposal have? What outcomes do you expect to achieve?	<ul style="list-style-type: none"><li>- Proposal is asking for funding to start-up the online platform. If awarded, this grant application would last 1.5 years. After the initial funding runs out, how would this platform be maintained? Budget does state that \$10,000 is budgeted for ongoing maintenance but that is only for the grant contract period.</li><li>- Team had concerns about longevity of this type of program without on-going funding from other sources. Would users be charged for use of platform and/or legal documents?</li><li>- Also, this proposal would have benefitted from some measurable outcomes since this is a new entity and project. What does success look like in 1.5 years? User traffic? Attendance at events? Use of legal documents? Houses built?</li></ul>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER:** Yardsale

**DATE:** 1/31/25

**EVALUATION OF SECTION IV  
Budget**

	<u>Points Available</u>	<u>Points Awarded</u>
<b>Criteria 4:</b> Budget	<b>25</b>	<b>25</b>

**Evaluation Team Comments:**

- The proposed budget seemed reasonable for the projects proposed, acknowledging that some of the services will be provided at a reduced cost.
- Budget math was correct and included reasonable, reimbursable categories under the grant.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** AVCOG

**DATE:** 1/15/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

\*\*\*\*\*

**Individual Evaluator Comments:**

<b>Criteria 1: Eligibility</b> <ul style="list-style-type: none"><li>- Eligibility is met</li></ul>
<b>Criteria 2: Organization Qualifications and Experience</b> <ul style="list-style-type: none"><li>- Have experience with municipalities on land use planning projects- assisted with 1<sup>st</sup> HOP grant round work</li></ul>
<b>Criteria 3: Scope of Work</b>
Describe the proposed activity or activities. <ul style="list-style-type: none"><li>- Municipal Planning (Towns not listed- intend to use this as a catch-all for miscellaneous planning work?)</li><li>- Building permit data collection</li><li>- Comprehensive plan updates</li><li>- STR model ordinance and guidance</li><li>- ADU pre-approved building plans</li></ul>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities? <ul style="list-style-type: none"><li>- Projects support entire region</li></ul>
Why is there a need for the activity or activities? <ul style="list-style-type: none"><li>- AVCOG is the planning organization for most towns in region; towns wouldn't have funds to do this otherwise</li></ul>
What is the anticipated timeline for completing the scope of work? <ul style="list-style-type: none"><li>- Timeline is not very detailed.</li><li>- Lacks detail in the Municipal Planning Project in particular. Do they intend to use this as a catch all for miscellaneous planning tasks?</li></ul>

**STATE OF MAINE**  
**INDIVIDUAL EVALUATION NOTES**

**Samantha Killmeyer**  
2025-02-27 14:33:56

Individual notes should be ordered as listed on the TCNs (Hilary, Ben, Maggie). Please reorganize.

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** AVCOG

**DATE:** 1/15/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

What are the deliverables for the scope of work?

- 4 pre-approved designs; STR guidance and model regulations; building permit data

How do you intend to engage with members of the community/communities?

- This section seemed very comprehensive and well thought out.

What long-term effects will your proposal have? What outcomes do you expect to achieve?

- Long-term impacts of data pilot project will help with housing goals

**Criteria 4:** Budget

- Budget math is correct but over budget by \$3. Would only be able to give them up to \$150,000.
- Also, unsure how they will budget time for the catch-all bucket for municipal planning.

**Criteria 5:** Municipal letters not provided. Concern is that for the catch-all bucket of providing municipal policy and planning work, there is no list of towns that AVCOG intends to work with. Some towns in their service area may not be in compliance with the law. How will they invoice grant for this time?



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Androscoggin Valley Council of Governments

**DATE:** 1/21/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

\*\*\*\*\*

**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Positive- meets eligibility requirements.
2. Organization Qualifications and Experience
  - a. Examples of projects demonstrate experience in community or regional housing planning and implementation – Addressed - provided 3 examples funded through past HOP Service Provider Grant rounds to support municipalities
  - b. Qualifications and skills – example projects demonstrate experience in comprehensive planning, ordinance revision, and educational series
3. Scope of Work
  - a. Proposed Activities:
    - i. Municipal Planning and Policy – which towns will this apply to, ensuring that they are complying with 2003?
    - ii. Building Permit Data Collection
    - iii. Short-term Rental Guidance and Model Regulations
    - iv. ADU Designs for Implementation as Pre-Approved Building Plans
    - v. MARC Regional Housing Collaborative
  - b. Proposed scope of work primarily supports a region, sub-region or group of municipalities:
    - i. Region including municipalities and unorganized territories in Androscoggin County, Franklin County and Oxford County
  - c. Need for the activity or activities:
    - i. Adequately addressed. Describes challenges of limited capacity in region and how proposed activities will support.
  - d. Anticipated timeline (including start and completion dates):
    - i. Adequately addressed
  - e. Deliverables for the scope of work:
    - i. Adequately addressed
    - ii. Question on building permit data collection: If a town does not/is not able to provide the building permit data requested by AVCOG, will they still receive any available data/analysis?
  - f. Planned engagement with members of the community/communities:
    - i. Adequately addressed
  - g. Long-term effects or outcomes expected:
    - i. Adequately addressed
4. Budget Proposal

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Androscoggin Valley Council of Governments

**DATE:** 1/21/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

- 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. No letters, but not required

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** AVCOG

**DATE:** 1/17/25

**EVALUATOR NAME:** Benjamin Averill

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

\*\*\*\*\*

**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
  - a. Capacity – yes
  - b. Expertise- Shared experience and expertise
  - c. Previous Experience- work on other state grants
  - d. Organizational Chart- shared
  - e. Litigation/ insurance- shared what is applicable
3. Scope of Work
  - a. Proposed Project(s):
    - i. Municipal planning and policy- Androscoggin, Franklin, Oxford
    - ii. Building Permit Data Collection
    - iii. ADUI Pre approved designs
    - iv. MARC Housing Collaborative
  - b. Need for the Project(s):
    - i. This was adequately addressed
  - c. Approach to Community Engagement and long term goals:
    - i. This was adequately addressed
4. Budget Proposal
  - a. Budget \$150,003 ( over)
  - 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. NA

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Backyard ADUs

**DATE:** 1/15/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

\*\*\*\*\*

**Individual Evaluator Comments:**

<b>Criteria 1: Eligibility</b> <ul style="list-style-type: none"><li>- Eligibility is met</li></ul>
<b>Criteria 2: Organization Qualifications and Experience</b> <ul style="list-style-type: none"><li>- Have less experience partnering with municipalities because of their line of work; have not yet participated in a project like this with a municipality but have partnered with municipalities to provide info session to town residents.</li><li>- Entity is good at marketing events</li></ul>
<b>Criteria 3: Scope of Work</b>
Describe the proposed activity or activities. <ul style="list-style-type: none"><li>- Working with Wiscasset and South Portland to increase ADU production through education workshops and resource materials</li></ul>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities? <ul style="list-style-type: none"><li>- Two municipalities only- less of a regional focus</li></ul>
Why is there a need for the activity or activities? <ul style="list-style-type: none"><li>- Fits with focus of LD 2003- promoting ADU creation</li></ul>
What is the anticipated timeline for completing the scope of work? <ul style="list-style-type: none"><li>- Yes but some of the timeline numbers are inaccurate.</li></ul>
What are the deliverables for the scope of work? <ul style="list-style-type: none"><li>- Deliverables are covered- expected deliverables include reports and workshops</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Backyard ADUs

**DATE:** 1/15/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

How do you intend to engage with members of the community/communities?

- Backyard ADUs has always done well with marketing events. Seems to have a solid plan for how to reach out to a wide variety of people

What long-term effects will your proposal have? What outcomes do you expect to achieve?

- Ideal goal would be to spread resources and best practices statewide and to promote ADUs as being more affordable ways to produce housing

**Criteria 4:** Budget

- Small typo in budget amount- should read \$44,362 not \$44,363
- Otherwise budget seems reasonable for tasks presented

**Criteria 5:** Municipal Letters from Wiscasset and SoPo claiming compliance

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Backyard ADUs

**DATE:** 1/21/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

\*\*\*\*\*

**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Positive- meets eligibility requirements
2. Organization Qualifications and Experience
  - a. Examples of projects demonstrate experience presenting at events. Could benefit from additional detail on outcomes and audience of event.
  - b. Qualifications and skills – description of program director's experience.
  - c. Subcontractors – listed.
3. Scope of Work
  - a. Proposed Activities:
    - i. Work with City of South Portland
      1. Municipal Planning and Policy
      2. Community Engagement
    - ii. Work with Town of Wiscasset
      1. Municipal Planning and Policy
      2. Community Engagement
    - iii. Activities appear supportive of towns.
  - b. Proposed scope of work primarily supports a region, sub-region or group of municipalities:
    - i. Group of municipalities: two distinct municipalities
  - c. Need for the activity or activities:
    - i. Adequately addressed.
    - ii. Notes piloting a solution in South Portland, could benefit from additional information in activities section of what this will look like beyond working with employers.
  - d. Anticipated timeline (including start and completion dates):
    - i. Adequate. Error in completion date for final activity.
  - e. Deliverables for the scope of work:
    - i. Adequately addressed. Slight misalignment between whether the work with Wiscasset will include multiple workshops, 1 workshop, or a webinar. Letter of support clarifies two workshops.
  - f. Planned engagement with members of the community/communities:
    - i. Adequately addressed
  - g. Long-term effects or outcomes expected:
    - i. Adequately addressed
4. Budget Proposal
  - a. Is the budget math correct? Yes

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Backyard ADUs

**DATE:** 1/21/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

- b. Does the budget worksheet match the budget narrative? Yes
  - c. Is the cost share provided? Yes
  - d. Confirm if refreshments at events are eligible
- 5. Letters of Support
  - a. Municipal Letters
    - i. Wiscasset
    - ii. South Portland

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Backyard ADUs

**DATE:** 1/17/25

**EVALUATOR NAME:** Benjamin Averill

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

\*\*\*\*\*

**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
  - a. Capacity – listed out staff. Could have shared a bit more on qualifications of sub contractors.
  - b. Expertise- Shared experience and expertise
  - c. Previous Experience- work on other state grants
  - d. Organizational Chart- shared
  - e. Litigation/ insurance- shared what is applicable
3. Scope of Work
  - a. Proposed Project(s):
    - i. Municipal planning and policy- SOPO and Wiscasset
    - ii. Education- SOPO and Wiscasset
  - b. Need for the Project(s):
    - i. This was adequately addressed
  - c. Approach to Community Engagement and long term goals:
    - i. This was adequately addressed
4. Budget Proposal
  - a. Budget of \$44,363
  - 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. Both SOPO and Wiscasset ( verify LD 2003)



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Central Maine Growth Council

**DATE:** 1/15/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

<b>Criteria 1: Eligibility</b> <ul style="list-style-type: none"><li>- Eligibility is met</li></ul>
<b>Criteria 2: Organization Qualifications and Experience</b> <ul style="list-style-type: none"><li>- Have experience with comprehensive and land use planning, as well as housing development in Central Maine</li></ul>
<b>Criteria 3: Scope of Work</b>
Describe the proposed activity or activities. <ul style="list-style-type: none"><li>- Working with Waterville (housing toolkit); Waterville (housing development); and Fairfield (housing inventory and review of areas where development could occur)</li></ul>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities? <ul style="list-style-type: none"><li>- Two municipalities only- less of a regional focus but arguably Waterville serves as a service hub for Central Maine</li></ul>
Why is there a need for the activity or activities? <ul style="list-style-type: none"><li>- This section was well written and thought out, acknowledging barriers to success</li><li>- Question: Has the Brownfield's grant been secured? More information and clarity is needed here to understand what happens if Brownfield grant is not secured.</li></ul>
What is the anticipated timeline for completing the scope of work? <ul style="list-style-type: none"><li>- Provided detailed project timelines by quarter for each proposed activity.</li></ul>
What are the deliverables for the scope of work? <ul style="list-style-type: none"><li>- Waterville: site suitability analysis and data package, housing finance workshops</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Central Maine Growth Council

**DATE:** 1/15/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

- |  |
|--|
| <ul style="list-style-type: none"><li>- HoFV: secure Brownfields funding (what happens if funding isn't received? What is the timeline for this funding?); pre-development funds</li><li>- Fairfield: community survey and stakeholder engagement; downtown redevelopment plan; general and upper-floor housing market study</li></ul> |
|--|

How do you intend to engage with members of the community/communities?
--

- |   |
|---|
| <ul style="list-style-type: none"><li>- This section was well-written and thought out</li></ul> |
|---|

What long-term effects will your proposal have? What outcomes do you expect to achieve?
---

- |   |
|---|
| <ul style="list-style-type: none"><li>- This section was well-written and thought out; appreciate use of data and numbers to back up outcomes</li></ul> |
|---|

<b>Criteria 4:</b> Budget
---------------------------

- |  |
|--|
| <ul style="list-style-type: none"><li>- Budget math is correct</li></ul> |
|--|

<b>Criteria 5:</b> Municipal Letters: Waterville (doesn't mention LD 2003 compliance); Fairfield (doesn't mention LD 2003 compliance)
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Other: CMCBC; HoFV LLC; Mid-Maine Chamber of Commerce
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**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Central Maine Growth Council

**DATE:** 1/21/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

\*\*\*\*\*

**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Positive- meets eligibility requirements
2. Organization Qualifications and Experience
  - a. Examples of projects demonstrate experience in community or regional housing planning and implementation – Addressed
    - i. Town of Oakland's economic development agency
    - ii. City of Waterville Economic Development Department
    - iii. Manor Gardens, Waterville
  - b. Qualifications and skills – example projects demonstrate experience in technical assistance, market analysis, housing and development projects
3. Scope of Work
  - a. Proposed Activities:
    - i. Project 1: City of Waterville + Housing Data Incentives Toolkit
      1. Adequately described, includes region wide tool kit and Waterville specific focus
    - ii. Project 2: Head of Falls Village, Downtown Waterville
      1. Confirm activities do not include permitting, construction.
    - iii. Project 3: Downtown Fairfield Redevelopment Plan
      1. Confirm site plans and renderings are eligible
  - b. Proposed scope of work primarily supports a region, sub-region or group of municipalities:
    - i. Regionally and projects in Waterville and Fairfield
    - ii. Unclear how Town of Oakland and Town of Winslow are included, appear to be included as component of regional housing market study
  - c. Need for the activity or activities:
    - i. Adequately addressed.
  - d. Anticipated timeline (including start and completion dates):
    - i. Adequately addressed
  - e. Deliverables for the scope of work:
    - i. Adequately addressed
  - f. Planned engagement with members of the community/communities:
    - i. Adequately addressed
  - g. Long-term effects or outcomes expected:
    - i. Adequately addressed
4. Budget Proposal

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Central Maine Growth Council

**DATE:** 1/21/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

- 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. Waterville
    - ii. Fairfield
    - iii. Central Maine Community Betterment Collaborative
    - iv. Head of Falls Village LLC
    - v. Mid-Maine Chamber of Commerce

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** CMGC

**DATE:** 1/24/25

**EVALUATOR NAME:** Benjamin Averill

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
  - a. Capacity – Shared capacity and expertise of grantee.
  - b. Previous Experience- Shared experience with prior grants. Would have liked to see more information on experience managing grants
  - c. Organizational Chart- included
  - d. Litigation/ insurance- included
3. Scope of Work
  - a. Proposed Project(s):
    - i. Housing and data incentives toolkit- Waterville
    - ii. Pre-development/ Environmental Review- Head of Falls development Waterville
  - b. Site assessment/ Mapping Fairfield
  - c. Notes- Two of three projects are pre-development/ development intensive
4. Need for the Project(s):
  - i. Demonstrated need for projects adequately however would have loved additional information on regional approach
  - b. Approach to Community Engagement and long term goals:
    - i. Need more clarification on long term goals for the region
5. Budget Proposal
  - a. Budget \$150,000
  - b. Does the budget worksheet match the budget narrative? Yes
  - c. Is the cost share provided? Yes
6. Letters of Support
  - a. Municipal Letters
    - i. Included but don't mention LD 2003

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Dooryard LLC

**DATE:** 1/15/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

<b>Criteria 1: Eligibility</b> <ul style="list-style-type: none"><li>- Eligibility is met</li></ul>
<b>Criteria 2: Organization Qualifications and Experience</b> <ul style="list-style-type: none"><li>- Have experience with municipalities on land use planning projects- lead contact received 1<sup>st</sup> HOP grant (under different entity name)</li></ul>
<b>Criteria 3: Scope of Work</b>
Describe the proposed activity or activities. <ul style="list-style-type: none"><li>- Design a “Design Sprint” process to produce a master plan, phasing strategy, pro form and entitlement strategy for 4-6 housing sites, with accompanying how-to guide (Will that be available for other municipalities?)</li><li>- Question: Doesn’t seem like there are 4-6 sites in mind yet? How will they go about finding sites?</li></ul>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities? <ul style="list-style-type: none"><li>- Project will support 4-6 housing sites and possibly wider if how-to guide is disseminated broadly? But no clear geographic area identified in grant application.</li></ul>
Why is there a need for the activity or activities? <ul style="list-style-type: none"><li>- Seems to be offering an alternative model or methodology for housing pre-development work</li></ul>
What is the anticipated timeline for completing the scope of work? <ul style="list-style-type: none"><li>- Yes but lacks detail. How will projects be secured?</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Dooryard LLC

**DATE:** 1/15/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

What are the deliverables for the scope of work? <ul style="list-style-type: none"><li>- Project will support 4-6 housing sites and possibly wider if how-to guide is disseminated broadly? But no clear geographic area identified in grant application.</li></ul>
How do you intend to engage with members of the community/communities? <ul style="list-style-type: none"><li>- These section lacked specificity because project sites have yet to be determined.</li></ul>
What long-term effects will your proposal have? What outcomes do you expect to achieve? <ul style="list-style-type: none"><li>- Sounds like methodology will be more public so potentially other entities can take advantage of it?</li></ul>
<b>Criteria 4:</b> Budget <ul style="list-style-type: none"><li>- Budget math is correct</li><li>- Budget seems reasonable for tasks presented- assuming sites are found</li></ul>
<b>Criteria 5:</b> Municipal letters not provided at this stage

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Dooryard LLC

**DATE:** 1/21/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Positive- meets eligibility requirements
2. Organization Qualifications and Experience
  - a. Examples of projects demonstrate experience in community or regional housing planning and implementation – adequately addressed, previous experience working with municipalities in a variety of settings
    - i. Feasibility of infill construction, using form-based codes
    - ii. Rumford mixed-income, mixed-use plan
    - iii. Yarmouth Housing Collaborative proposal for affordable rental units
  - b. Qualifications and skills – adequately addressed
3. Scope of Work
  - a. Proposed Activities:
    - i. Prepare Design Sprint Process for 3 projects – Dooryard has engaged several municipalities and non-profit housing
    - ii. Summarize techniques in How-To Guide
  - b. Proposed scope of work primarily supports a region, sub-region or group of municipalities:
    - i. Addressed, will support a group of municipalities as a pilot, but municipalities/organizations not yet selected.
    - ii. LAAHDC as potential project in Lewiston-Auburn, working with 3iHoME to select rural Maine housing project.
  - c. Need for the activity or activities:
    - i. Adequately addressed.
  - d. Anticipated timeline (including start and completion dates):
    - i. Adequately addressed
  - e. Deliverables for the scope of work:
    - i. Adequately addressed.
    - ii. How will communities be selected?
  - f. Planned engagement with members of the community/communities:
    - i. Adequately addressed
  - g. Long-term effects or outcomes expected:
    - i. Adequately addressed
4. Budget Proposal
  - a. Is the budget math correct? Yes
  - b. Does the budget worksheet match the budget narrative? Yes



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Dooryard LLC

**DATE:** 1/21/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

- c. Is the cost share provided? Yes, both Dooryard and selected communities will provide match
- 5. Letters of Support
  - i. None, notes will secure after organizations selected.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Dooryard

**DATE:** 1/24/25

**EVALUATOR NAME:** Benjamin Averill

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
  - a. Capacity – Shared capacity and expertise of grantee and subcontractor
  - b. Previous Experience- would have liked to see information on prior grant experience for subcontractor
  - c. Organizational Chart- shared
  - d. Litigation/ insurance- shared what is applicable
3. Scope of Work
  - a. Proposed Project(s):
    - i. Creation of neighborhood development plans
    - ii. 5 pilot projects
    - iii. Education materials/ charette for “design sprint” session

The deliverables could be very useful for municipalities, however it would be helpful if they had identified possible partner municipalities.

- b. Need for the Project(s):
      - i. Unique but niche project
    - c. Approach to Community Engagement and long term goals:
      - i. Education seems to be secondary in approach, however they will engage with yet-to-be- determined municipalities
4. Budget Proposal
  - a. Budget \$149,047
  - 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. NA

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** EMDC

**DATE:** 1/16/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

<b>Criteria 1: Eligibility</b> <ul style="list-style-type: none"><li>- Eligibility is met</li></ul>
<b>Criteria 2: Organization Qualifications and Experience</b> <ul style="list-style-type: none"><li>- Have experience with municipalities on land use planning projects- assisted with 1<sup>st</sup> HOP grant round work</li><li>- Did not include organizational chart (only description of two employees working on grant)</li></ul>
<b>Criteria 3: Scope of Work</b>
Describe the proposed activity or activities. <ul style="list-style-type: none"><li>- Housing one-pagers on housing types</li><li>- Model Ordinance Library (seems like they won't be writing own but pulling examples for towns to use?)</li><li>- Building Permit Data Collection</li><li>- Housing Designs (will they be creating own designs or finding publicly available drawings?)</li></ul>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities? <ul style="list-style-type: none"><li>- Projects support EMDC's entire service area</li></ul>
Why is there a need for the activity or activities? <ul style="list-style-type: none"><li>- EMDC is the planning entity for Northeast Maine. Many communities in that area do not have a planning staff to do this type of research or data collection</li></ul>
What is the anticipated timeline for completing the scope of work? <ul style="list-style-type: none"><li>- Includes detailed timeline</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** EMDC

**DATE:** 1/16/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

What are the deliverables for the scope of work? <ul style="list-style-type: none"><li>- Educational one-pagers; model ordinance library; housing data collection</li></ul>
How do you intend to engage with members of the community/communities? <ul style="list-style-type: none"><li>- This section seems like it could use more detail. What is a “regular” meeting? Would you have meetings with many municipalities at once? Or, by sub-regions?</li></ul>
What long-term effects will your proposal have? What outcomes do you expect to achieve? <ul style="list-style-type: none"><li>- Question: How does EMDC envision that these documents will be used? Will they be used?</li></ul>
<b>Criteria 4: Budget</b> <ul style="list-style-type: none"><li>- Budget math is correct but budget seems seem to be collecting information, not actually creating things from scratch or tailoring. \$100,000 in staff time for that over the course of 1.5 years seems steep.</li></ul>
<b>Criteria 5:</b> Municipal letters not provided because not providing direct assistance.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Eastern Maine Development Corporation

**DATE:** 1/21/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Positive- meets eligibility requirements
2. Organization Qualifications and Experience
  - a. Examples of projects demonstrate experience in community or regional housing planning and implementation – adequately addressed
    - i. Enfield Comprehensive Plan
    - ii. CEDS for Mi'kmaq Nation in partnership with Four Direction Development Corporation
    - iii. Hermon Comprehensive Plan, including housing needs assessment
  - b. Qualifications and skills
    - i. Qualifications do not have strong focus on housing focused experiences.
3. Scope of Work
  - a. Proposed Activities:
    - i. Develop Housing Development One-pagers
    - ii. Library of Model Ordinances
    - iii. Housing Tracking Guide
    - iv. Repository of Permit-Ready Model Homes
    - v. Statewide Collaboration between RPCs
    - vi. Large focus on resource gathering, will there be enough outreach and engagement with communities?
  - b. Proposed scope of work primarily supports a region, sub-region or group of municipalities:
    - i. 12-town Lincoln subregion
  - c. Need for the activity or activities:
    - i. Adequately addressed.
  - d. Anticipated timeline (including start and completion dates):
    - i. Adequately addressed
  - e. Deliverables for the scope of work:
    - i. Adequately addressed
  - f. Planned engagement with members of the community/communities:
    - i. Minimally addressed – would want to ensure communities are using these resources.
  - g. Long-term effects or outcomes expected:
    - i. Adequately addressed

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Eastern Maine Development Corporation

**DATE:** 1/21/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

4. Budget Proposal
  - a. Is the budget math correct? Yes
  - b. Does the budget worksheet match the budget narrative? Yes, but appears high without robust engagement with communities.
  - c. Is the cost share provided? Yes
5. Letters of Support
  - a. None – supports region

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** EMDC

**DATE:** 1/24/25

**EVALUATOR NAME:** Benjamin Averill

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
  - a. Capacity – Shared capacity and expertise of grantee
  - b. Previous Experience- Shared experience working with municipalities on contracts
  - c. Organizational Chart- included
  - d. Litigation/ insurance- included
3. Scope of Work
  - a. Proposed Project(s):
    - i. Housing Development “one pager”
    - ii. Model Ordinance Library
    - iii. Housing Tracking Guide
    - iv. Inventory/ repository of permit ready homes
    - v. Statewide collaboration between providers
4. Demonstrated need for projects adequately and appreciated the detailed timeline.
5. Approach to Community Engagement and long term goals:
  - i. Community engagement is proposed in the education workshops.  
The long term goals are identified and all projects will benefit the long term housing and planning goals for the region.
6. Budget Proposal
  - a. Budget \$110,529
  - b. Does the budget worksheet match the budget narrative? Yes
  - c. Is the cost share provided? Yes
7. Letters of Support
  - a. Municipal Letters
    - i. Will need if working with individual municipalities, however not needed as proposed.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** GPCOG

**DATE:** 1/16/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

<b>Criteria 1: Eligibility</b> <ul style="list-style-type: none"><li>- Eligibility is met</li></ul>
<b>Criteria 2: Organization Qualifications and Experience</b> <ul style="list-style-type: none"><li>- Have experience with municipalities on land use planning projects- assisted with 1<sup>st</sup> HOP grant round work</li></ul>
<b>Criteria 3: Scope of Work</b>
Describe the proposed activity or activities. <ul style="list-style-type: none"><li>- Cost Analysis for financial impacts of housing in N. Yarmouth, Windham, South Portland and Yarmouth- data driven to promote housing development</li><li>- ADU Education and Promotion Video</li><li>- Housing Task Force Portland</li><li>- Housing Needs Assessment for Gray</li><li>- Site Assessment for Cumberland</li></ul>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities? <ul style="list-style-type: none"><li>- One project supports GPCOG's entire area; others help individual municipalities</li></ul>
Why is there a need for the activity or activities? <ul style="list-style-type: none"><li>- Southern Maine has experienced backlash from certain housing developments; attempt to change narrative through data</li></ul>
What is the anticipated timeline for completing the scope of work? <ul style="list-style-type: none"><li>- Includes detailed timeline</li></ul>
What are the deliverables for the scope of work?



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** GPCOG

**DATE:** 1/16/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

- Municipal dashboards; ADU video; reports to municipalities requesting services
How do you intend to engage with members of the community/communities?  - Detailed explanation of community outreach for each project
What long-term effects will your proposal have? What outcomes do you expect to achieve?  - Goal is to promote dialogue and misinformation and strengthen resources for communities
<b>Criteria 4:</b> Budget - Budget math is correct and seems reasonable for project scope
<b>Criteria 5:</b> Municipal Letters: (1) Cumberland (2) Gray (3) Windham (4) Yarmouth (5) Portland (6) South Portland (7) North Yarmouth

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Greater Portland Council of Governments

**DATE:** 1/21/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Positive- meets eligibility requirements
2. Organization Qualifications and Experience
  - a. Examples of projects demonstrate experience in community or regional housing planning and implementation – adequately addressed
    - i. Freeport Downtown Vision Modeling
    - ii. Bridgton Municipally Owned Site Analysis
    - iii. Portland/South Portland Dredge Video
  - b. Qualifications and skills – example projects demonstrate experience in modeling, analysis, community engagement
3. Scope of Work
  - a. Proposed Activities:
    - i. Project 1: Cost-to-Serve Modeling for Four (4) Municipalities – North Yarmouth, Yarmouth, Windham & South Portland
    - ii. Project 2: Accessory Dwelling Units (ADU) Education & Promotion
    - iii. Project 3: Housing Task Force for the City of Portland
    - iv. Project 4: Maine Association of Regional Councils (MARC) Peer Cohort
    - v. Project 5: Housing Needs Assessment for the Town of Gray
    - vi. Project 6: Municipally Owned Site Assessment for the Town of Cumberland
  - b. Proposed scope of work primarily supports a region, sub-region or group of municipalities:
    - i. Region, with several municipality specific projects
  - c. Need for the activity or activities:
    - i. Adequately addressed.
  - d. Anticipated timeline (including start and completion dates):
    - i. Adequately addressed
  - e. Deliverables for the scope of work:
    - i. Adequately addressed
  - f. Planned engagement with members of the community/communities:
    - i. Adequately addressed
  - g. Long-term effects or outcomes expected:
    - i. Adequately addressed
4. Budget Proposal
  - a. Is the budget math correct? Yes. Sufficient budget for all 6 projects?

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Greater Portland Council of Governments

**DATE:** 1/21/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

- b. Does the budget worksheet match the budget narrative? Yes
  - c. Is the cost share provided? Yes
- 5. Letters of Support
  - a. Cumberland
  - b. Gray
  - c. Windham
  - d. Yarmouth
  - e. Portland
  - f. South Portland
  - g. North Yarmouth

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** GPCOG

**DATE:** 1/22/25

**EVALUATOR NAME:** Benjamin Averill

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
  - a. Capacity – Shared capacity and expertise of grantee.
  - b. Previous Experience- Shared experience with prior grants including prior HOP Service Provider Grant. Shared experience for sub-contractor as well.
  - c. Organizational Chart- included
  - d. Litigation/ insurance- included
3. Scope of Work
  - a. Proposed Project(s):
    - i. Cost to serve modeling for 4 communities
    - ii. ADU Education and promotion
    - iii. Portland Housing Task Force
    - iv. MARC Cohort
    - v. Housing Needs Assessment for Gray
    - vi. Site Assessment for Cumberland
  - b. Notes- Robust scope, however applicant has successfully managed robust grants in the past. Detailed timeline is helpful.
4. Demonstrated need for projects adequately
5. Approach to Community Engagement and long term goals:
  - i. Community engagement will be key in all of the proposed projects
6. Budget Proposal
  - a. Budget \$150,000
  - b. Does the budget worksheet match the budget narrative? Yes
  - c. Is the cost share provided? Yes
7. Letters of Support
  - a. Municipal Letters
    - i. Included

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** GrowSmart

**DATE:** 1/16/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

<b>Criteria 1: Eligibility</b> <ul style="list-style-type: none"><li>- Eligibility is met</li></ul>
<b>Criteria 2: Organization Qualifications and Experience</b> <ul style="list-style-type: none"><li>- Have experience with municipalities on land use planning projects- assisted with 1<sup>st</sup> HOP grant round work</li></ul>
<b>Criteria 3: Scope of Work</b>
Describe the proposed activity or activities. <ul style="list-style-type: none"><li>- Zoning Atlas</li><li>- Aroostook Regional Housing Initiative (identify needs and barriers, showcase housing designs, develop regional solutions and funding opportunities)</li><li>- Housing Forward Communities: focus on education and constructive community-based conversations about housing (Don't have communities set yet for this initiative but will scan for LD 2003 compliance)</li></ul>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities? <ul style="list-style-type: none"><li>- Yes- Zoning Atlas is statewide and Aroostook Housing Initiative covers most of county</li></ul>
Why is there a need for the activity or activities? <ul style="list-style-type: none"><li>- Well thought-out section</li></ul>
What is the anticipated timeline for completing the scope of work? <ul style="list-style-type: none"><li>- Includes detailed timeline</li></ul>
What are the deliverables for the scope of work?

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** GrowSmart

**DATE:** 1/16/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

- Public Housing Sessions; Housing Summit in Aroostook; Zoning Atlas Round 1
How do you intend to engage with members of the community/communities?  - Detailed and thorough explanation here
What long-term effects will your proposal have? What outcomes do you expect to achieve?  - Goal is to promote constructive conversations about housing and to create zoning transparency. This section was well written and detailed.
<b>Criteria 4:</b> Budget - Math is incorrect for Aroostook Project- should be a total of \$48,700 (contracted services amount is different in detailed budget)
<b>Criteria 5:</b> Municipal Letters: (1) Aroostook Initiative (PI, Van Buren, Caribou)- doesn't include from all of region, but seems like a regional approach as opposed to a one-on-one approach (2) Housing Forward Communities: Phillips

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** GrowSmart

**DATE:** 1/21/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Positive- meets eligibility requirements
2. Organization Qualifications and Experience
  - a. Examples of projects demonstrate experience in community or regional housing planning and implementation – adequately addressed
    - i. Bowdoinham Community housing planning and implementation services
    - ii. USDA Rural Development – Community and regional housing planning and implementation
    - iii. American Farmland Trust and SOM/DECD – educational outreach programming
  - b. Qualifications and skills – example projects demonstrate experience in comprehensive planning, housing planning and implementation, educational outreach
3. Scope of Work
  - a. Proposed Activities:
    - i. Housing Forward Communities
    - ii. Aroostook Regional Housing Initiative
    - iii. The Maine Zoning Atlas Pilot Project
  - b. Proposed scope of work primarily supports a region, sub-region or group of municipalities:
    - i. Multiple Counties – Franklin, Aroostook, Cumberland, Sagadahoc, York
  - c. Need for the activity or activities:
    - i. Adequately addressed.
  - d. Anticipated timeline (including start and completion dates):
    - i. Adequately addressed
  - e. Deliverables for the scope of work:
    - i. Adequately addressed
  - f. Planned engagement with members of the community/communities:
    - i. Adequately addressed
  - g. Long-term effects or outcomes expected:
    - i. Adequately addressed
4. Budget Proposal
  - a. Is the budget math correct? Yes
  - b. Does the budget worksheet match the budget narrative? Yes

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** GrowSmart

**DATE:** 1/21/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

- c. Is the cost share provided? Yes
- 5. Letters of Support
  - a. Housing Forward Communities
    - i. Greater Franklin Economic and Community Development
    - ii. Town of Phillips
  - b. Aroostook Regional Housing Initiative
    - i. The Musson Group
    - ii. Presque Isle
    - iii. Van Buren
    - iv. Caribou
    - v. Maine Redevelopment Land Bank Authority
  - c. Maine Zoning Atlas Pilot Project
    - i. Maine Zoning Atlas Steering Committee
    - ii. Land Use Atlas, Inc.



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Growsmart Maine

**DATE:** 1/22/25

**EVALUATOR NAME:** Benjamin Averill

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
  - a. Capacity – Shared capacity and expertise of grantee. Lots of experience including in prior HOP Service Provider grant round
  - b. Previous Experience- Shared experience with prior grants/ in field of both grantee and sub-contractors
  - c. Organizational Chart- included
  - d. Litigation/ insurance- included
3. Scope of Work
  - a. Proposed Project(s):
    - i. Housing Forward Communities
    - ii. Aroostook Regional Housing Initiative
    - iii. Maine Zoning Atlas
  - b. Need for the Project(s):
    - i. Demonstrated need with robust narrative
  - c. Approach to Community Engagement and long term goals:
    - i. Education and community engagement are key to the proposed projects
4. Budget Proposal
  - a. Budget \$134,908
  - b. Does the budget worksheet match the budget narrative? Yes
  - c. Is the cost share provided? Yes
  - d. Budget worksheet was very confusing to read
5. Letters of Support
  - a. Municipal Letters
    - i. Included

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** HCPC

**DATE:** 1/16/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

<b>Criteria 1: Eligibility</b> <ul style="list-style-type: none"><li>- Eligibility is met</li></ul>
<b>Criteria 2: Organization Qualifications and Experience</b> <ul style="list-style-type: none"><li>- Have experience with municipalities on land use planning projects- assisted with 1<sup>st</sup> HOP grant round work</li></ul>
<b>Criteria 3: Scope of Work</b>
Describe the proposed activity or activities. <ul style="list-style-type: none"><li>- Regional Developers Summit</li><li>- Increase accessibility to Housing Needs Assessment (from first HOP round)</li><li>- Deer Isle: digitize parcel maps</li><li>- Update HCPC's housing data tracking guide to collect building permit data</li><li>- Education Guidebook</li><li>- Comprehensive Planning TA</li><li>- General TA: How will this work with LD 2003 compliance?</li></ul>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities? <ul style="list-style-type: none"><li>- Yes- most projects are regional in focus</li></ul>
Why is there a need for the activity or activities? <ul style="list-style-type: none"><li>- Well written and detailed</li></ul>
What is the anticipated timeline for completing the scope of work? <ul style="list-style-type: none"><li>- Includes detailed timeline</li></ul>
What are the deliverables for the scope of work?

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** HCPC

**DATE:** 1/16/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

<ul style="list-style-type: none"><li>- Summit; Webpages for Housing Needs Assessment; Development Tracking Systems; Education Guidebook Series</li></ul>
<p>How do you intend to engage with members of the community/communities?</p> <ul style="list-style-type: none"><li>- Detailed and thorough explanation here</li></ul>
<p>What long-term effects will your proposal have? What outcomes do you expect to achieve?</p> <ul style="list-style-type: none"><li>- Well written for each proposed activity</li></ul>
<p><b>Criteria 4:</b> Budget</p> <ul style="list-style-type: none"><li>- Math is correct</li></ul>
<p><b>Criteria 5:</b> Municipal Letters:</p> <ol style="list-style-type: none"><li>(1) Deer Isle submitted letter (we are working with them to wrap-up LD 2003)</li><li>(2) Concern is that HCPC is asking for general TA/Comprehensive Planning work but this could include municipalities that are not in compliance with law.</li></ol>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Hancock County Planning Commission

**DATE:** 1/21/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Positive- meets eligibility requirements
2. Organization Qualifications and Experience
  - a. Examples of projects demonstrate experience in community or regional housing planning and implementation – adequately addressed
    - i. Town of Castine - Comprehensive Plan Management and Assistance
    - ii. Town of Lamoine - Update Land Use Ordinance for LD 2003 Compliance
    - iii. HCPC - Hancock County Housing Needs Assessment
  - b. Qualifications and skills – example projects demonstrate experience in comprehensive planning, housing needs assessment, data analysis, community engagement
3. Scope of Work
  - a. Proposed Activities:
    - i. Regional Developers Summit
    - ii. Enhancing Hancock County Housing Needs Assessment Accessibility
    - iii. Establish Systems for Development Tracking
      1. Includes effort with Deer Isle to digitalize parcel layers
    - iv. Education Guidebook Series
    - v. Comprehensive Planning Technical Assistance
    - vi. General Technical Assistance
    - vii. Maine Association of Regional Councils (MARC) Regional Housing Collaborative
    - viii. Application is very thorough.
  - b. Proposed scope of work primarily supports a region, sub-region or group of municipalities:
    - i. Mostly regional – with only specific municipality being Deer Isle. HCPC area
  - c. Need for the activity or activities:
    - i. Adequately addressed.
  - d. Anticipated timeline (including start and completion dates):
    - i. Adequately addressed
  - e. Deliverables for the scope of work:
    - i. Adequately addressed

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Hancock County Planning Commission

**DATE:** 1/21/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

- f. Planned engagement with members of the community/communities:
    - i. Adequately addressed
  - g. Long-term effects or outcomes expected:
    - i. 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. Deer Isle

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** HCPC

**DATE:** 1/24/25

**EVALUATOR NAME:** Benjamin Averill

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
  - a. Capacity – Shared capacity and expertise of grantee. Lots of experience including in prior HOP Service Provider grant round
  - b. Previous Experience- Shared experience with prior grants
  - c. Organizational Chart- included
  - d. Litigation/ insurance- included
3. Scope of Work
  - a. Proposed Project(s):
    - i. Regional Developers Summit
    - ii. Hancock County Housing Needs Assessment Accessibility enhancement
    - iii. Development/ permit data tracking
    - iv. Guidebook/ Education
    - v. Technical Assistance on Comprehensive Planning
    - vi. Technical assistance for general ordinance development
    - vii. MARC Housing Collaborative
  - b. Notes- All work seems great, however do they have capacity to engage in all of these projects?
  - c. Need for the Project(s):
    - i. Demonstrated need with robust narrative
  - d. Approach to Community Engagement and long term goals:
    - i. Community engagement is key to most proposed projects. Each project has a robust timeline
4. Budget Proposal
  - a. Budget \$150,000
  - b. Does the budget worksheet match the budget narrative? Yes
  - c. Is the cost share provided? Yes
  - d. Budget worksheet was very confusing to read
5. Letters of Support
  - a. Municipal Letters
    - i. Included

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** KVCOG

**DATE:** 1/16/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

<b>Criteria 1: Eligibility</b> <ul style="list-style-type: none"><li>- Eligibility is met</li></ul>
<b>Criteria 2: Organization Qualifications and Experience</b> <ul style="list-style-type: none"><li>- Have experience with municipalities on land use planning projects- received funding from 1<sup>st</sup> HOP grant round</li><li>- Did not include org. chart</li></ul>
<b>Criteria 3: Scope of Work</b>
Describe the proposed activity or activities. <ul style="list-style-type: none"><li>- Land use ordinance development and comprehensive plan work (municipalities not listed- would need more information to know that municipalities are in compliance with LD 2003)</li><li>- Also, how does this grant work with municipal dues? In addition to?</li><li>- Community Education Workshops</li><li>- Housing Site Evaluation (Fairfield)</li><li>- Data Collection- building permit, demo and COO</li></ul>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities? <ul style="list-style-type: none"><li>- Yes- most projects are regional in focus</li></ul>
Why is there a need for the activity or activities? <ul style="list-style-type: none"><li>- This was explained for each proposed activity</li></ul>
What is the anticipated timeline for completing the scope of work? <ul style="list-style-type: none"><li>- KVCOG included a timeline but because there was not much specificity around who they are going to serve.</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** KVCOG

**DATE:** 1/16/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

What are the deliverables for the scope of work? <ul style="list-style-type: none"><li>- Summit; Webpages for Housing Needs Assessment; Development Tracking Systems; Education Guidebook Series</li></ul>
How do you intend to engage with members of the community/communities? <ul style="list-style-type: none"><li>- While KVCOG does have experience with facilitating municipal events, this section was difficult for them to answer because they don't necessarily have listed communities in mind with a clear timeline.</li></ul>
What long-term effects will your proposal have? What outcomes do you expect to achieve? <ul style="list-style-type: none"><li>- This section was well organized and thought out</li></ul>
<b>Criteria 4:</b> Budget <ul style="list-style-type: none"><li>- Math is correct but concern is that this proposal doesn't have specificity to it so it is difficult to determine if this is an appropriate amount for staff time. If there isn't a set number of municipalities supported, then over \$100,000 in staff time seems like a lot.</li></ul>
<b>Criteria 5:</b> Municipal Letters: <ul style="list-style-type: none"><li>(1) Fairfield submitted letter (missing LD 2003 compliance mention)</li><li>(2) Otherwise, KVCOG projects are more regional in scope.</li></ul>



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Kennebec Valley Council of Governments

**DATE:** 1/21/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Positive- meets eligibility requirements
2. Organization Qualifications and Experience
  - a. Examples of projects demonstrate experience in community or regional housing planning and implementation – adequately addressed
    - i. MPAP contract – TA in support of GMA
    - ii. Winthrop – Comprehensive Plan Update
    - iii. Gardiner – Ordinance Review
  - b. Qualifications and skills – example projects demonstrate experience in comprehensive planning, housing needs assessment, community engagement
3. Scope of Work
  - a. Proposed Activities:
    - i. Review and Update Municipal Land Use Ordinances
    - ii. Comprehensive Plans
    - iii. Community Education
    - iv. Pilot Projects – Fairfield
      1. Beneficial – if pilot project succeeds, could be helpful to other towns
    - v. Data Collection
    - vi. RPO Collaboration (MARC)
    - vii. Scope is largely general technical assistance.
  - b. Proposed scope of work primarily supports a region, sub-region or group of municipalities:
    - i. Kennebec, Somerset and part of northern Waldo Counties
  - c. Need for the activity or activities:
    - i. Adequately addressed.
  - d. Anticipated timeline (including start and completion dates):
    - i. Adequately addressed
  - e. Deliverables for the scope of work:
    - i. Adequately addressed
  - f. Planned engagement with members of the community/communities:
    - i. Adequately addressed
  - g. Long-term effects or outcomes expected:
    - i. Adequately addressed
4. Budget Proposal

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Kennebec Valley Council of Governments

**DATE:** 1/21/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

- 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. Fairfield

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** KVCOG

**DATE:** 1/24/25

**EVALUATOR NAME:** Benjamin Averill

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
  - a. Capacity – Shared capacity and expertise of grantee
  - b. Previous Experience- Shared experience working with municipalities on contracts
  - c. Organizational Chart- listed
  - d. Litigation/ insurance- included
3. Scope of Work
  - a. Proposed Project(s):
    - i. Review and update Land Use Ordinances
    - ii. Work on Compressive Planning
    - iii. Community Education
    - iv. Housing siting assessment pilot project for Fairfield
    - v. Best practices for data collection
    - vi. Statewide collaboration between providers
4. Demonstrated need for projects adequately and appreciated the detailed timeline.
5. Approach to Community Engagement and long term goals:
  - i. Community engagement is proposed in the education workshops.  
The long term goals are identified and all projects will benefit the long term housing and planning goals for the region.
6. Budget Proposal
  - a. Budget \$150,000
  - b. Does the budget worksheet match the budget narrative? Yes
  - c. Is the cost share provided? Yes
7. Letters of Support
  - a. Municipal Letters
    - i. Will need to verify LD 2003 status for individual municipalities

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Lincoln County

**DATE:** 1/22/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

<b>Criteria 1: Eligibility</b> <ul style="list-style-type: none"><li>- Eligibility is met</li></ul>
<b>Criteria 2: Organization Qualifications and Experience</b> <ul style="list-style-type: none"><li>- Have experience with municipalities on land use planning projects- received funding from 1<sup>st</sup> HOP grant round</li><li>- Intend to seek help from an engineering firm if awarded grant, but must go through internal RFP process</li></ul>
<b>Criteria 3: Scope of Work</b>
Describe the proposed activity or activities. <ul style="list-style-type: none"><li>- Continuing work of housing needs assessment by reviewing and identifying target sites for study; selecting an engineering firm through RFP process to gather information on water/sewer advancement; create feasibility study based on water/sewer capacity; supporting municipalities with funding of extension of water/sewer.</li></ul>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities? <ul style="list-style-type: none"><li>- Yes- there are 4 utility districts, which serve 8 communities</li></ul>
Why is there a need for the activity or activities? <ul style="list-style-type: none"><li>- This was clearly explained and is a continuation of work the County has already completed</li></ul>
What is the anticipated timeline for completing the scope of work? <ul style="list-style-type: none"><li>- There is a clear timeline for execution of work.</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Lincoln County

**DATE:** 1/22/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

What are the deliverables for the scope of work? <ul style="list-style-type: none"><li>- Feasibility study, funding strategy</li></ul>
How do you intend to engage with members of the community/communities? <ul style="list-style-type: none"><li>- This section was well-written and thought out.</li></ul>
What long-term effects will your proposal have? What outcomes do you expect to achieve? <ul style="list-style-type: none"><li>- This section was well organized and thought out. With all the concerns about sewer/water capacity in the Midcoast, this project seems well-suited to the area.</li></ul>
<b>Criteria 4:</b> Budget <ul style="list-style-type: none"><li>- Math is correct and there are contingencies baked into the budget proposal based on variability from contracted firm.</li></ul>
<b>Criteria 5:</b> Municipal Letters: (1) No letters provided because it is a regional, more utility district focus

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Lincoln County Regional Planning Commission

**DATE:** 1/28/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Positive- meets eligibility requirements
2. Organization Qualifications and Experience
  - a. Examples of projects demonstrate experience in community or regional housing planning and implementation – adequately addressed
    - i. Town of Wiscasset
    - ii. Town of Boothbay
    - iii. Town of Newcastle – municipal housing
  - b. Qualifications and skills – example projects demonstrate experience in ordinance and development assistance planning for municipalities
3. Scope of Work
  - a. Proposed Activities:
    - i. Lincoln County Housing Needs Assessment
    - ii. Identify Target Sites for Study
    - iii. Preparation/Release of RFP, Selection of Engineering Firm
    - iv. Feasibility Study – identifying preliminary route sketches
    - v. Funding Strategy
    - vi. Report Release and Developer Engagement
    - vii. Grant Management
    - viii. Regional Coordination
      1. Thorough application and process, appreciate focus on sewer and water extension feasibility.
      2. How many identified sites in the feasibility study?
  - b. Proposed scope of work primarily supports a region, sub-region or group of municipalities:
    - i. Lincoln County
  - c. Need for the activity or activities:
    - i. Adequately addressed.
  - d. Anticipated timeline (including start and completion dates):
    - i. Adequately addressed
  - e. Deliverables for the scope of work:
    - i. Adequately addressed
  - f. Planned engagement with members of the community/communities:
    - i. Adequately addressed
  - g. Long-term effects or outcomes expected:
    - i. Adequately addressed

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Lincoln County Regional Planning Commission

**DATE:** 1/28/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

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. Budget amount is reasonable – enough funds towards LCRPC time?
5. Letters of Support
  - a. None

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** LCRPC

**DATE:** 1/24/25

**EVALUATOR NAME:** Benjamin Averill

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
  - a. Capacity – Shared capacity and expertise of grantee.
  - b. Previous Experience- Shared experience with prior grants including prior HOP Service Provider Grant. RFP will be needed for sub-contractor.
  - c. Organizational Chart- included information but no chart
  - d. Litigation/ insurance- included
3. Scope of Work
  - a. Proposed Project(s):
    - i. Site Assessment/ pre-development of infrastructure needs in municipalities based off Housing Needs Study
    - ii. Feasibility study/ education and promotion of sites selected and final report
  - b. Notes- Could have been organized better
4. Demonstrated need for projects adequately
5. Approach to Community Engagement and long term goals:
  - i. Community engagement is proposed in all phases of project. The long term goals will aid the region in moving forward with housing goals
6. Budget Proposal
  - a. Budget \$150,000
  - b. Does the budget worksheet match the budget narrative? Yes
  - c. Is the cost share provided? Yes
7. Letters of Support
  - a. Municipal Letters
    - i. Will need once sites are chosen



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Maine Design Workshop

**DATE:** 1/22/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

**Criteria 1: Eligibility**

- Eligibility is met (for-profit entity)

**Criteria 2: Organization Qualifications and Experience**

- Experience working with municipalities on land use planning projects, emphasis on form-based code- assisted with 1<sup>st</sup> HOP grant round work
- Litigation section left blank- assumption is that this section is not applicable?
- Organization chart not provided
- Insurance information not provided

**Criteria 3: Scope of Work**

Describe the proposed activity or activities.

- Developing a rural form-based code for rural municipalities with limited sewer and water
- Offering technical assistance to implement in other municipalities
- Infrastructure cost modeling
- Identifying case studies of municipalities that have recently completed comp. plans and want development in village areas.

Does the proposed scope of work primarily support a region, sub-region or group of municipalities?

- While TA and case studies might be specific to certain municipalities, this project seems like it could be utilized statewide and replicated statewide

Why is there a need for the activity or activities?

- This section is well thought out and focuses on LD 2003 concerns, as well as LD 1673 focus areas.

What is the anticipated timeline for completing the scope of work?

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Maine Design Workshop

**DATE:** 1/22/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

<ul style="list-style-type: none"><li>- Timeline is basic and provides little detail about project tasks and deadlines</li></ul>
What are the deliverables for the scope of work? <ul style="list-style-type: none"><li>- Rural form based code guide; technical assistance for 3 municipalities; training materials</li></ul>
How do you intend to engage with members of the community/communities? <ul style="list-style-type: none"><li>- The three municipalities have not yet been selected. This answer was not fully fleshed out. Seemed to place engagement as the responsibility of the municipality?</li></ul>
What long-term effects will your proposal have? What outcomes do you expect to achieve? <ul style="list-style-type: none"><li>- Goal here is to think about better utilizing village space to reduce sprawl.</li></ul>
<b>Criteria 4:</b> Budget <ul style="list-style-type: none"><li>- Budget math is correct</li></ul>
<b>Criteria 5:</b> Municipal letters not provided. May need to follow-up with them about providing letters once municipalities have been selected

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Maine Design Workshop

**DATE:** 1/28/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Positive- meets eligibility requirements
2. Organization Qualifications and Experience
  - a. Examples of projects demonstrate experience in community or regional housing planning and implementation – adequately addressed
    - i. Newcastle – Comprehensive plan update & core zoning rewrite
    - ii. Hinsdale, NH – model ordinance for housing types
    - iii. Newmarket – form-based code
  - b. Qualifications and skills – example projects demonstrate experience in ordinance and development assistance planning for municipalities with focus on zoning
  - c. Did not include org chart, did not fill out litigation section.
3. Scope of Work
  - a. Proposed Activities:
    - i. Rural Form Based Code: Corridor to Village Model Code & Guidebook
    - ii. Three case studies
      1. Would have been beneficial to include details on preparation on which communities will be case studies?
    - iii. Zoning code technical assistance
    - iv. Municipal infrastructure opportunity and cost modeling
  - b. Proposed scope of work primarily supports a region, sub-region or group of municipalities:
    - i. Municipalities across ME with focus on rural communities, growth along rural corridors.
  - c. Need for the activity or activities:
    - i. Adequately addressed – good explanation of why form-based codes in rural areas is needed.
  - d. Anticipated timeline (including start and completion dates):
    - i. Adequately addressed. Have given ample time to select case study communities.
  - e. Deliverables for the scope of work:
    - i. Adequately addressed
  - f. Planned engagement with members of the community/communities:
    - i. Adequately addressed
  - g. Long-term effects or outcomes expected:

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Maine Design Workshop

**DATE:** 1/28/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

- i. 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. None – municipal focus

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Maine Design Workshop

**DATE:** 1/24/25

**EVALUATOR NAME:** Benjamin Averill

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
  - a. Capacity – Shared capacity and expertise of grantee. Lots of experience
  - b. Previous Experience- Shared experience with prior grants/ in field of both grantee and sub-contractors
  - c. Organizational Chart- ?
  - d. Litigation/ insurance- ?
3. Scope of Work
  - a. Proposed Project(s):
    - i. Rural Form Based Code
    - ii. Rural Comp Plan Case Study
    - iii. Education/ outreach
    - iv. Ordinance development/ Zoning Code TA
    - v. Targeted infrastructure mapping/ analysis
  - b. Need for the Project(s):
    - i. Demonstrated need
  - c. Approach to Community Engagement and long term goals:
    - i. Education seems to be secondary in approach, however they will engage with yet-to-be- determined municipalities
4. Budget Proposal
  - a. Budget \$150,000
  - 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. Did not include but will need during contracting

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** MCOG

**DATE:** 1/23/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

<b>Criteria 1: Eligibility</b> <ul style="list-style-type: none"><li>- Eligibility is met</li></ul>
<b>Criteria 2: Organization Qualifications and Experience</b> <ul style="list-style-type: none"><li>- Have experience with municipalities on land use planning projects- received funding from 1<sup>st</sup> HOP grant round</li><li>- One subcontractor is mentioned</li><li>- No org. chart provided (only text about individuals working on grant)</li></ul>
<b>Criteria 3: Scope of Work</b>
Describe the proposed activity or activities.  This application had some typos throughout the document.  Building on work of last grant, application proposes: <ul style="list-style-type: none"><li>- Regional Housing Forum</li><li>- Housing website update and supporting materials</li><li>- Housing Data Collection</li><li>- Housing Supply Needs Update</li><li>- Subregional housing work with 3+ counties</li></ul> Appreciate building on last HOP grant round so that projects don't go by the wayside because of lack of on-going funding
Does the proposed scope of work primarily support a region, sub-region or group of municipalities? <ul style="list-style-type: none"><li>- Yes- all activities are regional in focus</li></ul>
Why is there a need for the activity or activities? <ul style="list-style-type: none"><li>- This section was clearly laid out and detailed</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** MCOG

**DATE:** 1/23/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

What is the anticipated timeline for completing the scope of work?

- Very detailed timeline

What are the deliverables for the scope of work?

- (1) 1 Regional Housing Forum
- (2) 3 Subregion housing forums
- (3) Housing Data Collection
- (4) Regional and subregional housing needs update (building on previous HOP work)
- (5) Housing Certification Program
- (6) 1-3 development projects by Midcoast Regional Housing Trust
- (7) Establishment of Waldo Community Action Partnership Housing Trust
- (8) Housing Condition Assessment and Action Plan for Knox and Waldo
- (9) Report: Brownfield and Municipal Property Inventory for Future Housing

This is a lot of deliverables.. capacity concerns?

How do you intend to engage with members of the community/communities?

- Detailed explanation provided here

What long-term effects will your proposal have? What outcomes do you expect to achieve?

- This section was detailed in its response.

**Criteria 4:** Budget

- Slight rounding error.. total is \$176,496.20, not \$178,000

**Criteria 5:** Municipal Letters:

- (1) No letters provided because it is a regional in focus.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Midcoast Council of Government

**DATE:** 1/28/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Positive- meets eligibility requirements
2. Organization Qualifications and Experience
  - a. Examples of projects demonstrate experience in community or regional housing planning and implementation – adequately addressed
    - i. Town of Vinalhaven – ordinance update and bonus densities
    - ii. Town of Warren – planning services
    - iii. Union – LD2003, Ordinance, TIF District approvals
  - b. Qualifications and skills – example projects demonstrate experience in ordinance and development assistance planning for municipalities with focus on zoning
3. Scope of Work
  - a. Proposed Activities:
    - i. Community engagement forums
    - ii. Housing website update
    - iii. Building and occupancy permit data collection – will this be all municipalities in region?
    - iv. Housing needs update
    - v. Subregional planning work
    - vi. Housing conditions assessment
    - vii. Waldo and Knox counties
    - viii. Housing friendly certification program
    - ix. Brownfield and municipal property inventory
    - x. Statewide regional coordination
    - xi. Workshops, final report
      1. Reviews as wide reaching and productive collection of activities, well integrated
  - b. Proposed scope of work primarily supports a region, sub-region or group of municipalities:
    - i. Regional housing work and subregional working groups
  - c. Need for the activity or activities:
    - i. Adequately addressed – well demonstrated with data
  - d. Anticipated timeline (including start and completion dates):
    - i. Adequately addressed.
  - e. Deliverables for the scope of work:
    - i. Adequately addressed



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Midcoast Council of Government

**DATE:** 1/28/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

- f. Planned engagement with members of the community/communities:
      - i. Adequately addressed
    - g. Long-term effects or outcomes expected:
      - i. 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. None – regional and subregional focus

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** MCOG

**DATE:** 1/24/25

**EVALUATOR NAME:** Benjamin Averill

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
  - a. Capacity – Shared capacity and expertise of grantee
  - b. Previous Experience- Shared experience working with municipalities on contracts including on prior HOP grant.
  - c. Organizational Chart- listed
  - d. Litigation/ insurance- included
3. Scope of Work
  - a. Proposed Project(s):
    - i. Community engagement forum
    - ii. Updating existing website, supporting materials, and existing data
    - iii. Permit data collection
    - iv. Updating the housing needs analysis completed in 2023 HOP Grant round
    - v. Target housing planning services in sub regions to include ADU/ Housing best practices/ trainings, work with housing trusts, housing needs analysis, housing friendly certificate program
  - b. Notes- All projects proposed will help incentivize housing production across the service area. The targeted planning services seem to thread the needle between regional needs and unique approaches to increase housing.
4. Demonstrated need for projects adequately and appreciated the detailed timeline and data to back up need.
5. Approach to Community Engagement and long term goals:
  - i. Community engagement is proposed in the education workshops. The long term goals are identified and all projects will benefit the long term housing and planning goals for the region.
6. Budget Proposal
  - a. Budget \$150,000
  - b. Does the budget worksheet match the budget narrative? Yes
  - c. Is the cost share provided? Yes
7. Letters of Support
  - a. Municipal Letters
    - i. Not needed at this time

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** NMDC

**DATE:** 1/23/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

**Criteria 1: Eligibility**

- Eligibility is met

**Criteria 2: Organization Qualifications and Experience**

- Strange that NMDC put themselves down as the project contact person. It seems like they should have picked 3 specific projects, with the POC being a municipal contact
- Also third project is just an overview of the entity... not what the question required.
- Received first HOP grant
- No subcontractors mentioned but there is a budget line item for contracted services?

**Criteria 3: Scope of Work**

Describe the proposed activity or activities.

- Housing Data Collection
- Municipal Planning and Policy- Regional housing needs assessment and assessment tool
- Evaluation of potential housing sites
- RFP toolkit- would this be focused on MH funding? Federal Grants?

Does the proposed scope of work primarily support a region, sub-region or group of municipalities?

- Yes- all activities are regional in focus

Why is there a need for the activity or activities?

- This section didn't include any regional data- would have liked to have seen more detail provided here.

What is the anticipated timeline for completing the scope of work?

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** NMDC

**DATE:** 1/23/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

<ul style="list-style-type: none"><li>- Timeline was provided for each activity</li></ul>
<p>What are the deliverables for the scope of work?</p> <ul style="list-style-type: none"><li>- Housing Database/data submissions; development of regional housing production goals; online housing needs assessment tool; 3 regional housing needs assessment; evaluation of potential housing sites; RFP toolkit</li><li>- This is a lot of action items... capacity concerns?</li></ul>
<p>How do you intend to engage with members of the community/communities?</p> <ul style="list-style-type: none"><li>- Detailed explanation provided here</li></ul>
<p>What long-term effects will your proposal have? What outcomes do you expect to achieve?</p> <ul style="list-style-type: none"><li>- This section was detailed in its response.</li></ul>
<p><b>Criteria 4:</b> Budget</p> <ul style="list-style-type: none"><li>- Math is correct</li><li>- \$36,835.16 seems high under the bucket of “indirect” costs- what are those costs?</li><li>- Also, budget mentions contracted services, but there isn’t any information provided under subcontractors.</li></ul>
<p><b>Criteria 5:</b> Municipal Letters:</p> <p>(1) No letters provided because all projects are regional</p>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Northern Maine Development Commission

**DATE:** 1/28/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Positive- meets eligibility requirements
2. Organization Qualifications and Experience
  - a. Examples of projects demonstrate experience in community or regional housing planning and implementation – adequately addressed
    - i. NMDC – region wide study of zoning and land use restrictions
    - ii. MCDA – housing resilience work sessions
    - iii. NMDC – municipal member planning support. This is more general.
  - b. Qualifications and skills – example projects demonstrate experience but do include more vague work. Would be beneficial to put down municipality as example.
3. Scope of Work
  - a. Proposed Activities:
    - i. Data collection and housing production goal setting
    - ii. Municipal planning and policy
    - iii. Pre-development
    - iv. RFP toolkit
    - v. Maine regional planning housing initiative
  - b. Proposed scope of work primarily supports a region, sub-region or group of municipalities:
    - i. Aroostook County & municipality of Danford
  - c. Need for the activity or activities:
    - i. Adequately addressed
  - d. Anticipated timeline (including start and completion dates):
    - i. Adequately addressed. Have given ample time to select case study communities.
  - e. Deliverables for the scope of work:
    - i. Adequately addressed
  - f. Planned engagement with members of the community/communities:
    - i. Adequately addressed
  - g. Long-term effects or outcomes expected:
    - i. 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

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Northern Maine Development Commission

**DATE:** 1/28/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

- 5. Letters of Support
  - a. None – regional focus

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** NMDC

**DATE:** 1/24/25

**EVALUATOR NAME:** Benjamin Averill

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
  - a. Capacity – Shared capacity and expertise of grantee
  - b. Previous Experience- Shared experience working with municipalities on contracts
  - c. Organizational Chart- listed
  - d. Litigation/ insurance- included
3. Scope of Work
  - a. Proposed Project(s):
    - i. Data collection
    - ii. Housing Production goal setting
    - iii. Housing needs assessment tool and completion of 3 regional housing assessments
    - iv. Targeted pre-development assistance work ( projects TBD)
    - v. RFP Toolkit
    - vi. Strategy Meeting for MARC
  - b. Notes- Many of the projects could use more detail in what a final product would look like
4. Demonstrated need for projects adequately
5. Approach to Community Engagement and long term goals:
  - i. Community engagement is proposed. Would have liked more detail on long term goals.
6. Budget Proposal
  - a. Budget \$150,000
  - b. Does the budget worksheet match the budget narrative? Yes
  - c. Is the cost share provided? Yes
7. Letters of Support
  - a. Municipal Letters
    - i. Will need

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Petrin Home Services

**DATE:** 1/24/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

**Criteria 1: Eligibility**

- Eligibility is met

**Criteria 2: Organization Qualifications and Experience**

- This entity is a plumbing/HVAC company
- The company's provided examples do not show how experience working with municipalities on long-term projects.
- They also do not have any experience with land use planning, grant management, educational programming, ordinance development (contracted lawyer in previous/other roles managed grants, but not in this role)
- Subcontractor section left blank- assuming that means no subcontractors required? Arguably attorney could be considered a subcontractor because the funding would be given to Petrin to then give to her?

**Criteria 3: Scope of Work**

Describe the proposed activity or activities.

- Company purchased property in Biddeford to build 48 units. This requires either a contract zone or variance. In addition, the company needs to hire architectural and engineering services for site planning.

Does the proposed scope of work primarily support a region, sub-region or group of municipalities?

- This activity is specific to a site in Biddeford.

Why is there a need for the activity or activities?

- While applicant discusses need for housing in region, this is a private developer looking for financial assistance with a housing project. More information is needed here to understand costs of the project and how this funding is necessary to create the project. Also, more financial information about the



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Petrin Home Services

**DATE:** 1/24/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

project is needed to ensure that if this type of study is completed, that there will be progress made towards completing this project.
<p>What is the anticipated timeline for completing the scope of work?</p> <ul style="list-style-type: none"><li>- There is a timeline provided but it lacks a lot of detail. There are a lot of unknowns in development. More explanation about necessary adjustments would have been beneficial.</li></ul>
<p>What are the deliverables for the scope of work?</p> <ul style="list-style-type: none"><li>- This section was left blank.</li></ul>
<p>How do you intend to engage with members of the community/communities?</p> <ul style="list-style-type: none"><li>- The applicant explained the preliminary community engagement steps that have been taken with this project. However, there was little detail provided about on-going municipal and public conversations about the project, which is a real concern considering some projects are in the works for years but are rejected by town residents late in the planning process.</li></ul>
<p>What long-term effects will your proposal have? What outcomes do you expect to achieve?</p> <ul style="list-style-type: none"><li>- The long-term impact will be more housing in the Biddeford area.</li></ul>
<p><b>Criteria 4: Budget</b></p> <ul style="list-style-type: none"><li>- Math is correct but the budget is significantly over the maximum ask of \$150,000 (\$188,650).</li><li>- Both detailed and summary budgets provided little specificity on contracted services. No subcontractors were listed.</li></ul>
<p><b>Criteria 5: Municipal Letters:</b></p> <p>(1) A letter was provided by Biddeford, but it did not specify compliance with LD 2003.</p>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Petrin Home Services

**DATE:** 1/28/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Positive- meets eligibility requirements
2. Organization Qualifications and Experience
  - a. Examples of projects demonstrate experience in community or regional housing planning and implementation – not adequately addressed
    - i. Client – plumbing
    - ii. Client – unit repair & install
    - iii. Cumberland County – grant monitoring & work on county's affordable housing developments
  - b. Qualifications and skills – example projects demonstrate experience in housing redevelopment
3. Scope of Work
  - a. Proposed Activities:
    - i. Determine feasibility of the site through architectural and engineering services, as well as complete the contract zone application.
      1. Scope focuses solely on one property. Some elements (engineering) are not eligible.
  - b. Proposed scope of work primarily supports a region, sub-region or group of municipalities:
    - i. Biddeford community – specific housing project
  - c. Need for the activity or activities:
    - i. Adequately addressed
  - d. Anticipated timeline (including start and completion dates):
    - i. Addressed.
  - e. Deliverables for the scope of work:
    - i. Adequately addressed
  - f. Planned engagement with members of the community/communities:
    - i. Adequately addressed
  - g. Long-term effects or outcomes expected:
    - i. addressed
4. Budget Proposal
  - a. Is the budget math correct? Yes
  - b. Does the budget worksheet match the budget narrative? Overage and is unclear if total amount requested is inclusive of match.
  - c. Is the cost share provided?

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Petrin Home Services

**DATE:** 1/28/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

- 5. Letters of Support
  - a. Planning board letter for Biddeford

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Petrin Home Services

**DATE:** 1/24/25

**EVALUATOR NAME:** Benjamin Averill

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
  - a. Capacity – Would have liked additional information on capacity to engage in grants from the grantee and sub-contractor
  - b. Previous Experience- Shared experience of grantee but hard to determine ability to engage in grant process
  - c. Organizational Chart- shared
  - d. Litigation/ insurance- included
3. Scope of Work
  - a. Proposed Project(s):
    - i. Feasibility analysis and pre-development work for proposed housing development
  - b. Notes- Project is very development focused and may not fully meet the requirements of proposed eligible projects
4. Demonstrated need for projects adequately, however would have liked additional information on how it will engage in community.
5. Approach to Community Engagement and long term goals:
  - i. Community engagement is proposed, however it was hard to determine long term goals and full community engagement process.
6. Budget Proposal
  - a. Budget \$188,650
  - b. Does the budget worksheet match the budget narrative? Yes
  - c. Is the cost share provided? Yes
7. Letters of Support
  - a. Municipal Letters
    - i. N/A

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** SMPDC

**DATE:** 1/24/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

<b>Criteria 1: Eligibility</b> <ul style="list-style-type: none"><li>- Eligibility is met</li></ul>
<b>Criteria 2: Organization Qualifications and Experience</b> <ul style="list-style-type: none"><li>- Entity has experience working in the housing and land use space and received 1<sup>st</sup> round of funding</li></ul>
<b>Criteria 3: Scope of Work</b>
Describe the proposed activity or activities. <ul style="list-style-type: none"><li>- Hire architect to provide housing typologies to member communities</li><li>- General Housing TA and Ordinance Audits: issue here is that municipalities are not named- would need to ensure LD 2003 compliance if provided funding under grant.</li></ul>
Does the proposed scope of work primarily support a region, sub-region or group of municipalities? <ul style="list-style-type: none"><li>- Yes- geared towards entire region</li></ul>
Why is there a need for the activity or activities? <ul style="list-style-type: none"><li>- This section was well-written, especially because of the use of data.</li></ul>
What is the anticipated timeline for completing the scope of work? <ul style="list-style-type: none"><li>- There is a timeline provided. However, some of the tasks are broad in scope and would depend on municipalities interested in receiving services. It would have been nice to goal numbers to assess timeline and capacity.</li></ul>
What are the deliverables for the scope of work?

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** SMPDC

**DATE:** 1/24/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

- |  |
|--|
| <ul style="list-style-type: none"><li>- There are mentioned deliverables, but again, the issue is that there isn't a lot of certainty around number of municipalities that will be served, except for the fact that there are 39 municipalities in the service area.</li></ul> |
|--|

How do you intend to engage with members of the community/communities?
--

- |   |
|---|
| <ul style="list-style-type: none"><li>- This section again really depends on what municipalities are supported.</li></ul> |
|---|

What long-term effects will your proposal have? What outcomes do you expect to achieve?
---

- |  |
|--|
| <ul style="list-style-type: none"><li>- This section acknowledges some key barriers to housing and attempts to show how projects can help with that.</li></ul> |
|--|

<b>Criteria 4:</b> Budget
---------------------------

- |  |
|--|
| <ul style="list-style-type: none"><li>- Math is correct. Concern about lack of specificity for general assistance. Staff time could vary widely here.</li><li>- Also \$30,000 seems like it could be somewhat low for this type of service. Assuming that SMPDC discussed this with the consulting firm.</li><li>-</li></ul> |
|--|

<b>Criteria 5:</b> Municipal Letters:
---------------------------------------

- |  |
|--|
| <ul style="list-style-type: none"><li>- No letters were provided, but if awarded, need to ensure that all towns served are in compliance with LD 2003.</li></ul> |
|--|

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Southern Maine Planning & Development Commission

**DATE:** 1/28/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Positive- meets eligibility requirements
2. Organization Qualifications and Experience
  - a. Examples of projects demonstrate experience in community or regional housing planning and implementation – adequately addressed
    - i. Cornish – meeting LD 2003 requirements
    - ii. Kittery, Portsmouth Naval Shipyard – subregional housing needs assessment
    - iii. South Berwick – comprehensive plan update
  - b. Qualifications and skills – example projects demonstrate experience in housing assessment and planning work for municipalities and as a region
3. Scope of Work
  - a. Proposed Activities:
    - i. Exploring Housing Diversity through Education and Outreach
      1. Illustrated tool kit could be powerful graphic tool
    - ii. Ordinance Audits to Reduce Housing & Development Barriers, including General Housing TA
      1. Need to ensure general TA is for towns in compliance
    - iii. Administration and RPO Coordination
  - b. Proposed scope of work primarily supports a region, sub-region or group of municipalities:
    - i. SMPDC municipal membership
  - c. Need for the activity or activities:
    - i. Adequately addressed – appreciate additional detail on lack of awareness on housing diversity
  - d. Anticipated timeline (including start and completion dates):
    - i. Adequately addressed.
  - e. Deliverables for the scope of work:
    - i. Adequately addressed
  - f. Planned engagement with members of the community/communities:
    - i. Adequately addressed – includes interviews with key stakeholders
  - g. Long-term effects or outcomes expected:
    - i. Adequately addressed – cultural shift is ambitious and needed
4. Budget Proposal
  - a. Is the budget math correct? Yes
  - b. Does the budget worksheet match the budget narrative? Yes

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Southern Maine Planning & Development Commission

**DATE:** 1/28/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

- c. Is the cost share provided? Yes
- 5. Letters of Support
  - a. None – regional focus



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** SMPDC

**DATE:** 1/24/25

**EVALUATOR NAME:** Benjamin Averill

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
  - a. Capacity – Shared capacity and expertise of grantee
  - b. Previous Experience- Shared experience working with municipalities on contracts including on prior HOP grant. Included detailed information on sub-contractor
  - c. Organizational Chart- listed
  - d. Litigation/ insurance- included
3. Scope of Work
  - a. Proposed Project(s):
    - i. Land Use Ordinance audit for best practices to increase housing
    - ii. Work on Comprehensive Planning
    - iii. Community education and outreach on housing typology and neighborhood design
    - iv. Housing planning technical assistance
4. Demonstrated need for projects adequately and appreciated the detailed timeline.
5. Approach to Community Engagement and long term goals:
  - i. Community engagement is proposed in the education workshops. The long term goals are identified and all projects will benefit the long term housing and planning goals for the region.
6. Budget Proposal
  - a. Budget \$149,031
  - b. Does the budget worksheet match the budget narrative? Yes
  - c. Is the cost share provided? Yes
7. Letters of Support
  - a. Municipal Letters
    - i. Will need to verify LD 2003 status for individual municipalities

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** STR Enforcement LLC

**DATE:** 1/24/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

**Criteria 1: Eligibility**

- Eligibility is met

**Criteria 2: Organization Qualifications and Experience**

- Entity appears to be a new company but have experience working with at least three municipalities on cataloguing and understanding STRs in those communities.
- Also mention working with GPCOG (CEO is staff member of GPCOG)
- Organizational chart not provided- only text about staff members

**Criteria 3: Scope of Work**

Describe the proposed activity or activities.

- Company will review STRs in 25 municipalities, producing a landscape report for each town's staff. This will include an in-person public workshop in each municipality. Municipalities will also receive access to STR enforcement software for a limited period of time.
- How will municipalities pay for ongoing software?
- Is this opportunity only available to municipalities that have STR regulations on the books?

Does the proposed scope of work primarily support a region, sub-region or group of municipalities?

- The project is a continuation of a grant with GPCOG to serve municipalities in Cumberland County. This grant proposal expands service area outside. These communities are not listed. Arguably this would be a region, but it would be nice to see a list of potential towns based on preliminary discussions.

Why is there a need for the activity or activities?

- More data on STRs in Southern Maine would have been helpful here to show that there is a problem and this grant is a potential solution.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** STR Enforcement LLC

**DATE:** 1/24/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

<p>What is the anticipated timeline for completing the scope of work?</p> <ul style="list-style-type: none"><li>- There is a timeline provided. However, it does seem like a lot of time could be devoted to getting 25 municipalities on board. It is also unclear about scope of service? There is mention that this will be more Southern Maine focused, but it could be statewide? Concern here is what if 25 towns do not sign onto the product.</li></ul>
<p>What are the deliverables for the scope of work?</p> <ul style="list-style-type: none"><li>- This section was answered and aligned with earlier scope questions.</li></ul>
<p>How do you intend to engage with members of the community/communities?</p> <ul style="list-style-type: none"><li>- This section lacked a lot of detail because none of the 25 municipalities have been determined.</li></ul>
<p>What long-term effects will your proposal have? What outcomes do you expect to achieve?</p> <ul style="list-style-type: none"><li>- This section lacked detail. Is this service vital to all Maine communities? Maybe not. Some Maine communities may not need to regulate STRs.</li></ul>
<p><b>Criteria 4:</b> Budget</p> <ul style="list-style-type: none"><li>- Math is correct.</li><li>- What is the \$20,000 set aside for start-up costs? Examples would have been helpful for “start-up costs”</li></ul>
<p><b>Criteria 5:</b> Municipal Letters:</p> <ul style="list-style-type: none"><li>- No letters were provided, but if awarded, need to ensure that all 25 towns are in compliance with LD 2003.</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** STR Enforcement

**DATE:** 1/29/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Positive- meets eligibility requirements.
2. Organization Qualifications and Experience
  - a. Examples of projects demonstrate experience in community or regional housing planning and implementation – Addressed
  - b. Town of Cape Elizabeth – use of STR Enforcement software
  - c. Town of Old Orchard Beach - verify the addresses of all short-term rentals in town, understand current challenges to enforcement, and customize the STR Enforcement software
  - d. Town of Windham – STR software & data support
  - e. Qualifications and skills – example projects demonstrate experience in short term rental software work with southern Maine towns to understand landscape of short-term rentals. Unsure if this is applicable for all communities.
3. Scope of Work
  - a. Proposed Activities:
    - i. Short-Term Rental Evaluation & Landscape Report
    - ii. Short-Term Rental Public Workshop
    - iii. STR Enforcement Software
    - iv. Workshop could be valuable, but are towns submitting STR data already? Can municipalities continue to pay for the software?
  - b. Proposed scope of work primarily supports a region, sub-region or group of municipalities:
    - i. Regional
  - c. Need for the activity or activities:
    - i. Adequately addressed. Describes challenges regulating short-term rentals in Maine towns and impacts on housing stock
  - d. Anticipated timeline (including start and completion dates):
    - i. Adequately addressed with multiple rounds of cohorts, but concern over not identifying communities yet.
  - e. Deliverables for the scope of work:
    - i. Adequately addressed,
  - f. Planned engagement with members of the community/communities:
    - i. Addressed, but limited detail
  - g. Long-term effects or outcomes expected:

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** STR Enforcement

**DATE:** 1/29/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

- i. Addressed, but concerned over long term commitment and funds required for community after free trial period.
- 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. No letters, but not required

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** STR Enforcement, LLC

**DATE:** 1/24/25

**EVALUATOR NAME:** Benjamin Averill

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

\*\*\*\*\*

**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
  - a. Capacity – Shared capacity and expertise of grantee and sub-contractor
  - b. Previous Experience- Shared experience working with municipalities on contracts
  - c. Organizational Chart- included information but no chart
  - d. Litigation/ insurance- included
3. Scope of Work
  - a. Proposed Project(s):
    - i. Short term rental evaluation and analysis
    - ii. Short term rental educational workshop
    - iii. 6 month trial for software
  - b. Notes- Niche product. It would be helpful if target municipalities were identified.
4. Demonstrated need for projects adequately, however it is unclear which municipalities they will work with and if there is the ability to “scale up” in time.
5. Approach to Community Engagement and long term goals:
  - i. Community engagement is proposed in the education workshops.  
The long term goals are hard to identify given the subscription structure of the final product.
6. Budget Proposal
  - a. Budget \$130,750
  - b. Does the budget worksheet match the budget narrative? Yes
  - c. Is the cost share provided? Yes
7. Letters of Support
  - a. Municipal Letters
    - i. Will need once sites are chosen

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Sunrise County Economic Council

**DATE:** 1/24/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

**Criteria 1: Eligibility**

- Eligibility is met

**Criteria 2: Organization Qualifications and Experience**

- Entity has less housing experience, but does show comprehensive planning experience, as well as grant management (CRP and DOT).

**Criteria 3: Scope of Work**

Describe the proposed activity or activities.

- SCEC is proposing to hire a planner to assess housing stock, STRs, model ordinances, housing needs. This is allowed under grant, but there are always concerns about filling positions timely. What happens after October 2026 when funding runs out?
- This seems like a lot of work for someone to do who is just starting out. May only have about a year to take this on.

Does the proposed scope of work primarily support a region, sub-region or group of municipalities?

- This staff member would cover all of Washington County. Concern here is that although the entire region is covered, many communities in Washington County have struggled with LD 2003 compliance. This feels like a priority that is not mentioned at all.

Why is there a need for the activity or activities?

- Need here is clearly shown with use of data.

What is the anticipated timeline for completing the scope of work?

- There is a timeline provided. However, the concern is that what if it takes longer to hire someone? There are a shortage of planners across the state right now. If

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Sunrise County Economic Council

**DATE:** 1/24/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

this takes many months, some activities will need to be removed from the timeline.
What are the deliverables for the scope of work?  - This section was thoroughly answered.
How do you intend to engage with members of the community/communities?  - Providing list of key partners (instead of general mention) would have helped strengthen this section.
What long-term effects will your proposal have? What outcomes do you expect to achieve?  - The concern here is about sustainability. Most of the focus of SCEC's organization is comprehensive planning, less of a focus on housing planning. If position is not funded after year 1 or 2, what happens to this program?
<b>Criteria 4: Budget</b> - Math is correct. - Concern is that most of budget is dependent upon hiring housing position
<b>Criteria 5: Municipal Letters:</b> - No letters were provided, but if awarded, may need to ask them in contracting process to specify if they are working with certain towns.



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Sunrise County Economic Council

**DATE:** 1/29/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Positive- meets eligibility requirements.
2. Organization Qualifications and Experience
  - a. Examples of projects demonstrate experience in community or regional housing planning and implementation – Addressed
  - b. Town of Lubec – comprehensive planning
  - c. CRP assistance – such as Passamaquoddy Tribe at Pleasant Point
  - d. Town of Machias – data management and planning
  - e. Qualifications and skills – example projects demonstrate experience working with towns, but provide little detail on previous housing planning work with communities, have experience with grants.
3. Scope of Work
  - a. Proposed Activities:
    - i. Hire Housing Opps Coordinator
    - ii. Assess sewer and water infrastructure capacity
    - iii. Data Collection
    - iv. Model Ordinance development
    - v. Collaboration with organizations for outreach
    - vi. Focus Groups with Community
    - vii. Scope integrates activities well and indicates how increased capacity will support region of municipalities. Do we have concerns over capacity based on hiring timeline?
  - b. Proposed scope of work primarily supports a region, sub-region or group of municipalities:
    - i. Regional – Washington County
  - c. Need for the activity or activities:
    - i. Adequately addressed – well demonstrated
  - d. Anticipated timeline (including start and completion dates):
    - i. Adequately addressed
  - e. Deliverables for the scope of work:
    - i. Adequately addressed– wide range of deliverables. Are we concerned about achieving these deliverables on the timeline?
  - f. Planned engagement with members of the community/communities:
    - i. Adequately addressed
  - g. Long-term effects or outcomes expected:
    - i. Adequately addressed

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Sunrise County Economic Council

**DATE:** 1/29/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

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. No letters, but not required

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Sunrise County Economic Council

**DATE:** 1/24/25

**EVALUATOR NAME:** Benjamin Averill

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

\*\*\*\*\*

**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
  - a. Capacity – Shared capacity and expertise of grantee
  - b. Previous Experience- Shared experience working with municipalities on contracts
  - c. Organizational Chart- included
  - d. Litigation/ insurance- included
3. Scope of Work
  - a. Proposed Project(s):
    - i. County wide model ordinance development
    - ii. Infrastructure analysis
    - iii. Community housing needs assessment and educational workshops
    - iv. Inventory of vacant/ derelict housing
  - b. Notes- All projects are good, should be well received however do they have capacity as they will need to hire a housing coordinator.
4. Demonstrated need for projects adequately, however it is unclear which municipalities they will work with.
5. Approach to Community Engagement and long term goals:
  - i. Community engagement is proposed in the education workshops.  
The long term goals are identified and all projects will benefit the long term housing and planning goals for the region.
6. Budget Proposal
  - a. Budget \$149,999.94
  - b. Does the budget worksheet match the budget narrative? Yes
  - c. Is the cost share provided? Yes
7. Letters of Support
  - a. Municipal Letters
    - i. Will need if working with individual municipalities, however not needed as proposed.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** The Musson Group

**DATE:** 1/27/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

**Criteria 1: Eligibility**

- Eligibility is met

**Criteria 2: Organization Qualifications and Experience**

- This entity received the first round of HOP funding
- They have a lot of experience working with communities in the housing space, particularly focusing on supporting regional collaboration.
- Will use subcontractors if awarded funding (predevelopment activities)
- Insurance information not included
- Organizational chart not included

**Criteria 3: Scope of Work**

Describe the proposed activity or activities.

- Community Conversations to facilitate discussion about affordable housing (area libraries)
- 2025 Housing Summit
- GIS Analysis for Municipalities
- Facilitation of Acadia Regional Planning Work
- Ordinance Review
- MDI Pre-Development Work ( with subcontractor)- parcels of land that could have affordable housing

Question: For more opened projects that could potentially serve all municipalities in a region/sub-region, does entity have certain municipalities in mind? Capacity? LD 2003 compliance?

Does the proposed scope of work primarily support a region, sub-region or group of municipalities?

- Supports Acadia/MDI region

Why is there a need for the activity or activities?

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** The Musson Group

**DATE:** 1/27/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

<ul style="list-style-type: none"><li>- This section was well-written. The use of data was great.</li></ul>
<p>What is the anticipated timeline for completing the scope of work?</p> <ul style="list-style-type: none"><li>- An organized timeline was provided, which was broken down by project type.</li></ul>
<p>What are the deliverables for the scope of work?</p> <ul style="list-style-type: none"><li>- This section was well organized by project type. Deliverables were provided, but do have concerns have capacity and number of municipalities that may take advantages of the ordinance review support. What about capacity? And LD 2003 compliance?</li></ul>
<p>How do you intend to engage with members of the community/communities?</p> <ul style="list-style-type: none"><li>- This section was not very detailed. Would have liked to see this section broken down by project type and fleshed out more.</li></ul>
<p>What long-term effects will your proposal have? What outcomes do you expect to achieve?</p> <ul style="list-style-type: none"><li>- This section answered the question, but seemed like it could have been fleshed out more. Only used bullet points.</li><li>- Would have liked to see more information on project success and measurable outcomes.</li></ul>
<p><b>Criteria 4:</b> Budget</p> <ul style="list-style-type: none"><li>- Math is correct. Appreciated how they broke it up by project task</li></ul>
<p><b>Criteria 5:</b> Municipal Letters:</p> <ul style="list-style-type: none"><li>- TMG included municipal letters (Bar Harbor, Ellsworth, Mount Desert, Southwest Harbor, Tremont ) but not focused on LD 2003 compliance. Likely will need to work with TMG (if awarded) to figure out if certain municipalities will be working with them directly for LD 2003 compliance purposes.</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** The Musson Group

**DATE:** 1/29/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Positive- meets eligibility requirements.
2. Organization Qualifications and Experience
  - a. Examples of projects demonstrate experience in community or regional housing planning and implementation – Addressed
  - b. Town of Mount Desert – land use and zoning workshops & planning
  - c. MDI Housing Solutions Initiative – facilitation and management
  - d. Camp Beech Cliff – employee housing data
  - e. Qualifications and skills – example projects demonstrate experience working with municipalities on planning efforts and housing specific planning work
3. Scope of Work
  - a. Proposed Activities:
    - i. Community Education – outreach and engagement opportunities, including GIS analysis
    - ii. Municipal Planning – land use review & facilitation of regional work
    - iii. Pre-development site assessment ~5 identified sites
    - iv. Scope does a good job addressing multiple regional needs through several phases and components of a cohesive project
  - b. Proposed scope of work primarily supports a region, sub-region or group of municipalities:
    - i. Regional – Acadia Region
  - c. Need for the activity or activities:
    - i. Adequately addressed – very well demonstrated with data
  - d. Anticipated timeline (including start and completion dates):
    - i. Adequately addressed
  - e. Deliverables for the scope of work:
    - i. Adequately addressed
  - f. Planned engagement with members of the community/communities:
    - i. Adequately addressed (most of the detail is in the scope)
  - g. Long-term effects or outcomes expected:
    - i. Adequately addressed
4. Budget Proposal
  - a. Is the budget math correct? Yes

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** The Musson Group

**DATE:** 1/29/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

- b. Does the budget worksheet match the budget narrative? Yes, provides good alignment with scope and substantial detail on breakdown between tasks and for subcontractors
  - c. Is the cost share provided? Yes
- 5. Letters of Support
  - a. Municipal Letters – should ensure that towns comply with LD 2003

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** The Musson Group

**DATE:** 1/24/25

**EVALUATOR NAME:** Benjamin Averill

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

\*\*\*\*\*

**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
  - a. Capacity – Shared capacity and expertise of grantee. Lots of experience
  - b. Previous Experience-
  - c. Organizational Chart- ?
  - d. Litigation/ insurance- shared what is applicable
3. Scope of Work
  - a. Proposed Project(s):
    - i. Housing Summit
    - ii. GIS Analysis
    - iii. Education materials/ community sessions
    - iv. Ordinance development
    - v. Targeted Pre-development activities

The deliverables could be very useful for municipalities. The prior housing summits and community sessions/ ordinance development have been successes

- b. Need for the Project(s):
    - i. Demonstrated need with very helpful data/ analysis
  - c. Approach to Community Engagement and long term goals:
    - i. Education seems to be secondary in approach, however they will engage with yet-to-be- determined municipalities
4. Budget Proposal
  - a. Budget \$150,000
  - 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. Included



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Yardsale

**DATE:** 1/27/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

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**Individual Evaluator Comments:**

**Criteria 1: Eligibility**

- Eligibility is met

**Criteria 2: Organization Qualifications and Experience**

- Entity is a new organization so don't have specific examples of projects.
- Points of contact for entity have experience in land use planning and grant management (education and legal areas of focus, years of state government experience)
- Will rely on subcontractors for legal work, Roux Institute for a student helper, and GIS mapping
- Included org. chart
- Did not include insurance documents because they are a new entity; working with Cross Insurance to establish.

**Criteria 3: Scope of Work**

Describe the proposed activity or activities.

- Develop an online platform (with associated legal documentation) for selling infill development rights (MLS) and mixing ownership of housing units on a lot.
- Encouraging infill development by thinking creatively about how someone could support construction on their lot to support their economic needs, while creating housing for others.
- Appreciate how this product focuses on the goals of LD 2003 (infill development), as well as has a plan for marketing this product through common housing focused conferences and organizations.
- Less of a focus on supporting municipalities- instead focuses on individual sellers/buyers
- Question: Grant lasts 1.5 years. How does entity envision continuing this platform beyond the grant timeline? Some part of budget discusses platform management but only for term of grant contract.

Does the proposed scope of work primarily support a region, sub-region or group of municipalities?

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Yardsale

**DATE:** 1/27/25

**EVALUATOR NAME:** Hilary Gove

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

<ul style="list-style-type: none"><li>- This project supports landowners, not municipalities.</li><li>- Question: How could this product be used by municipalities? Match municipal officials with individuals looking to do something with land?</li><li>- This seems to be more urban focused, is that the intent here? What about rural portions of the state?</li></ul>
<p>Why is there a need for the activity or activities?</p> <ul style="list-style-type: none"><li>- This section was well-written and thought out</li></ul>
<p>What is the anticipated timeline for completing the scope of work?</p> <ul style="list-style-type: none"><li>- A timeline was provided.</li></ul>
<p>What are the deliverables for the scope of work?</p> <ul style="list-style-type: none"><li>- This section was very detailed</li></ul>
<p>How do you intend to engage with members of the community/communities?</p> <ul style="list-style-type: none"><li>- This section was well-written and thought out. Only concern is that the intent of the product is to help individuals build more housing. There could be a strong municipal collaboration component in the future, but since it is a start-up that focus is not quite there yet.</li></ul>
<p>What long-term effects will your proposal have? What outcomes do you expect to achieve?</p> <ul style="list-style-type: none"><li>- This section was detailed and well-thought, attempting to think outside the box when it comes to addressing housing barriers. Only concern is that focus is on how private land use configurations, not municipalities.</li></ul>
<p><b>Criteria 4:</b> Budget</p> <ul style="list-style-type: none"><li>- Math is correct. Seems reasonable for proposed services.</li></ul>
<p><b>Criteria 5:</b> Municipal Letters:</p> <ul style="list-style-type: none"><li>- N/A</li></ul>

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Yardsale

**DATE:** 1/29/25

**EVALUATOR NAME:** Margaret Kelly-Boyd

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

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**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Positive- meets eligibility requirements.
2. Organization Qualifications and Experience
  - a. Examples of projects demonstrate experience in community or regional housing planning and implementation – addressed through experience of project team. Does not have previous project experience working as group.
  - b. Qualifications and skills – example projects demonstrate experience working in land use planning.
3. Scope of Work
  - a. Proposed Activities:
    - i. Project is well developed and researched. Who will this primarily be a resource for? Will this be easy to use for municipalities?
  - b. Proposed scope of work primarily supports a region, sub-region or group of municipalities:
    - i. Wide reaching project, but largely for individuals (buyers, landowners, developers).
  - c. Need for the activity or activities:
    - i. Adequately addressed – well demonstrated
  - d. Anticipated timeline (including start and completion dates):
    - i. Adequately addressed
  - e. Deliverables for the scope of work:
    - i. Adequately addressed
  - f. Planned engagement with members of the community/communities:
    - i. Adequately addressed
  - g. Long-term effects or outcomes expected:
    - i. Addressed, but some concerns about longevity beyond grant period.
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. None, not required if regional

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFA #:** 202410187

**RFA TITLE:** Housing Opportunity Program Service Provider Grants

**BIDDER NAME:** Yardsale

**DATE:** 1/24/25

**EVALUATOR NAME:** Benjamin Averill

**EVALUATOR DEPARTMENT:** Department of Economic and Community Development

\*\*\*\*\*

**Individual Evaluator Comments:**

1. General Information and Service Provider Eligibility
  - a. Meets eligibility requirements
2. Capacity, Expertise, and Previous Experience
  - a. Capacity – Unsure. Newly formed entity with primary staff engaging in other ventures as well.
  - b. Expertise- Shared experience and expertise. Robust experience in legal field
  - c. Previous Experience- would have liked to see information on prior grant experience
  - d. Organizational Chart- shared
  - e. Litigation/ insurance- shared what is applicable ( new organization so they do not have any insurance)
3. Scope of Work
  - a. Proposed Project(s):
    - i. Creation of an online platform to house/ collect data highlighting missing middle/ infill housing. Listing database
    - ii. Creation of standardized ownership structures for small infill projects ( smaller than legal parcel ownership structure) as well as legal documents for ownership structures like this
    - iii. Education materials focused on in-fill development

The deliverables are concrete, however it is unclear how the legal ownership structure would actually occur.

- b. Need for the Project(s):
        - i. Unique but niche project
      - c. Approach to Community Engagement and long term goals:
        - i. Education seems to be secondary in approach
4. Budget Proposal
  - a. Budget \$148,610
  - b. Does the budget worksheet match the budget narrative? Yes
  - c. Is the cost share provided? Yes
  - d. Are they proposing to use the grant as start-up funding?
5. Letters of Support
  - a. Municipal Letters
    - i. NA



STATE OF MAINE  
DEPARTMENT OF ECONOMIC AND  
COMMUNITY DEVELOPMENT

Janet T. Mills  
Governor

Heather Johnson  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFA #: 202410187**

**RFA TITLE: Housing Opportunity Program Service Provider Grants**

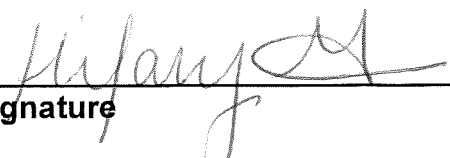
I, Hilary Gove accept the offer to become a member of the Request for Applications (RFA) Evaluation Team for the State of Maine Department of Economic and Community Development. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in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

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 RFA 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 Applications presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

  
Signature

1/17/25



Janet T. Mills  
Governor

**STATE OF MAINE**  
**DEPARTMENT OF Economic and**  
**Community Development**

Heather Johnson  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFA #: 202410187**

**RFA TITLE: Housing Opportunity Program Service Provider Grants**

I, Benjamin Averill accept the offer to become a member of the Request for Applications (RFA) 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 RFA.

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

Date



STATE OF MAINE  
DEPARTMENT OF Governor's Office of  
Policy Innovation and the Future

Janet T. Mills  
Governor

Hannah Pingree  
Director

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFA #: 202410187**

**RFA TITLE: Housing Opportunity Program Service Provider Grants**

I, Margaret Kelly-Boyd accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Governor's Office of Policy Innovation and the Future. 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.**

*Margaret Kelly-Boyd*

2/10/25

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Signature

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Date