

City of Biddeford
Finance Committee
April 07, 2020 5:30 PM Via ZOOM Virtual Meeting

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. February 18, 2020 Finance Committee Meeting Minutes
[2-18-2020 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Approval to Execute Partner Contracts for the Lead Reduction Program
[4-07-2020 Lead Hazard Reduction Program-MEMO.docx](#)
[4-07-2020 Lead Hazard Reduction Professional Services-RFQ.pdf](#)
[4-07-2020 CHCC Scope of Work and Budget.pdf](#)
[4-07-2020 CCI Proposal With Fee Schedule.pdf](#)
[4-07-2020 Lead Hazard Reduction Program Ranking Sheet.pdf](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
February 18, 2020

The meeting was called to order at 5:00 p.m. by the Chair, Councilor John McCurry.

Present: Chair, Council President, John McCurry, Mayor Alan Casavant, Councilor Stephen St. Cyr, Councilor Mike Ready, City Manager, James Bennett, Finance Director, Cheryl Fournier, and City Clerk, Carmen Morris.

Adjustment to the Agenda

No adjustments to the agenda.

Approval of Minutes of February 4, 2020.

Motion by Councilor Ready to approve the minutes of February 4, 2020 as printed, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

The expenditure warrant was available for review and signature.

Discussion/Approval

A. Approval/Wastewater User Fees

Finance Director, Cheryl Fournier talked to Maine Water Company to create a new category and was quoted \$675.00. The expenditure will come from the Sewer Department Expense.

Motion by Councilor Ready to approve the new User Rate Fees for FY2021, seconded by Councilor St. Cyr.

Discussion: Councilor McCurry is not sure about this at this point

Vote: 3-1: Councilor McCurry opposed.

Motion carried 3-1.

B. Authorize/Contract for 3 Lincoln Park Design Plan/Richardson & Associates Landscape Architects

Motion by Councilor St. Cyr to recommend the Contract with Richardson & Associates Landscape Architects for the 3 Lincoln Park Design Plan, seconded by Mayor Casavant.

Discussion: Councilor Ready was looking for more information and asked the DDC for an RFQ.

City Manager explained they moved the money to create the budget item. The general rule is to ask a firm for a request of qualifications and we do not go through a bid.

Councilor McCurry explained this item is also on the Council Agenda.

Planning & Development Director, Mat Eddy explained that they received five proposals that were submitted and reviewed by the DDC. Two of the companies were interviewed by the DDC and Richardson & Associates was selected. Since we developed a contract with a specific work program based on the \$15,000.00 that was approved to move forward with the project. Funding is coming from the Route 111 Mill Redevelopment TIF.

Councilor McCurry has concerns about the total cost and would like to see the whole picture.

The City Manager explained how the green space would be designed on the project. There are some concerns about the design and what the space would be used for.

Councilor Ready would support sending it to the Council and noted Council had not directed the DDC to do an RFQ for the project.

Vote: unanimous.
Motion carried 4-0.

Other Business

Councilor St. Cyr asked if a presentation will be made prior to budget season in regards to Financing. The City Manager explained everything will be explained during his budget presentation on March 5th.

Councilor McCurry noted in the audit there is about \$36,000.00 in personal property not paid, and asked to get a list of those who have not paid and how much has been paid in personal property. Also, how does the City cover the unpaid property taxes? James Bennett explained that the City budgets for the current year taxes. We do not budget for the prior year taxes and prior year leans.

Councilor Ready asked for an update on how personal property tax is assessed, and what is the Assessor's Office procedure for ensuring all businesses are being assessed.

Councilor McCurry asked for a list of all the non-profits in the City, the valuation of them, and what PILOT program is in place.

Motion to adjourn made by Councilor Ready, seconded by Councilor St. Cyr.

Vote: unanimous.
Motion carried 4-0.
Adjourned at 5:20 p.m.



Finance Committee

Meeting Date: April 7, 2020

Meeting Time: 5 PM

Agenda Item No: [match agenda item #]

Item Description: Approval to Execute Partner Contracts for the Lead Reduction Program

Submitted by: Gail Wilkerson, Lead Program Manager

Supporting Information/Documentation:

- 1) RFQ for Lead Hazard Reduction Program Professional Services
- 2) Community Concepts Inc.'s Proposal for Lead Hazard Reduction Program Professional Services (sole proposal received) & Proposal Scoring Sheet
- 3) Coastal Healthy Communities Coalition's Scope of Work and Budget for Community Outreach and Resident Education under the Lead Reduction Program (sole-source provider)

Key Terms:

N/A

Executive Summary:

As recommended by staff of the MaineHousing and City of Lewiston Lead Programs, and with approval from our HUD grant officer, the City of Biddeford structured its Lead Program budget on the assumption of contracting for certain professional and administrative services to help the City meet its comprehensive housing, education/ outreach, and health and safety goals. To this end, the City has identified two sole-source providers with whom to contract, details of which follow:

A 3-year fee-for-service & cost-reimbursement contract with Community Concepts, Inc. (CCI) of Lewiston to provide professional and administrative Lead Program services to include: program application intake/delivery/management; tenant eligibility screening; lead inspections/risk assessments; Healthy Homes hazard assessments; lead hazard control/Healthy Homes design plans; bid process support; tenant relocation services; lead abatement/construction oversight; lead dust sample lab testing; and final lead clearance services. All work will be billed monthly to the City, with fee-for-service costs not to exceed \$431,000 over the performance period, and approved pass-through costs reimbursed at actual value. Contract benchmarks include: completing 175 lead inspections/risk assessments; making at least 135 units lead safe; conducting as many as 110 Healthy Homes hazard assessments; and eliminating Healthy Homes hazards in 60 housing units. The attached documents provide details.

A 3-year lump-sum professional services contract with Coastal Healthy Communities Collaborative (CHCC) for the provision of landlord/community outreach and resident education concerning childhood lead poisoning prevention in downtown Biddeford's rental units. The lump-sum cost for this work for 3 years is \$127,578, to be billed monthly to the City and in accordance with the following performance benchmarks: families of 135 lead-safe units will be educated in lead-safe cleaning practices and childhood lead poisoning prevention; a minimum of 4,000 individuals will be reached via landlord/community outreach strategies on lead poisoning prevention and the City's lead hazard reduction resources; a direct mailing will go to @3,000 multi-unit property owners within the target area; and 135 lead-safe cleaning kits will be delivered to families in units made lead safe.

Detailed Review:

CCI was the sole respondent to the City's RFQ for Lead Hazard Reduction Program Professional Services, published 1/2/2020 (the RFQ and CCI's proposal are both attached). Though the City subsequently learned that *CCI is the region's sole-source provider of the requested services*, a due diligence exercise was also performed, which included: 1) reference checks from MaineHousing and the City of Lewiston, with whom CCI has worked for 20 years to deliver the Lead Program professional services specified in the City's RFQ; 2) interviews of CCI's Housing Dept. and Lead Program Staff; and 3) a tour of the agency's Lead Program headquarters in Lewiston. Also performed was an analysis of CCI's fee schedule, which revealed that CCI charges comparable rates for its professional services to both MaineHousing and the City of Lewiston's Lead Programs. A cost comparison of the lead-related field work alone (i.e., with no integrated administrative services) revealed that CCI's costs are comparable to those charged by Credere Associates of Westbrook, which was the only lead hazard control firm to reply to our cost comparison request. *Across all RFQ rating factors, CCI's proposal was complete, competitive, and consistent with the quality, experience, client satisfaction, and regulatory compliance criteria specified in the City's RFQ.*

For the CHCC agreement, the City's due diligence included contacting the Maine Childhood Lead Poisoning Prevention Program for an assessment of the agency's community outreach and education work on that program's behalf here in Biddeford. CHCC's professional staff were also interviewed by the City on three separate occasions. Finally, CHCC presented a realistic work plan and budget for its proposed work on the City's behalf.

Funding Source:

CCI's fee-for-service costs (estimated at \$431,000 based on 175 housing units served) added to the \$127,578 lump-sum cost of CHCC's services, with both contracts covering a 3-year period of performance, total \$558,578, all of which is funded by the HUD Lead Grant.

Staff Recommendation:

Staff recommends executing both sole-source contracts.



Request for Qualifications:

Lead Hazard Reduction Program Professional Services

The City of Biddeford, Maine, the recipient of a 3-year grant from the U.S. Department of Housing and Urban Development (HUD)'s Office of Lead Hazard Control and Healthy Homes, requests proposals from qualified Firms to perform professional and management under the grant, including:

- Accepting program applications and performing intake & eligibility screening;
- Conducting Lead-based Paint Inspections and Risk Assessments (LIRAs);
- Performing in-home assessments according to HUD's Healthy Homes guidelines;
- Designing Lead Hazard Reduction and Healthy Homes intervention designs and associated scopes of work, specifications, and bid documents for all approved rehabilitation projects;
- Participating in the bidding process for all City-approved rehabilitation projects;
- Administering construction paperwork and providing construction project oversight;
- Managing the temporary relocation of residents, as needed, for lead hazard control activities; and
- Conducting clearance inspections for all approved program projects, including providing essential maintenance plans.

For more information, please see (www.biddefordmaine.org/rfp) or contact Gail Wilkerson at the Biddeford Planning and Development office at 207-284-9115. Responses are due no later than Thursday, January 23, 2020 at 12:00 p.m. local time.

The work described herein is subject to the requirements of Section 3 of the HUD Act of 1968. Section 3 business concerns are encouraged to apply.



REQUEST FOR QUALIFICATIONS (RFQ): Lead Hazard Reduction Program Professional Services

The City of Biddeford is requesting qualifications from experienced firms to manage the application, eligibility screening, and intake functions of the CITY's new Safe Homes for Healthy Families Lead Hazard Reduction Program, funded by a 3-year grant award from HUD's Office of Lead Hazard Control and Healthy Homes. Qualified firms will also have the requisite experience and capacity to manage the completion of a minimum of 135 Lead Hazard Reduction interventions and 130 Healthy Homes improvements over the grant period. The successful firm will demonstrate the following abilities:

- Conducting Lead-based Paint Inspections and Risk Assessments (LIRAs)
- Performing other in-home hazard assessments according to HUD's Healthy Homes guidelines
- Designing Lead Hazard Reduction and Healthy Homes designs, scopes of work, specifications, and bid documents for all City-approved rehabilitation projects
- Participating in the bidding process for all City-approved rehabilitation projects
- Administering construction paperwork and providing construction project oversight
- Managing the temporary relocation of residents, as needed, during hazard control activities
- Conducting clearance inspections for all approved program projects, including providing the essential maintenance plans

The CITY makes no guarantee of a specific volume of work or a total contracted amount arising from this solicitation. The CITY will select and negotiate with one or more Firms whose submittals are responsive to this RFQ and are in the best interest of the CITY. Any documents submitted in response to this RFQ must provide sufficient detail and information so as to allow a complete evaluation of its merit.

RFQ PROCESS

All RFQ responses must be received at the office of the City Manager no later than Thursday, January 23, 2020 at 12:00 p.m. At that time, all responses duly received will be opened. When responses are opened, the names of the responders and all responses to the RFQ shall be a matter of public record. All criteria for evaluation are set forth in the RFQ.

The CITY shall be the sole judge of the merits of the respective submittals received. No binding contract will exist between the submitter and the CITY until the CITY executes a written contract.

I. Submission

- a) One (1) original and five (5) copies for a total of six (6) hard copy responses must be submitted.
- b) Media containing an electronic version of the complete RFQ.
- c) A separate sealed envelope containing a project pricing sheet to be opened after preliminary consultant selection.

The envelope or package containing the responses must be plainly labeled:

RFQ: Lead Hazard Reduction Program Professional Services
City of Biddeford
Attn: City Manager
P.O. Box 586 (mailing address)
205 Main Street, Suite 107 (hand delivery and express mail)
Biddeford, ME 04005

It is the sole responsibility of the responding firms to see that submittals are received in a timely manner. The responding firms shall bear any and all risks for any delays associated with their selected method of delivery or misdirected mail due to improper identification.

II. Proposal Deadline

The receipt deadline will be strictly enforced. Late submittals shall be date stamped, remain unopened and notice provided to the responding firm that: *“The submitted proposal was received after the delivery time designated for the receipt of responses and therefore is considered nonresponsive.”*

All submittals shall be prepared and submitted in accordance with the provisions of this RFQ. However, the CITY reserves the right to reject any or all RFQ responses, waive any informalities, irregularities, or variances, whether technical or substantial in nature, or to reject any and all responses at its sole discretion. Any submittal may be modified or withdrawn prior to the indicated time for receipt of responses or authorized postponement thereof.

III. Clarification and Addenda

Each responding Firm shall examine all RFQ documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFQ shall be made in writing through the Lead Program Manager at Gail.Wilkerson@biddefordmaine.org.

The CITY shall not be responsible for oral interpretation given by any city employee, representative, or others. If any addenda are issued to the RFQ, the CITY will post such addenda to the RFQ website. It shall be the responsibility of each responding firm, prior to submitting

their proposal, to check the website to determine if addenda were issued and to make such addenda a part of the proposal.

All inquiries and subsequent responses shall be posted to the RFQ website for the equal benefit of all potential responders.

IV. Preparation Expenses

Each firm preparing a response to the RFQ shall bear all expenses associated with its preparation and any subsequent and related expenses, and no claims for reimbursement shall be submitted to the CITY for the expense of preparation or presentation.

V. Legal Name

Responses shall clearly indicate the legal name, address, and telephone number of the firm and shall indicate whether the firm is a corporation, general partnership, individual or other business entity. RFQ responses shall be signed above the typed or printed name and the title of the signer. The signer shall have the authority to bind the firm to the submitted competitive proposal.

VI. Openness of Procurement Process

Written responses, other discussions, correspondence, and all other pertinent records shall be handled as public records in compliance with Local, State and Federal open records statutes and regulations.

VII. Errors and Omissions

Once a response is submitted, the CITY may consider requests by any responding firm to correct errors or omissions. The CITY shall retain sole discretionary authority to determine the outcome of such a request.

VIII. Retention and Disposal of Statements of Qualifications

The CITY reserves the right to retain all submitted statements for public recordkeeping purposes. No copies of any material will be returned to the responding firm. The CITY reserves the right to cancel this solicitation at any time prior to the execution of a formal contract.

IX. Collusion

By offering a response to this RFQ the responding firm certifies that it has not divulged to or discussed or compared its submittal with any competitors, and has not colluded with any other firm or parties to this process whatsoever. The responding firm also certifies, and in the case of a joint venture each party thereto certifies, as to its own organization, that in connection with its submittal:

1. No attempt has been made or will be made by the responding firm to induce any other person or firm to submit or not to submit a Statement of Qualification for the purpose

of restricting competition.

2. The principal or principals being named therein and no other person have an interest in this project or in the Agreement to be entered into.
3. No person or agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, accepting bona fide employees or established commercial agencies maintained by the responding firm for the purpose of doing business. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process, with any person who may play a part in the selection process, including but not limited to, members of the city council, the mayor, the city manager, department heads, and other staff. This policy is intended to create a level playing field for all potential firms, to assure that contract decisions are made in public, and to protect the integrity of the selection process. All contact on this selection process should be addressed to the Lead Program Manager at Gail.Wilkerson@biddefordmaine.org.

The schedule for submittal of statements of qualifications is as follows:

- Request for Qualifications issued & advertised: Thursday, January 2, 2020.
- Deadline for clarification requests/questions: Thursday, January 16, 2020 at 12:00 p.m.
- RFQ submittal due date: Thursday, January 23, 2020 at 12:00 p.m.

The tentative schedule for evaluation of proposals, award, and any resulting contractual services is as follows:

- Evaluation of submittals: Week of January 27, 2020
- Interviews may be scheduled at the CITY's discretion.
- The selected firm will be notified and a contract will be negotiated and then submitted to the Finance Committee and Biddeford City Council on or before Tuesday, February 4, 2020.
- The schedule for the evaluation, selection, and award may be changed solely at the CITY's discretion.

INSTRUCTIONS FOR PREPARATION OF A STATEMENT OF QUALIFICATIONS

I. General

All firms responding to this RFQ shall provide sufficient information and data to fully allow a complete evaluation of their qualifications. Information and data submitted by each firm with the proposal may be incorporated into the contract documents by reference.

II. Required Information

Firm, and/or any sub-contractors, must present satisfactory evidence to the CITY indicating their ability to meet the scope of work within a prompt time frame. In addition, to ensure consistency, RFQ responses should generally conform to the following format:

Title Page
Cover Letter
Table of Contents
Sections:

1. Introduction and Execution
2. Qualifications
3. Qualifications of Staff
4. Familiarity/History within the City/Region
5. References
6. Technical Approach
7. Sample Documents

Section 1 – Introduction and Executed Signature Page

This section must contain an overview of the firm's services. The introduction shall clearly indicate the legal name, address, telephone number, and local contact information (if available) of the firm. The introduction will include a statement to the effect that:

The submission of this signed "Statement of Qualifications" indicates acceptance by the firm of the stipulations contained in the Request for Qualifications and the terms and conditions mentioned herein.

The statement must be signed above the typed or printed name and title of the person representing the consultant/firm/group.

Section 2 – Qualifications

Provide a description and history of the firm. Provide recent experience demonstrating current capacity; familiarity with and expertise in HUD's Lead Hazard Control and Healthy Homes programs and guidelines; recruitment, intake and enrollment of potential Lead Hazard Reduction Program properties; resident eligibility screening and related income guidelines; methods of lead hazard control and Healthy Homes interventions; housing rehabilitation and lead hazard reduction design services and related construction; construction management expertise, including the procurement of qualified contractors via the sealed bid process; HUD Section 3 compliance; the management of temporary tenant relocation services; and federal, state and local laws, codes, and regulations pertaining to lead hazard reduction, including those enforced by HUD, the Environmental Protection Agency, Maine's Department of Environmental Protection, and Maine's Center for Disease Control. Specific experience with projects or contracts matching those described within the Scope of Services will be most valuable.

Section 3 – Qualifications of Staff

Provide an organizational chart and summary of staff qualifications. State the number and nature

of the staff employed with the firm and the office in which the bulk of the work engagements will be performed. Provide resumes for the project staff likely to be utilized in performing the Scope of Services. Copies of all required licenses and certifications of these staff should also be submitted. This submittal section shall also include a separate page titled, “*Notice of Investigations or Disciplinary Action(s)*”. The page shall list any investigations or disciplinary action taken or known to be pending by national, state, county, or local regulatory bodies against the firm or individuals employed by the firm.

Section 4 – Familiarity/History within the City/Region

Provide a list of all relevant engagements the firm completed for local government entities within the last five (5) years in York County, Maine or regionally. Illustrate how previous experience may be of benefit in the execution of the present Scope of Services.

Section 5 – References

Provide at least three (3) references for which the firm has performed services within the past five (5) years that are the same or similar to the requirements in the Scope of Services. At least two of the references should be from government entities for work the firm performed that is similar to that specified in this RFQ. For each reference, provide the reference contact name, legal and mailing addresses, e-mail address, telephone number, and a summary and date of the services performed.

Section 6 – Technical Approach

Provide a general description of the firm’s approach to delivering the services as identified in this RFQ. Include an explanation of the firm’s quality control and quality assurance measures. Describe the firm’s technological capabilities and the ability to comply with competing demands, deadlines, and timelines.

Section 7 – Sample Documents

The firm is encouraged to provide examples of records or other documents created and used for similar projects. In order to reduce the resources that may be needed to respond, firms are encouraged to use a digital format (.pdf).

SCOPE OF SERVICES

The CITY seeks qualified firms that will provide comprehensive professional and management services related to:

- The identification and enrollment of eligible housing units for the CITY’s Lead Hazard Reduction & Healthy Homes Programs and the sharing of all data collected with the CITY in the form of a data base and/or other electronic formats;
- The qualification of income-eligible residents within the above-mentioned housing units for the CITY’s Lead Hazard Reduction and Healthy Homes Programs and the sharing of all data collected with the CITY in the form of a data base and/or other electronic formats;

- The protection of all confidential Program data, as defined by the CITY;
- The professional design of Lead Hazard Reduction interventions for all qualified and eligible housing units and-- where indicated and as funding permits—the professional design of Healthy Homes interventions within the same units;
- The drafting of bid documents for each approved unit’s intervention designs, and the procurement of the most responsible and responsive contractor bids;
- The monitoring and management of all CITY-approved and contracted Lead Hazard Reduction and Healthy Homes intervention work performed by contractors; oversight of contractor performance in all areas, including project timeline, quality, budget, and compliance with all applicable laws, rules, and regulations;
- Clearance of all completed Lead Hazard Reduction and Healthy Homes interventions, including provision of essential maintenance plans for affected units; and
- Attending monthly Program Partners meetings to share updates on Program progress and obtain support in overcoming obstacles to meeting Program goals.

Specific Engagement Details

Task 1: Application Intake and Screening

The selected Firm will distribute the CITY’s Lead Program application, facilitate application completions, verify that residents’ income documentation meets program guidelines, and securely forward completed and qualified applications to the CITY’s Lead Program Manager (applications contain Sensitive Personal Information). Application intake will be for 175 units.

Task 2: Unit Assessments for Healthy Homes

Firm will conduct Healthy Homes hazard assessments for all Lead Program-eligible units. These assessments identify 29 hazard categories caused by different types of defects. Firm will complete assessments and document findings in the 135 units approved for lead hazard interventions.

Task 3: Unit Lead Inspection/Risk Assessments

Firm will assure performance of 175 lead based paint inspection and risk assessments by state licensed inspector(s). Lead-based paint inspections and risk assessments shall include required laboratory testing (lab testing fees are a separate reimbursable cost paid by the Lead Program). Reports are to meet State of Maine and federal HUD requirements.

Task 4: Lead Hazard Control and Healthy Homes Designs and Bid Process

Firm will assure creation of 135 lead based paint hazard control design specifications by appropriately licensed professionals, in compliance with State of Maine and federal HUD requirements. Where approved, the Firm will also provide 130 Healthy Homes improvement designs for CITY-approved projects. Contractors will be vetted prior to bidding. Designs will be put out to bid by Firm, which will also conduct the contractor site visits and a

sealed bid submittal process for approved units.

Task 5: Lead Hazard Control Construction Oversight, Relocation, and Clearances

Firm will provide oversight of 135 lead hazard control interventions and 130 Healthy Homes improvement projects to assure contractor compliance with state and federal guidelines for these activities. Firm will administer the construction contracts; collect required documentation; and obtain necessary sign-offs for invoice billing, payment distribution, and change orders. Firm will also provide temporary relocation as needed for residents during the hazard control work. (Temporary relocation costs are a separate reimbursable cost paid by the Lead Program). Firm will conduct all clearance inspections, including lab sample testing, and document the results for project clearances for all units. Lab testing fees are a separate reimbursable cost paid by the Lead Program.

PROPOSAL EVALUATION AND SELECTION

I. Evaluation Criteria

All responses shall be evaluated with respect to the completeness of the information provided, support for all claims made, and the overall approach taken. The following criteria shall be utilized in the technical evaluation of the consultant's proposal, in order of no importance:

1. Qualifications and experience with similar projects involving local government and/or other governmental agencies (30 Points)
2. Key staff, project understanding, and approach (20 Points)
3. Ability to respond in an appropriate timeframe to requests for services (20 Points)
4. Method for timely transmittal of data and ability to attend local meetings (20 Points)
5. Thoroughness of material submitted, including a proposed work plan and the quality, amount, and type of service provided (5 Points)
6. Reports from references (5 Points)

II. Selection Process

One or more members of the CITY's Community Advisory Council and Neighborhood Advisory Group, along with municipal staff, will evaluate and score each submission according to the criteria set forth above, in order to determine a "shortlist" of three (3) to five (5) finalists. Finalists may be invited to participate in detailed interviews. However, the CITY reserves the right to select a firm based on evaluation of the submittals alone and not proceed to interviews. At the conclusion of the selection process, each of the rated elements for each submitter will be evaluated to determine the best qualified firm. Upon selection of the best qualified firm, the reviewers will open the sealed rate sheet and may request additional information and/or negotiate terms. If the CITY is unsuccessful in negotiating a contract with the best qualified firm, the CITY may then negotiate with the next most qualified firm until a contract is executed, or may decide to terminate the selection process. The CITY may request or consider fees, price, labor hours or other cost information during the final selection process.

III. Rejection of Responses

The CITY may reject responses if:

1. The firm misstates or conceals any material fact in the proposal.
2. The rejection of all responses is deemed to be in the best interest of the CITY.



SCOPE OF WORK

Community Outreach & Resident Education: City of Biddeford's Lead Reduction Program

Program Period: April 8, 2020 – March 31, 2023

Whereas Biddeford's *Safe Homes for Healthy Families* (SHHF) Lead Hazard Reduction Program and Healthy Homes Grant have been designed in response to the U.S. Department of Housing and Urban Development's (HUD) Office of Lead Hazard Control and Healthy Homes' notice of funding opportunity #FR-6300-N-13; and

Whereas the primary goals of the City's Lead Hazard Reduction Program & Healthy Homes Grant are to:

1. Reduce childhood lead poisoning by concentrating HUD Lead Hazard Reduction efforts in two of the most at-risk downtown, primarily residential, census tracts in Biddeford, and
2. Improve the quality and affordability of residential housing in target areas that have socio-economic and environmental risk factors consisting of high concentrations of lead hazards, unsafe infrastructure and systems, low-income populations, and high rates of lead-poisoned children;

Now therefore, the Coastal Healthy Communities Coalition (CHCC) of University of New England will deliver the following **Scope of Work** to the City to achieve these goals:

I. COMMUNITY OUTREACH

Activity: CHCC will develop a program outreach marketing strategy with the SHHF Program Manager to directly reach 4,000 of the most at-risk property owners and residents in the target areas and ensure a sufficient applicant pool to maintain a strong unit production pipeline.

Community Outreach Strategies include:

1. Distributing Information Packets: Information packets containing Program brochures, application forms, Title X compliance information, RRP Rules, and lead hazard education materials, available in hard copy and electronic format.
2. Delivering Educational Trainings and Presentations. Trainings and presentations to the Biddeford Area Landlords Association, community organizations, schools, real estate and rental property owner associations, parent groups, and others as relevant.
3. Conducting Earned and Paid Media: A targeted direct-mail campaign to property owners in the target area, newspaper feature articles, social media, a public service announcement campaign, and web traffic are among the strategies.
4. Convening a Program Stakeholders Meeting: In person and electronic communication with multi-disciplinary stakeholder group for community feedback and dissemination of program results.

Measures:

- Face-to-face Contacts: Sign-in sheets for community meetings
- Mass Media Reach: Printed materials distribution counts; newspaper circulation; social media analytics

II. RESIDENT EDUCATION

Activity: CHCC will deliver post-remediation resident education, including cleaning kits, cleaning instructions and educational materials and resources, to each of the 135 cleared units.

1. Conducting post-remediation resident education: In-person visits to each cleared unit to distribute cleaning kit and educational materials.

Measures:

- Signed Resident Education completion checklist

GRANT PERIOD PERFORMANCE BENCHMARKS

Apr 2020-Mar 2023		
Grant Period Performance	Resident Education	Community Outreach
Q1 April-June 2020	0	175
Q2 July-Sept. 2020	8	250
Q3 Oct.-Dec. 2020	14	500
Q4 Jan-March 2021	27	1,000
Q5 April-June 2021	41	1,500
Q6 July-Sept. 2021	54	2,000
Q7 Oct.-Dec. 2021	68	2,500
Q8 Jan-March 2022	81	3,000
Q9 April-June 2022	95	3,500
Q10 July-Sept. 2022	108	3,550
Q11 Oct.-Dec. 2022	122	3,600
Q12 Jan-March 2023	135	4,000
Totals per Grant Agreement	135	4,000

Coastal Healthy Communities Coalition
Resident Education & Community Outreach Budget:
City of Biddeford Lead Program
April 2020 thru March 2023

	YEAR 1	YEAR 2	YEAR 3	TOTAL
A. PERSONNEL	19,712	19,814	20,061	59,587
B. FRINGE BENEFITS	5,914	5,944	6,018	17,876
C. TRAVEL	563	418	418	1,399
D. EQUIPMENT	-	-	-	-
E. SUPPLIES	600	500	500	1,600
F. CONTRACTUAL	-	-	-	-
H. OTHER*	10,017	10,167	10,292	30,476
TOTAL DIRECT	36,806	36,843	37,289	110,938
TOTAL INDIRECT	5,521	5,526	5,593	16,641
TOTAL PROJECT COSTS	42,327	42,369	42,882	127,578

*'Other' line item includes: post-remediation resident education kits, direct mail campaign, printed materials/folders, and media costs including paid newspaper ads, public service announcements, and training/educational events

COPY

City of Biddeford, Maine

Lead Hazard Reduction Program
Professional Services

Presented by:

Community Concepts
helping people changing lives

Presented To:

City of Biddeford
City Manager
205 Main Street, Suite 107
Biddeford, Maine 04005

Community Concepts Project Pricing

The following are the fees associated with each category for this grant.

Cost Category	Rate
<u>Lead Inspections/Risk Assessments</u>	\$600.00/unit
<u>Healthy Homes Hazard Assessments</u>	\$100.00/unit
<u>Lead Hazard Control & Healthy Homes Design Plans</u>	\$500.00/unit
<u>Application Delivery</u> To include application management, intake and screening eligibility	\$250.00/unit
<u>Construction Management</u> Construction contract administration to include construction contracts, collection of all required documentation, tenant relocation management, abatement construction oversight, obtain necessary sign offs for invoice billing, payment distribution, change orders, final clearances, and closeout	\$1,050.00/unit
<u>State of Maine Lab Fee reimbursement</u> Lab Fee reimbursement for dust and soil sampling pre & post intervention	\$20.00/wipe
<u>Relocation Actual Cost reimbursement</u> Relocation cost payments and/or reimbursement for lodging costs of occupants – Community Concepts will provide proof of all expenses and will bill the City with the final invoice	

TABLE OF CONTENTS	TAB
Introduction and Execution	1
Qualifications	2
Qualifications of Staff To include all State of Maine licensing	3
Familiarity/History within the City/Region	4
References	5
Technical Approach	6
Sample Documents	7
Sample Single & Multi Family Checklists to be submitted to City	
Sample Single & Multi Family Dwelling Application	
Sample Healthy Homes Assessment Sheet	
Sample Lead Based Paint Risk Assessment	
Sample Lead Hazard Control Design Plan	
Sample Healthy Homes Scope of Work	
Sample Bid Tabulation Worksheet	
Sample Visual Inspection Form	
Sample Tenant Relocation Form	
Sample Final Clearance "M" Form	
Sample Essential Maintenance Plan	
Sample Billing Invoice	
Project Pricing Sheet	separate cover

Introduction and Execution

Community Concepts is pleased to provide this response to the City of Biddeford's Request for Qualifications.

We propose, by utilizing all Community Concepts in-house staff, to provide the City of Biddeford all professional and management services, under the HUD Office of Lead Hazard Control and Healthy Homes grant to include:

Will accept all program applications and perform intake and eligibility screening on each housing unit; will utilize only State of Maine licensed Risk Assessors to conduct Lead Paint Inspections and Risk Assessments (LIRAs); will perform in-home assessments that will meet all HUD Healthy Homes guidelines; will utilize State of Maine Lead Paint Designers to prepare Design Plans for all lead hazard reduction, to include, Healthy Homes associated scopes of work, preparing all necessary specifications and bid documents for all approved rehabilitation projects; will administer all necessary construction paperwork and will provide construction project oversight; will manage the temporary relocation of residents, as needed, for lead hazard control activities and will conduct clearance inspections for all approved program projects, meeting all HUD and Maine DEP regulations, which will include the preparation of essential maintenance plans.

We will also assist the City of Biddeford with other areas that may not yet be identified within this Request for Qualifications that may be required from HUD that has not yet been determined.

The submission of this signed "Statement of Qualifications" indicates Community Concepts acceptance of the stipulations contained in the Request for Qualifications and all terms and conditions as mentioned herein.


Sandy Albert
Director of Housing Improvement Services

Date: 1/22/2020

Qualifications

Community Concepts is a private, non-profit community action agency that was incorporated in 1965, employs approximately 200 employee's company wide, with an all-volunteer Board of Directors and an annual operating budget of approximately \$24 million.

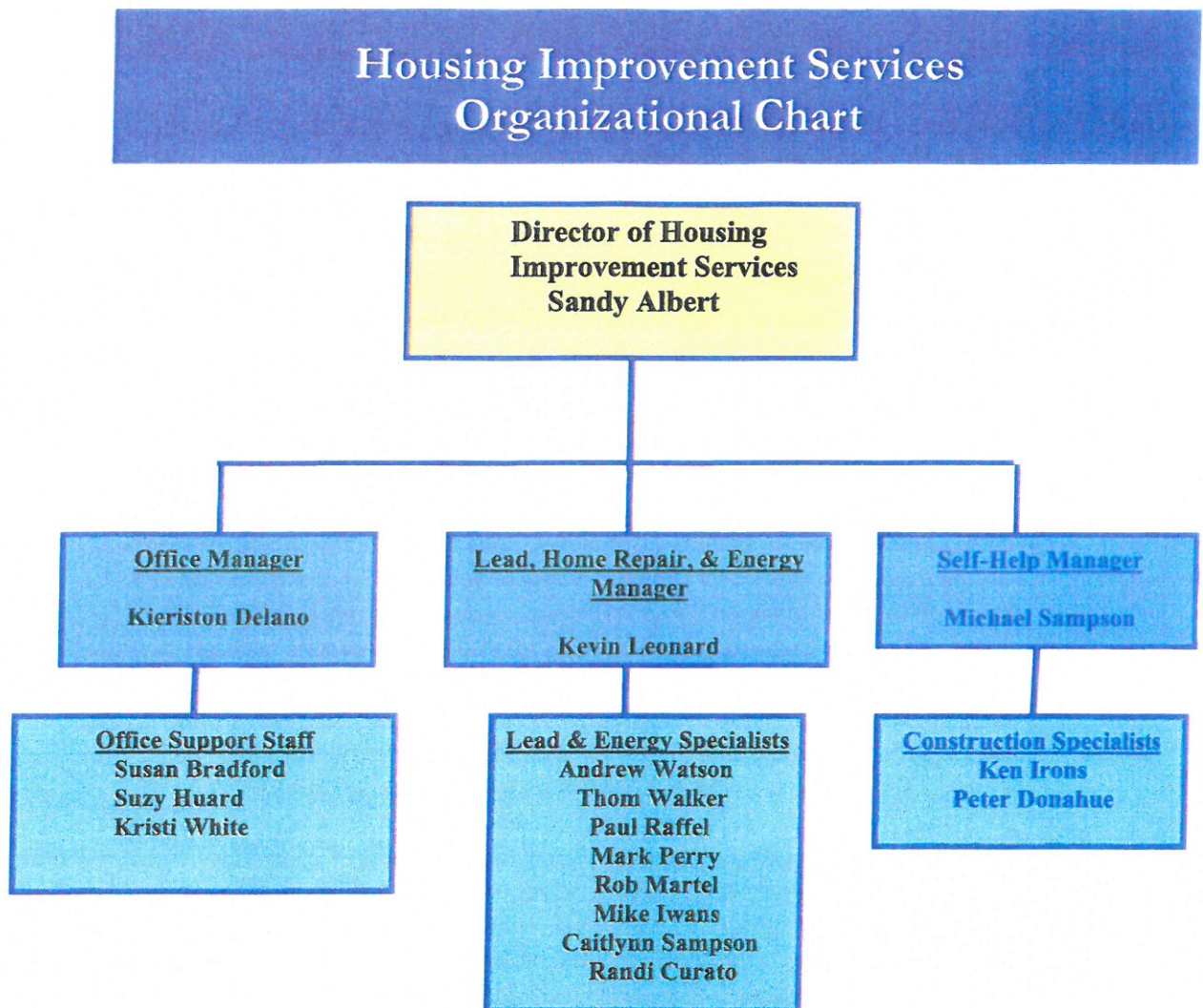
Community Concepts has been performing Lead Paint Hazard and Healthy Homes Professional services for approximately 25 years. We currently have full time administrative staff to support the City with recruitment, intake, enrollment, and resident eligibility screening following the required related income guidelines. Along with this support staff, we employ six licensed staff persons that provide an array of services that include Lead Inspections, Lead Risk Assessments, Healthy Homes Inspections, Housing Rehabilitation Inspections, Lead Abatement Design Plans and Lead Construction Management and Lead Clearance Sampling of abatement projects.

We have tremendous knowledge regarding lead hazard control as we currently administer the grants for Housing & Urban Development (HUD) funded organizations that include; Maine Housing serving five counties of the State, including the entire area of York County, and the Cities of Lewiston and Auburn. For each of these organizations we administer the entire process from the start of the process to include application intake and eligibility and ending with the final clearances of completed abatement projects. For the City of Portland's HUD grant, we provide risk assessments, organize competitive bidding with approved lead abatement contractors and clearance sampling. We also currently provide the Maine Center of Disease Control's Maine Childhood Lead Poisoning Prevention Program (MCLPPP) Environmental Lead Investigations in dwelling units that have been cited with abatement orders throughout five counties of Maine, also including the entire area of York County. Finally, we offer services private inspection services to housing authorities, residential owners, apartment owners, commercial properties, and insurance companies.

Community Concepts staff has obtained and maintained all lead licensing requirements and currently own six XRF RMD Analyzers for lead testing.

You will notice from this response that Community Concepts has the experience, the knowledge, all the necessary equipment, and full time staff that are fully licensed to immediately begin providing application intake and screening; to provide unit assessments for Healthy Homes Hazards (per the Healthy Homes Rating System); to provide full Lead Inspections and/or Risk Assessments (including all required lab sample testing); create Lead Paint Design Plans for scope of work and competitively bid out the projects with Maine State licensed Lead Abatement contractors per a sealed bid process; will oversee project site activities for compliance with both State and Federal lead abatements practices; conduct all temporary resident relocation during construction phase; and conduct clearance examinations including lab sample testing.

Qualifications of Staff:



All direct staff personnel included in this response are full time employees of Community Concepts with our main office located at 240 Bates Street in Lewiston, Maine. All staff working on this project will be traveling from this site to serve the City of Biddeford. With our vast experience and ample licensed staff, we will not utilize any subcontractors for the tasks as identified in this response.

Following are the full description of staff by function, activity, and experience as specifically related to this project.

Sandy Albert, Director of Housing Improvement Services: Sandy has worked at Community Concepts within the Housing programs since 1999. She currently administers the day-to-day operations of the Lead, Home Repair, Energy, and Self-Help Housing programs by coordinating program personnel for maximum effectiveness. Directs program operations by analyzing and designing operation systems to ensure compliance with all program rules and regulations. Directs the preparation of quarterly reports required for funding sources, fiscal department, municipalities, and senior program staff. Is responsible for all daily operations, maintains and tracks department programs, and grant preparation. Sandy directly supervises Kevin Leonard and Kieriston Delano.

Kevin Leonard, Housing Lead, Home Repair, & Energy Manager: Kevin has worked at Community Concepts within the Housing programs since 1999. He performs Environmental Lead Investigations and Healthy Homes Inspections for single family and multi-family homes. Assists in monitoring job cost and organizing of on-site construction work and makes recommendations of systems to management. Performs periodic inspections of work in progress; supervising all on-site activities; will participate with the City of Biddeford staff to coordinate contract signing and pre-construction walk thrus; primarily responsible for temporary relocation of tenants during abatement and performing or coordinating all required inspections. Kevin holds all Maine licenses to perform lead risk assessments, lead inspections, and lead design consultation for abatements. Kevin directly supervises all lead risk assessors and design consultants.

Kieriston Delano, Office Manager: Kieri has worked at Community Concepts within the Housing programs since 2005. She currently is responsible for the day-to-day duties associated with: program support staff, customer intake and application processing, program marketing, maintaining family files and financial accounts, processing invoices, and other support duties. Preparation of quarterly reports required for funding sources, Fiscal Department, municipalities, and senior program staff. Specific to this RFQ, Kieri will be the direct contact for all owners seeking the HUD Lead Hazard Control Grant funds. She currently performs these duties with both Maine Housing and the Cities of Lewiston and Auburn grants, she will continue to distribute lead program applications, facilitate application completions, verify that income documentation meets program guidelines and will securely forward all completed and qualified applications to the appropriate staff at the City of Biddeford. With our experience in administering the HUD programs, we fully understand all requirements of protecting Sensitive Personal Information.

Andrew Watson, Housing & Energy Lead Specialist: Andrew has worked at Community Concepts within the Housing programs since 2003. He currently performs Environmental Lead Investigations and Healthy Homes Inspections and clearance testing within single family and multi-family housing for lead abatement projects, prepares project design plan specifications, participates in the competitive bidding process with lead abatement contractors, and construction oversight and monitoring timely completion of projects. He has experience with HUD funded grants. Andrew holds all Maine licenses to perform lead risk assessments, lead inspections, and lead design consultation for abatements.

Thomas Walker, Housing & Energy Lead Specialist: Thom has worked at Community Concepts within the Housing programs since 2005. He currently performs Environmental Lead Investigations and Healthy Homes Inspections and clearance testing within single family and multi-family housing for lead abatement projects, prepares project design plan specifications, participates in the competitive bidding process with lead abatement projects, construction oversight and monitoring timely completion of projects. He has experience with HUD funded grants. Thom holds all Maine licenses to perform lead risk assessments, lead inspections, and lead design consultation for abatements.

Robert Martel, Housing & Energy Lead Specialist: Rob has worked at Community Concepts within the Housing programs since 2017. Before coming to work for Community Concepts, Rob was employed by a local lead abatement contractor and was a foreman performing the lead abatement within single family, multi-family and commercial projects. Over the two years he has primarily completed Lead Environmental Investigations as referred to us from the MCLPPP for those units housing lead poisoned children. He also performs Environmental Lead Investigations and clearance testing within single family and multi-family housing for lead abatement projects, prepares project design plan specifications, participates in the competitive bidding process with lead abatement projects, construction oversight and monitoring timely completion of projects. He has experience with HUD funded grants. Rob holds all Maine licenses to perform lead risk assessments, lead inspections, and lead design consultation for abatements.

Michael Iwans, Housing & Energy Lead Specialist: Mike has worked at Community Concepts within the Housing programs since 2017. He currently performs Environmental Lead Investigations and Healthy Homes Inspections and clearance testing within single family and multi-family housing for lead abatement projects, prepares project design plan specifications, participates in the competitive bidding process with lead abatement contractors, and construction oversight and monitoring timely completion of projects. He has experience with HUD funded grants. Mike holds all Maine licenses to perform lead risk assessments, lead inspections, and lead design consultation for abatements.

The following are Community Concepts staff resumes per position as noted

SANDY L ALBERT
P0 BOX 402
BUCKFIELD ME 04220
207-336-3287

EDUCATION

MAY 1996, Bachelor of Science degree, Business Administration, Husson College, Bangor ME

EMPLOYMENT EXPERIENCE

May 2013-present

Community Concepts, Inc. Lewiston, ME
Director of Housing Improvement Services
Variety of duties to include staff and financial management of programs to include Lead, Home Repair, Energy, and the Self-Help Housing program. Financial accountability of up to \$6 million per year.

July 2009-May 2013

Community Concepts, Inc. South Paris, ME
Associate Director of Housing & Energy
Variety of duties to include the day-to-day duties associated with directing the Manager of Lead & Home Repair and the Housing & Energy Office Manager. Responsible for Financial accounts and reporting on the Lead Services and Home Repair programs.

April 1999-July 2009

Community Concepts, Inc. South Paris, ME
Housing & Energy Office Manager
Variety of duties including day-to-day duties associated with managing program support staff, customer intake & application processing, program marketing, maintaining family files, financial accounts, and reporting requirements as required by funding sources.

June 1997-April 1999

Olsten Staffing Services, Lewiston ME:
Temporary employee worked at Liberty Mutual Insurance Co.

JOB RELATED CERTIFICATIONS:

Notary Public

CDBG Program Administrator

Section 8 Housing Quality Standards Certificate

Kevin C. Leonard
271 Meadow Hill Road
Greene ME 04236
207-946-5702

Presently

Housing Improvement Services Lead, Home Repair, & Energy Manager-Community Concepts

Responsibilities include management of staff for the implementation of the lead, home repair and energy programs, perform or oversee lead inspections, clearance testing, design plans for lead abatement projects, project specifications, bidding, and the construction oversight of all housing improvement programs.

1992-April 96

Insignia Management Group/Housing State Of The Art—Portland ME Maintenance Director

Responsibilities included overseeing 68 individual housing projects throughout the State of Maine, PA, and Conn. including a maintenance staff of 21. Worked with various independent contractors, and developed and implemented budgets for each individual site including monthly tracking. Developed and submitted to RECD capital improvement work including the submission of specification per job, bid process, and monitoring of ongoing work. Implemented a work order system including the development of a preventative maintenance program with a bi-monthly follow up, and the installation of an inventory control system.

1987-1992

Shelter Group-Lewiston ME Division Manager, Maintenance Director

Responsible for the administration and operation of a comprehensive building program. This included scheduling, planning, and implementing a wide range of repairs for 65 projects located throughout the State. Supervised a staff of 10 and dealing with at least 20 contractors for snow-removal, landscaping, cleaning, interior and exterior work, etc. Planning and executing an effective preventive maintenance plan and the set up and actual use of an inventory control system. Inspected units, had meetings with tenants and prepared monthly reports in which all monthly activities of the period are identified in summary form. Performed annual and bi-annual inspection of units, participating in on-site inspections by local housing authorities including MSHA and FMHA.

1974-1987

Gates Formed Fibre Corp. Project Coordinator/Maintenance Supervisor

Responsibilities included planning, controlling, and directing engineering projects, including the ongoing construction projects, scheduling new equipment startups, purchasing equipment and meeting of suppliers, debugging new equipment while supervising a crew of 19 for a 7-day, 24-hour operation. Maintained an organized spare parts inventory and was responsible for purchasing for maintenance and production. Served as physical plant manager for exterior and interior.

RELATED LICENSES

Residential Energy Auditor

Lead Inspector #LI-0375

Lead Risk Assessor

Lead Abatement Design Consultant

Kieriston M. Delano
365 Buckfield Road
South Paris, ME 04281
(207) 739-9400

WORK EXPERIENCE

COMMUNITY CONCEPTS, INC – Lewiston, ME

2009-Present

Housing Improvement Services Office Manager

- Responsible for day to day activities which included; processing invoices, maintaining family files & financial accounts, program marketing, customer intake and application processing
- Planned and conducted regular scheduled program information meetings which included preparation and presentation of informational material.
- Prepared grant applications and bid packages for funding sources.
- Supervised, Lead, Motivated and Implemented the agency's policies effectively and fairly to employees
- Completed Annual Performance Reviews and Maintained Employee Files.

COMMUNITY CONCEPTS, INC – South Paris, ME

2005-2009

Housing & Energy Support Specialist

- Prepared monthly and quarterly reports required for funding sources, Fiscal Department, municipalities and senior program staff.
- Provided prospective clients with program information and requirements by telephone inquiries, written correspondences and walk-in customers.
- Responsible for reimbursement request for Housing Services.
- Processed program applications, verified customer income & employment status needed to determine eligibility.

KBS BUILDING SYSTEMS – South Paris, ME

2003 – 2004

Accounting Manager

- Prepared weekly cash flow budget and ensured all payments were made according to terms with proper discounts.
- Invoiced all Accounts Payable and Receivable, along with processing necessary monthly statements.
- Assisted with monthly Inventory Counts and procedures.
- Completed and filed monthly Sales & Use Tax Reports.
- Completed credit applications for vendors to establish open lines of credit.

EDUCATION

UNIVERSITY OF SOUTHERN MAINE

1998 – 2000

Attended 2 years of Business Administration

ANDREW WATSON

EDUCATION:

1990-1995 High School Diploma, Bridgeport High School, Jamaica

1995-1996 Certificate in Business Studies, Port more Community College, Jamaica

1996-1998 Computer Studies Diploma, Port more Community College, Jamaica

EMPLOYMENT EXPERIENCE:

Community Concepts, Inc. 240 Bates Street Lewiston, ME
2003-present

Assist the Manager of Lead Services with the daily duties associated with the implementation of the lead program. Coordinate lead inspections, clearance testing, design plans for lead abatement projects, project specifications, bidding, and construction oversight and risk assessment. Work with homeowners in providing lead safe housing by organizing the on-sight construction work, monitoring job costs, and assuring the quality of work and the timely completion of the projects.

Cummings Contracting, South Paris, ME
2002-2003

Assist in the construction of commercial and residential projects. My responsibility varied from the construction of interior and exterior walls to the installation of windows and siding.

JOB RELATED CERTIFICATIONS

Lead Abatement Program Inspector License
Lead Inspector 8 hour Annual Refresher Training Course
Lead Safe Training Program for Remodeling, Repair, & Painting
Factory Training for RMD's LAP-1 Lead Paint Inspection System
Section 8 Housing Quality Standards Certificate
Appliance Metering Certificate
Affordable Comfort Certificate
Residential Energy Auditor

Thomas J. Walker
30 Thompson Street
Wilton, ME 04294
207-645-3015

Work Experience:

2016- Present

Community Concepts Maine State Lead Designer.

Prepare detailed reports for abatement contractors on how to remove the lead hazards from the project and dispose.

2015 - Present

Community Concepts Maine State Lead Inspector.

Perform Lead Inspections for Lewiston, Auburn, Portland. Identify lead hazards to include sampling of paint dust, soil, water. Completing all required reports on all Lead Inspections. following DEP and OSHA rules in lead and Construction.

2015-Present

Community Concepts Maine State Lead Risk Assessor.

Knowledge and Risk Management. This includes abatement and Interim controls, integrity assessment, paint compatibility, and essential maintenance practices.

2008- 2015

Community Concepts Energy Auditor

Perform Energy Audits on single family and multifamily homes for the state of Maine primarily with low income families utilizing federal weatherization funding with the ultimate goal of saving on heating and electric bills.

2005-2008

Community Concepts South Paris ME. Construction Specialist

Duties consisted of supervising 4 to 6 families in training them to build their own homes. Teaching clients the safe and most practical way of finishing their homes. Teaching them maintenance on their homes. Ordering all materials lining up all sub-contractors so all homes are moving forward at all times.

Captain

2008-2016

Wilton Fire & Rescue Department, Wilton Maine

Fire fighter 1/ Rit /S.C.B.A/Extrication /High Angle Rescue /First Aid / CPR/Safety Training /Nims training /Interior Attack /Forcible Entry/ Over haul /Ground Ladders/ Hazmat / Confined Space Rescue.

Education and Training:

2018-present

State of Maine Asbestos Inspector

2016- present

State of Maine Lead Designer

2015-present

State of Maine Lead Risk Assessor

2015-present

State of Maine Lead Inspector

2012-present

State of Maine RRP renovator initial

2009-present

ASHRAE 62.2 weatherization standards

2008- present

Building Performance institute certified professional

2004-present

CPR & First Aid (Certified since 199

ROBERT A. MARTEL

28 Winter Street, Lisbon, ME 04250 | 207-577-8186 martel0828@yahoo.com

KNOWLEDGE/SKILLS

- Over 16 years of experience in the Lead / Asbestos abatement field
- Set priorities and deadlines adjusting to work flow
- Strong interpersonal communication and organizational skills
- Work well independently & cooperative team player

WORK HISTORY

Community Concepts, Inc Lead Risk Assessor
2016-present

Assist the Manager of Lead Services with the daily duties associated with the implementation of the lead program. Coordinate lead inspections, clearance testing, design plans for lead abatement projects, project specifications, bidding, and construction oversight and risk assessment. Work with homeowners in providing lead safe housing by organizing the on-sight construction work, monitoring job costs, and assuring the quality work and the timely completion of the projects.

BIOS, Inc, Westbrook, ME (f/n / a Biosafe Environmental Services) Supervisor
2000-2016

- Oversee and manage crew of 2-5 personnel, at times up to 3 crews at different job sites
- Ensure crews follow job site safety requirements during abatement procedures
- Responsible for meeting DEP/EPA regulations pertaining to all abatement activities of lead and asbestos
- Maintain warehouse, order and research cost of supplies / materials, pick-up and drop-off supplies / materials to site location, move utility trailers to site location
- Hold crew meetings to cover the job schedule and any special consideration
- Perform job walk-through's for bidding purposes
- Meet with clients to discuss job progress and assist with resolutions if complaints
- Maintain daily logs/ paperwork in order to track employees, job progress. and subcontractors.

Police Department, Rumford, ME Reserve Status
1999-2001

- Build community relations
- Supported security needs at high school athletic events
- Conducted routine traffic stops, served warrants and subpoenas
- Gathered information and prepared incident reports

CERTIFICATION/EDUCATION

- Lead Risk Assessor
- Lead Design Consultant
- Occupational Health & Safety (60 credit hours) Central Maine Community College, Auburn, ME

Community Concepts; City of Biddeford; RFQ Lead Hazard Reduction Program Professional Services Response

MILITARY (Retired Honorably 2015)

Maine Army National 1993-2000

- Asbestos abatement
- Mainly worked in the paper mills

United Insulation, Rumford, ME Worker/Supervisor
1989- 1993

- Asbestos abatement
- Mainly worked shut downs at Maine Yankee, Wiscasset

Guard

Charlie Co. 133rd, Lewiston, ME I 262 Engineers. Westbrook. ML Heavy Equipment Operator
1999-2015

- Responsible for 10 to 12 members as Squad Leader; instructed members on skills and safety of equipment operations; operated heavy equipment: 07-G Dozer, Excavator, I30-G Grader and various other equipment; performed preventative maintenance and check services
- Activated, Rutland, VT: Aid in repair damages caused by Tropical Storm Irene (2011)
- Operation Iraqi Freedom 11 Veteran: Battalion mobilized to Mosul, Iraq (2003-2005)

U.S. Marine Corps 1984-1988

- Heavy Equipment Operator
- Held rank of Corporal, stationed at Camp Hansen Okinawa, Japan with yearly deployments to Philippines

Professional Profile

Construction Supervisor, Management

- Lead Paint Inspections/Risk Assessor
- Lead Paint Designer
- Training.
- Scheduling.
- Weekly Reports.
- Completing Time Sheets.
- Safety Coordinator.
- Architectural Drawings - (Data Cad, Auto Cad and Visio Software).
- Construction-(Residential and Commercial.
- Plumbing, Electrical Experience.

Professional Experience

Community Concepts Housing Services, Lewiston ME

July 28, 2017 - Present

Lead Inspector / Risk Assessment

Achievements:

- Lead Inspector (License #.LI-0463)
- Risk Assessor (License # LR-0421)
- Lead Design (License # LD-0349)
- Architectural Drawings-(Visio Software).
- Renovator certified (2013)

Responsibilities:

- Lead Paint Inspections., Risk Assessment, Lead Design.
- Complete all Data into a Word Document.
- Invite Contractors to bid on the Abatement Construction, then organize the completion of the Abatement work with contractors and Home Owner.

Goodwillnne Take-2 (Youth Build), Lewiston ME

May,12 2012 – 2017

Construction Supervisor

Achievements:

- NCCER Carpenter Instructor.
- NCCER Core Curricula Instructor.

Community Concepts; City of Biddeford; RFQ Lead Hazard Reduction Program Professional Services Response

Responsibilities:

- OSHA Certified.
 - National Safety Council First Aid Instructor.
 - Architectural Drawings-(Data Cad).
 - Lead Renovator certified (2013)
-
- Organizing Job Sites, Cost Quotes and Material Ordering.
 - Supervise, Training 18-21 Youth with Juvenile Background.
 - Teaching NCCER Safety, Materials Handling, Hand Tools, Power Tools and Construction Drawings for Certification.

Community Concepts, South Paris, ME
2009 - 2012

Construction Supervisor

Achievements / Responsibilities:

- Determine Location of home on property-Laser Level for foundation status-Full or walk out depending on grade.
- Complete plot plans for bidding process.
- Organizing Contractors bidding process from start to finish with 6-Residential homes built within 1-year.
- Supervise trained 6-familys in the Construction of 6-residential homes.

NEW ENGLAND HOMES, Greenland NH
June 20,2008-November 12,2008

Draftsman

Achievements:

- Computer Aided Drafting (Auto cad)
- Modular Homes

Responsibilities:

- Designing all Components for Residential Modular Homes

Community Concepts; City of Biddeford; RFQ Lead Hazard Reduction Program Professional Services Response

OXFORD HOMES INC, Oxford ME
April 13,2004 - June 12,2008

Engineering Design Manager
Achievements:

- Management
- Hiring Process
- Architectural Drawings for Residential and Commercial Buildings.

Responsibilities:

- Organizing, Training Drafts people.
- Review all work performed within Drafting Department.
- Implementing Engineering Calculations into all Drawings.
- Responsible for completing all Time Sheets for drafting personnel.
- Completing weekly reports.
- Scheduling order of homes built.

Education

Licensed Risk Assessor – Lead Inspector
Certified
2018

Oxford Hills Technical School, South Paris ME

Certified-Computer Aided Drafting
1992

Oxford Hills High School, South Paris ME
Diploma
1985

Staff Licensing:

State of Maine
Lead Abatement Program

Kevin C. Leonard

Inspector

Cert No LI-0375
Trn Exp Date 06/26/2020

Expiration Date 06/30/2020

This is not a legal form of official identification



State of Maine
Lead Abatement Program

Kevin C. Leonard

Risk Assessor

Cert No LR-0387
Trn Exp Date 08/29/2020

Expiration Date 08/31/2020

This is not a legal form of official identification



State of Maine
Lead Abatement Program

Kevin C. Leonard

Design Consultant

Cert No LD-0329
Trn Exp Date 07/26/2020

Expiration Date 07/31/2020

This is not a legal form of official identification



The National Healthy Homes Training Center and Network
Healthy Housing Solutions, Inc.
10320 Little Patuxent Parkway * Suite 500 * Columbia, Maryland 21044

This certificate is awarded to

Kevin Leonard

for successfully completing the
Healthy Homes Rating System

University of Massachusetts at Lowell

February 28 - March 01, 2017



**National Healthy Homes
Training Center and Network**

Susan Aceti

Susan Aceti, Healthy Housing Solutions, Inc.

State of Maine
Lead Assessment Program

Andrew H. Watson

Risk Assessor

Cert No. LR-0396

Trn Exp Date 08/29/2020

Expiration Date 08/31/2020



State of Maine
Lead Assessment Program

Andrew H. Watson

Design Consultant

Cert No. LD-0335

Trn Exp Date 07/26/2020

Expiration Date 07/31/2020



State of Maine
Lead Assessment Program

Andrew H. Watson

Inspector

Cert No. LI-0397

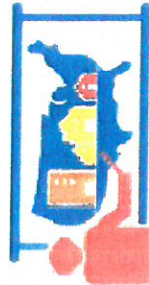
Trn Exp Date 06/26/2020

Expiration Date 06/30/2020



The National Healthy Homes Training Center and Network
Healthy Housing Solutions, Inc.

10320 Little Patuxent Parkway * Suite 500 * Columbia, Maryland 21044



**National Healthy Homes
Training Center and Network**

This certificate is awarded to

Andrew Watson

for successfully completing the
Healthy Homes Rating System

University of Massachusetts at Lowell

February 28 - March 01, 2017

Susan Aceti

Susan Aceti, Healthy Housing Solutions, Inc.

State of Maine

Department of Environmental Protection

Thomas J. Walker



Design Consultant

Cert No LD-0344

Trn Exp Date 07/26/2020

Expiration Date 07/31/2020



State of Maine

Department of Environmental Protection

Thomas Walker



Inspector

Cert No LI-0450

Trn Exp Date 06/26/2020

Expiration Date 06/30/2020



State of Maine

Department of Environmental Protection

Thomas Walker



RSA Assessor

Cert No LR-0411

Trn Exp Date 08/29/2020

Expiration Date 08/31/2020



The National Healthy Homes Training Center and Network

Healthy Housing Solutions, Inc.

10320 Little Patuxent Parkway * Suite 500 * Columbia, Maryland 21044



**National Healthy Homes
Training Center and Network**

This certificate is awarded to

Thomas Walker

for successfully completing the

Healthy Homes Rating System

University of Massachusetts at Lowell

February 28 - March 01, 2017

Susan Aceti

Susan Aceti, Healthy Housing Solutions, Inc.

State of Maine

Robert A. Martel



Inspector

Cert No. LI-0454

Trn Exp Date 06/26/2020

Expiration Date 06/30/2020

This should equal to the date of the



State of Maine

Lead Assessment Inspector

Robert A. Martel



Design Consultant

Cert No. LD-0347

Trn Exp Date 07/26/2020

Expiration Date 07/31/2020

This should equal to the date of the



State of Maine

Lead Assessment Inspector

Robert A. Martel



Lead Assessor

Cert No. LR-0416

Trn Exp Date 08/29/2020

Expiration Date 08/31/2020

This should equal to the date of the



The National Healthy Homes Training Center and Network
Healthy Housing Solutions, Inc.
10320 Little Patuxent Parkway * Suite 500 * Columbia, Maryland 21044

This certificate is awarded to

Rob Martel

for successfully completing the
Healthy Homes Rating System

University of Massachusetts at Lowell

February 28 - March 01, 2017



**National Healthy Homes
Training Center and Network**

Susan Aceti

Susan Aceti, Healthy Housing Solutions, Inc.

State of Maine
Lead Abatement Program

Mike S. Iwans

Fish Assessor

Cert No. LR-0421

Trn Exp Date 08/29/2020

Expiration Date 08/31/2020

This is not a legal form for identification



State of Maine
Lead Abatement Program

Michael S. Iwans

Inspector

Cert No. LI-0463

Trn Exp Date 06/26/2020

Expiration Date 06/30/2020

This is not a legal form for identification



State of Maine
Lead Abatement Program

Michael S. Iwans

Design Consultant

Cert No. LD-0349

Trn Exp Date 05/30/2020

Expiration Date 05/31/2020

This is not a legal form for identification



Notice of Investigations or Disciplinary Action(s):

There are zero investigations or disciplinary action taken or know to be pending by national, state, county, or local regulatory bodies against Community Concepts nor any individuals employed by Community Concepts.

Familiarity/History within the City/Region

Community Concepts has been a partner with HUD funded Lead Hazard Control grants since Maine was awarded their first grant 20 years ago. Since this time, Community Concepts has been the program administrator for Maine State Housing Authority, the Cities of Lewiston and Auburn and has provided lead inspection, design and clearance services to the City of Portland. The grant administered for Maine State Housing includes one of our coverage areas of York County, to also include, specifically the City of Biddeford. Essentially, we have much experience working in the County and the City as we have been providing HUD funded administration of Lead grants to owners located directly in the City of Biddeford for the last 20 years.

Community Concepts has been conducting lead inspections/risk assessments, healthy homes inspections, lead design plans, lead construction management and lead clearance sampling for the last 26 years, completing over an estimated 6,000 inspections and risk assessments. We have vast experience in conducting Environmental Lead Investigations as for the last 20 years we have held the contract with the MCLPPP conducting environmental lead investigations. Over the last 12 months we have completed over 400 investigations in dwelling units that have been cited for abatement and/or housing children with elevated blood lead levels. This partnership is important to the HUD Lead grants in that we have already complete the lead risk assessments within those units located within the City of Biddeford. Thus, we already have the owner information and relationship to immediately begin enrolling these units as you have identified them as a priority according to your program work plan.

Community Concepts has multiple years of experience in administering both state and federal grant funding. As a private non-profit agency, many of the programs that are within the Housing Improvement Services Department are funded in some way to a federal or state grant. Not only do we have the experience in working with MCLPPP and adhering to State funding requirements, we have been under contract with Maine Housing, the Cities of Lewiston & Auburn, and the City of Portland specifically to the Lead Services field. Our responsibility for of these contracts is to administer the HUD funded Lead Hazard Control Programs. We administer the entire process starting with application processing for client income eligibility right through final clearances of the abatement work; this process includes comprehensive site evaluations with the completion of lead risk assessments, lead inspections, lead design plans, and lead clearance sampling. We work directly with single family homeowners along with landlords and tenants to coordinate projects; our experience helps us in navigating potential language and social barriers that may be applicable for immigrants and refugees in target housing specific to the Cities of Biddeford and we are the highest producer in the state for oversight of completed units abated. As with many federal funding sources that are very paperwork intensive, attention to detail is a must, and our understanding of the regulations and government contract requirements has made this a very successful program for both the State of Maine and HUD.

References

Travis Mills
Lead Program Manager
City of Lewiston
27 Pine Street
Lewiston ME 04240
207-513-3126 ext. 3251
tmills@lewistonmaine.gov

Community Concepts direct contact for the administration of the City of Lewiston HUD funded Lead Hazard Control Program. 2009-presently

Kim Ferenc
Manager of Housing Services
Maine Housing
353 Water Street
Augusta ME 04330
207-624-4684
kferenc@mainehousing.org

Community Concepts direct contact for the administration of the HUD funded Lead Hazard Control Program within 5 counties of Maine. 1999-presently

Eric Frohmberg
Health Program Manager
State of Maine CDC
286 Water Street, 3rd Floor
11 State House Station
Augusta ME 04333
207-287-7302

Community Concepts direct contact for Lead Environmental Risk Assessments within 5 counties of Maine. 1999-presently

John Bucci
Maine Department of Environmental Protection
State House Station #17
Augusta ME 04333
207-557-1194
John.a.bucci@maine.gov

Community Concepts direct contact for the all staff licensing and provides us with technical assistance with contractors at lead abatement projects 1999-presently

Technical Approach

Community Concepts agrees to and will be responsible for performing all program related activities, including, but not limited to, the following, in accordance with the City Procedural Guide, and any subsequent Program guidelines or directives issued by the City once Community Concepts is awarded a contract:

- Community Concepts Office Manager will serve as a single point of contact for unit intake and application processing for enrollment into the Program. During this phase we will ensure that all forms associated with the Program will be filled out completely and provided to the City in a secure format. This includes the Release of Information Form which allows the City and Community Concepts to share information about applicants.

Once Community Concepts is given a Notice to Proceed for an individual project by the City:

- Community Concepts will schedule the lead inspection and/or risk assessment which will include inspection, identification and quantification of lead hazards in residential properties, and prepare a risk assessment report. At the same time of the inspection, we will schedule the Healthy Homes Rating System Assessor (to review the 29 specified hazards listed) and provide a report (HHRS Assessment). Both the Lead Risk Assessment and the HHRS Assessment will be provided to the City once completed and prepared.
- Once the City Program manager notifies, we will then proceed with completing lead paint design plans which will note healthy homes recommendations for scope of work and advising if the State Historic Preservation Office (SHPO) is consulting on the project.
- Community Concepts will complete the design plans for the scope of work to include all tasks in relation to the Lead and Healthy Homes activities and will schedule and conduct a Contractor pre-bid walk through. Community Concepts will make any decisions on design revisions and forward them to the contractors that were present at the walk through. Sealed bids for the scope of work are to be collected by Community Concepts as required by federal funding sources.
- Community Concepts will receive bids, determine the lowest reasonable bidder. Any bid that seems irregular, or if submitted by a contractor that is not meeting performance requirements on other contracts may be rejected. Community Concepts will document in writing why the lowest price submitted is not eligible to win the bid in such cases.
- Community Concepts will provide the selected awarded bid design plans and an approved bid tabulation sheet to the City. Community Concepts will also provide a First Phase billing to the City, which will include any fees for lead inspection/

risk assessments, creation of scope of work designs, any lab testing fees incurred, and the application delivery fee.

Once the City program manager approves the project to move forward;

- The Construction Contract documents for owner and contractor to sign including the Pre-Construction Conference Report will be prepared. The City and Community Concepts will close the grant/loan and construction contract at the same time, whenever as possible.
- Community Concepts will administer all construction contracts for the Program and will take part in contract closing for every project. Relocation will be determined at each contract closing, and Community Concepts will coordinate directly with the tenant being affected and the contractor to ensure minimal project delays. If we are assisting a tenant or an owner that may need assistance with language or are experiencing social barriers that may be applicable for immigrants and refugees in target housing, we will utilize the partnerships that we have already developed with translators from the local communities to assist us. All relocation costs for tenants that are relocated to local hotels will be paid for by Community Concepts. Once the project is completed, Community Concepts will bill the City for reimbursement and will provide detailed receipts of all relocation charges per tenant.
- Community Concepts will manage the construction phase oversight for each project to ensure that the contractors are performing as required under State & Federal Laws and HUD program requirements. This will ensure contractor performance, including project timeline, quality, budget, and compliance.
- Community Concepts will determine and provide information to all tenants and owners regarding occupant protection and initiate the temporary relocation procedure as needed.
- Community Concepts will obtain copies of all DEP notifications and building permits required. Community Concepts will perform lead clearance visual assessment and take required clearance samples. All environmental samples will be mailed directly to the State of Maine's Health and Environmental Testing Laboratory (HETL). This laboratory is an approved for analysis per HUD requirements and Community Concepts will determine when clearance is achieved. The DEP Lead Abatement Project Clearance Summary Form M will be completed by Community Concepts and a copy provided to the City for each clearance achieved.
- Community Concepts will conduct a final inspection with the owner, the Program manager, and Code Enforcement. Community Concepts will obtain certificate of final inspection signoffs, issue the Letter of Lead Hazard Control compliance, and provide an Essential Maintenance Plan for the owner which will include lab clearance results. Colored photos of the work in progress and as completed will be

provided to the City and a copy of all documents will be retained in our administrator file.

- Community Concepts will collect contractor invoices for the scope of work and verify that the invoice is eligible and specified work is completed. Request for Payment forms for the owner approval and sign-off and Release of Lien forms for the Contractor sign-off will be completed by Community Concepts and will be submitted with the relevant invoices to the City for payment processing. All contractor payments from the Program will be provided to Community Concepts as we will distribute. This section is typically how the contractor payments are processed. If the City determines that Community Concepts will pay the payments out of our accounts, we can do that. This can be determined if Community Concepts is awarded the project.
- Community Concepts will document any project changes for scope of work, cost, or contract dates with a change order form, requiring owner, contractor, inspector, administrator, and Program manager signatures to be considered valid. Change orders become part of the Program documents and Construction contract once completed and signed by all parties.
- Community Concepts will provide a Final Phase billing to the City. The final phase billing will include the Origination Fee, which represents the qualified application delivery, plus the cost of contract administration and project oversight through achieved clearance. Projects that are accepted with a Notice to Proceed and taken out to bid before dropping out are eligible for the application delivery fee only.

Community Concepts will attend monthly program partner meetings to share updates on Program progress and obtain support in overcoming obstacles to meeting Program goals.

We acknowledge that we have large workloads in regards to the Lead Hazard Control grants and private work in which we are administering, but are more than capable of providing the services to the City of Biddeford because of many factors that include; Community Concepts is currently administering the Lead Hazard Control grant within the City of Biddeford for Maine Housing, this will just be a transition from them to the City, essentially performing the same duties as listed in this response; all of the staffing is in place to perform this service; and because of our experience in every area as listed in your scope of work, none of our staff will need training prior to commencing work. Our experience in administering grants will be a tremendous asset to your program as the City of Biddeford will not have to provide additional training to our agency as the requirements of this federally funded program are very complex. There will be a seamless and smooth transition with no delay in implementing the delivery of this program and essentially, we will begin our services immediately after executing a contract with the City.

Sample Documents

Single & Multi Family Checklists to be submitted to City

****Documents listed on the checklists will be provided to the City for each individual project****

DOCUMENT CHECKLIST – SINGLE FAMILY GRANT SUBMISSION

Applicant (Owner):	CAA:
Property Address:	Date Submitted:

PHASE 1	CAA Document Source
FILE SECTION 1 (Owner)	
Homeowner Application including Blood Testing Release Form (for children only)	Appendix SF
Authorization to Release Information	Appendix E
Applicant Acknowledgement Form (Owner)	Appendix LD-A
Release and Hold Harmless	Appendix LD-K
Children Under 6 Years Old Visiting Certification	Appendix G
Proof of Insurance (homeowners insurance information)	CAA
Proof of Income (paystubs or tax returns)	Borrower
Proof of Ownership (Property Deed or current tax bill)	Borrower
Relocation Assistance Acknowledgement	Appendix LD-C
Relocation Change Order (if applicable)	Appendix O
Merchant's Report	Borrower
Notice of Grant Approval	Appendix LD-SF
FILE SECTION 2 (Invoices, Checklists & Waivers)	
Phase 1 Billing Invoice	Appendix I-A
Phase 1 Single-Family Document Checklist	Appendix W
Waivers (if applicable)	Appendix K
FILE SECTION 3 (Contractor)	
Construction Contract	Appendix C-A
Construction Escrow Agreement	Appendix C-B
FILE SECTION 4 (Reports, Designs & Plans)	
Lead Paint Inspection and Risk Assessment Report	CAA
Lead Design Plan	Exhibit C
Bid Package (including Bid Tabulation Sheet and Refusal to Bid, if any)	CAA
FILE SECTION 5 (Fed & State Compliance)	
Environmental Review with supporting documentation	Appendix F
Healthy Homes Intervention Contract (if applicable)	Appendix HH-1
Healthy Homes Intervention Escrow Agreement (if applicable)	Appendix HH-2
Healthy Homes Intervention Bid Package (if applicable)	Exhibit HH-C
HH Intervention Compliance Agreement Form (if applicable)	Appendix HH-6
FILE SECTION 6 (Photos, Correspondence)	
Colored Photo(s) of (pre-project)	CAA
Correspondence	CAA/MaineHousing

CAA/Administrator certifies that all documents listed have been included with the project file located at the CAA/Administrator's office. CAA/Administrator further certifies that documents not included on this Checklist, but are required by program regulations as referenced in the Procedures Guide, are maintained in the Borrower(s) file at the CAA/Administrator's office. These documents are subject to periodic inspection by MaineHousing.

CAA Representative Signature

Date

CAA Representative Name

DOCUMENT CHECKLIST – SINGLE FAMILY GRANT SUBMISSION

Applicant (Owner):	CAA:
Property Address:	Date Submitted:

PHASE 2	CAA Document Source
FILE SECTION 1 (Owner)	
Notice to Commence Work	MaineHousing
FILE SECTION 2 (Invoices, Checklists & Waivers)	
Phase 2 Billing Invoice	Appendix I-A
Phase 2 Single-Family Document Checklist	Appendix W2
FILE SECTION 3 (Contractor)	
Pre-Construction Report	Appendix M
Certificate and Release of Liens	Appendix I-B
Certificate of Final Inspection	Appendix Q
Change Order(s) (if applicable)	Appendix N
Contractor Payment Request(s) with invoices	Appendix I-C
FILE SECTION 5 (Fed & State Compliance)	
DEP Notification	Contractor
Dust Wipe Clearance Results	CAA
HUD Quarterly Report: Supplemental Information Worksheet	Appendix T
HUD Required Section 3 Verification Data Form	Appendix R3
Lead Paint Plus Essential Maintenance Practice Plan	Appendix R
Letter of Lead Hazard Control Compliance	Appendix P
Occupant Protection Plan	Contractor
Healthy Homes Contractor Payment Request with invoices (if applicable)	Appendix HH-3
Healthy Homes HHRS Assessment Report (if applicable)	CAA
Healthy Homes Certificate and Release of Liens (if applicable)	Appendix HH-4
Healthy Homes Certificate of Final Inspection (if applicable)	Appendix HH-5
FILE SECTION 6 (Photos & Correspondence)	
Colored Photo(s) of Project: work in progress and completed	CAA
Correspondence	CAA
(Wires)	MaineHousing

CAA/Administrator certifies that all documents listed have been included with the project file located at the CAA/Administrator's office. CAA/Administrator further certifies that documents not included on this Checklist, but are required by program regulations as referenced in the Procedures Guide, are maintained in the Borrower(s) file at the CAA/Administrator's office. These documents are subject to periodic inspection by MaineHousing.

CAA Representative Signature

Date

CAA Representative Name

Maine State Housing Authority (MaineHousing)
LEAD HAZARD REDUCTION DEMONSTRATION GRANT PROGRAM

DOCUMENT CHECKLIST - MULTI-FAMILY LOAN SUBMISSION

Applicant (Owner):	CAA:
Property Address:	Number of Units:
	Date Submitted:

PHASE 1	CAA DOCUMENT SOURCE
FILE SECTION 1 (Owner)	
Applicant-Owner Application (including Applicant Information Form)	Appendix A
Applicant Affidavit	Appendix A
Authorization to Release Information (Owner)	Appendix E
Children Under 6 Years Old Visiting Certification	Appendix
Proof of Ownership (Property Deed and/or tax bill)	Borrower
Proof of Insurance (homeowners insurance information)	Borrower
Good Faith Estimate	Appendix D
Merchant's Report	CAA
FILE SECTION 2 (Tenants & Invoice)	
Phase 1 Billing Invoice	Appendix 1-A
Phase 1 Multifamily Checklist for Loan Documentation	Appendix U
Waivers (if applicable)	Appendix K
Tenant Application and Information Form (including Tenant Blood Testing Release Form, if applicable)	Appendix B
FILE SECTION 4 (Bids, Reports, Designs & Plans)	
Lead Paint Inspection and Risk Assessment Report	CAA
Lead Design Plan (including Addendums)	Exhibit C
Bid Package (including Bid Tabulation Sheet and Refusal to Bid, if any)	CAA
FILE SECTION 5 (Fed & State Compliance)	
Environmental Review with supporting documentation (Submit to MH prior to loan closing)	Appendix F
FILE SECTION 6 (Photos, Correspondence)	
Colored Photo(s) (pre-project)	CAA
Correspondence	CAA

CAA/Administrator certifies that all documents listed have been included with the project file located at the CAA/Administrator's office. CAA/Administrator further certifies that documents not included on this Checklist, but are required by program regulations as referenced in the Procedures Guide, are maintained in the Borrower(s) file at the CAA/Administrator's office. These documents are subject to periodic inspection by MaineHousing.

CAA Representative Signature

Date

CAA Representative Name

Maine State Housing Authority (MaineHousing)
LEAD HAZARD REDUCTION DEMONSTRATION GRANT PROGRAM

DOCUMENT CHECKLIST – MULTI-FAMILY LOAN SUBMISSION

Applicant (Owner):	CAA:
Property Address:	Number of Units:
	Date Submitted:

PHASE 2	CAA DOCUMENT SOURCE
FILE SECTION 1 (Owner)	
Applicant Acknowledgement Form (Owner)	Appendix LD-A
Release and Hold Harmless	Appendix LD-K
Truth in Lending Statement	Appendix LD-D
Multifamily Promissory Note	Appendix LD-F
Mortgage Deed, Rental Rider Statement, and Exhibit A	Appendix LD-G
Assignment of Mortgage	Appendix LD-H
Notice of Approval	Appendix LD-I
Notice to Borrower	Appendix LD-J
Notice of Right to Cancel	Appendix LD-L
Notice to Commence Work	MaineHousing
FILE SECTION 2 (Tenants & Invoices)	
Phase 2 Billing Invoice	Appendix I-A
Phase 2 Multifamily Checklist for Loan Documentation	Appendix U-2
Authorization to Release Information (Tenant)	Appendix E
Tenant Acknowledgement Form	Appendix LD-B
Relocation Assistance Acknowledgement	Appendix LD-C
FILE SECTION 3 (Contractor)	
Construction Contract	Appendix C-A
Construction Escrow Agreement	Appendix C-B
FILE SECTION 5 (Federal & State Compliance)	
HUD 1A Settlement Statement	Appendix LD-E
Healthy Homes Intervention Construction Contract (if applicable)	Appendix HH-1
Healthy Homes Intervention Escrow Agreement (if applicable)	Appendix HH-2
Healthy Homes Intervention Bid Package (if applicable)	Exhibit HH-C
Healthy Homes Intervention Compliance Agreement Form (if applicable)	Appendix HH-6
FILE SECTION 6 (Photos, Correspondence, Wires)	
Correspondence (if applicable)	CAA

CAA/Administrator certifies that all documents listed have been included with the project file located at the CAA/Administrator's office. CAA/Administrator further certifies that documents not included on this checklist, but are required by program regulations as referenced in the Procedures Guide, are maintained in the Borrower(s) file at the CAA/Administrator's office. These documents are subject to periodic inspection by MaineHousing.

CAA Representative Signature

Date

CAA Representative Name

Maine State Housing Authority (MaineHousing)
LEAD HAZARD REDUCTION DEMONSTRATION GRANT PROGRAM

DOCUMENT CHECKLIST – MULTI-FAMILY LOAN SUBMISSION

Applicant (Owner):	CAA:
Property Address:	Number of Units:
	Date Submitted:

PHASE 3	CAA DOCUMENT SOURCE
FILE SECTION 1 (Owner)	
Recorded Assignment of Mortgage and Mortgage Deed	CAA
FILE SECTION 2 (Tenants & Invoices)	
Phase 3 Billing Invoice	Appendix I-A
Phase 3 Multifamily Checklist for Loan Documentation	Appendix U
Relocation Change Order (if applicable)	Appendix O
FILE SECTION 3 (Contractor)	
Pre-Construction Report	Appendix M
Contractor Payment Request(s) including invoices	Appendix I-C
Certificate and Release of Liens	Appendix I-B
Certificate of Final Inspection	Appendix Q
Change Order (if applicable)	Appendix N
FILE SECTION 5 (Fed & State Compliance)	
DEP Notification	Contractor
Dust Wipe Clearance Results	CAA
HUD Required Section 3 Verification Data Form	Appendix R3
HUD Quarterly Report: Supplemental Information Worksheet	Appendix T
Lead Paint Plus Essential Maintenance Practice Plan	Appendix R
Letter of Lead Hazard Reduction Compliance	Appendix P
Occupant Protection Plan	Contractor
Healthy Homes HHRS Assessment Report (if applicable)	CAA
Healthy Homes Intervention Contractor Payment Request Form (if applicable)	Appendix HH-3
Healthy Homes Intervention Certificate and Release of Liens (if applicable)	Appendix HH-4
Healthy Homes Intervention Certificate of Final Inspection (if applicable)	Appendix HH-5
Healthy Homes Intervention Compliance Agreement (if applicable)	Appendix HH-6
Healthy Homes Intervention Colored Photo(s) of completed project	CAA
FILE SECTION 6 (Photos, Correspondence, Wires)	
Colored Photo(s) of Project (in progress and completed)	CAA

CAA/Administrator certifies that all documents listed have been included with the project file located at the CAA/Administrator's office. CAA/Administrator further certifies that documents not included on this checklist, but are required by program regulations as referenced in the Procedures Guide, are maintained in the Borrower(s) file at the CAA/Administrator's office. These documents are subject to periodic inspection by MaineHousing.

CAA Representative Signature

Date

CAA Representative Name

Sample Single & Multi Family Dwelling Application

Maine State Housing Authority (MaineHousing)
LEAD HAZARD REDUCTION DEMONSTRATION PROGRAM

APPLICANT (MULTI-FAMILY OWNER) APPLICATION AND INFORMATION

Community Action Agency (CAA/Administrator):

Questions should be directed to:

Name _____

Name of Intake Staff: _____

Address _____

Telephone of Intake Staff: _____

City/State/Zip _____

Email of Intake Staff: _____

Return completed and signed applications to the above-named CAA.

Date _____

Applicant Information:

Applicant Name _____
First MI Last

Co-Applicant Name _____
First MI Last

Date of Birth _____

Date of Birth _____

Social Sec # _____

Social Sec # _____

Owner Mailing Address _____
Address

Home Telephone _____

City State ZIP Code

Work Telephone _____

This section to be filled out if owner's unit is to be enrolled. If owner's unit is not to be enrolled than skip down to the "Property Information."

Total number in house (including you) _____

Name(s) of dependent children	Birthdate	Ages	Blood Lead Levels VEHL's ug/dl

Property Information:

Address of Property to be abated _____
Street City

County State ZIP Code

of Units: _____

Check property type:

Year built: _____ ☐ Unknown

☐ Single ☐ Multifamily

Household Income and Assets:

Owner does not need to complete income/asset information. However, if owner needs assistance above the \$10,000 per unit program limit and owner claims he/she cannot afford to pay the difference between the unit subsidy and total project cost, then owner will be required to provide supporting documentation to demonstrate financial hardship.

Owner Occupant must complete the section below if owner's unit is to be enrolled into the program.

Applicant Employment:

Self-Employed: ☐ Yes ☐ No If yes, provide 2 years tax returns, including all Schedules.

Employer Name _____ Employer Telephone _____
 Employer Address _____ Position _____
 _____ No. of Years _____

Co-Applicant Employment:

Self-Employed: ☐ Yes ☐ No If yes, provide 2 years tax returns, including all Schedules.

Employer Name _____ Employer Telephone _____
 Employer Address _____ Position _____
 _____ No. of Years _____

Head of Household Employment:

Self-Employed: ☐ Yes ☐ No If yes, provide 2 years tax returns, including all Schedules.

Employer Name _____ Employer Telephone _____
 Employer Address _____ Position _____
 _____ No. of Years _____

Gross Income (Owner must provide verification of all income):

	(a)	(b)	(c)
GROSS AMOUNT	APPLICANT	CO-APPLICANT	Head of Household
A. Wages (gross monthly) from Employment	_____	_____	_____
B. Additional Monthly Income From:			
1. Overtime	_____	_____	_____
2. Part-Time Employment	_____	_____	_____
3. Pensions	_____	_____	_____
4. Veteran's Administration Compensation	_____	_____	_____
5. Net Rental Income	_____	_____	_____
6. Self Employment*	_____	_____	_____
7. Child Support	_____	_____	_____
8. Public Assistance (TANF/WIC/GA)	_____	_____	_____
9. Social Security Benefits	_____	_____	_____
10. Unemployment Compensation	_____	_____	_____
C. Other**	_____	_____	_____
D. Gross Monthly Income (Total A, B & C)	_____	_____	_____
E. Total (Line D Multiplied by 12)	_____	_____	_____
F. Gross Household Income (Total E(a)+E(b)+E(c):			_____

*If self-employer, please provide most recent 2 years of completed tax returns including Schedule C.

** Includes bonuses, dividends, interest, royalties, alimony, sick pay, disability, retirement, income from trusts, income from business activities or investments.

IMPORTANT! READ THIS BEFORE SIGNING:

I/we certify that the above statements are true, accurate, and complete to the best of my/our knowledge and belief. This application shall remain with the Administrator to which it is submitted and/or MaineHousing. I/we hereby consent to and authorize the Administrator and MaineHousing, after giving reasonable notice, to enter the improved property to determine that the improvements specified in this application have been completed. I/we understand that the selection of a contractor and the acceptance of the materials used and the work performed is my/our responsibility, and neither the Administrator nor MaineHousing guarantees the quality of workmanship of the property improvements. I/we understand that it may be a federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of the United States Criminal Code.

NOTICE: Consumer reports (Merchant's Report) may be obtained in connection with this Application by the Administrator. If requested, 1) You will be informed whether or not consumer reports were obtained; and 2) If reports were obtained, you will be informed of the names and addresses of the consumer reporting agencies (credit bureaus) that furnished the reports.

Signature of Applicant (Owner)

Date

Signature of Co-Applicant (Co-Owner)

Date

Applicant Demographic Profile

The following information is required by the Federal Government for certain types of loans related to a dwelling or order to monitor the lender's compliance with equal credit opportunity and fair housing laws. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish the information, under federal regulations the lender is required to note race or national origin and sex on the basis of visual observation or surname. If you do not wish to furnish the information, please check below.

I do not wish to furnish this information ☐ Yes ☐ No

Head of Household (check all that apply)

Sex of Head of Household ☐ Male ☐ Female

of Household Members _____

Single ☐
 Married ☐
 Elderly ☐
 Single Parent with Children ☐
 Two Parents with Children ☐
 Other (specify) _____ ☐

Race:

White ☐
 Black/African American ☐
 American Indian/Alaska Native ☐
 Asian ☐
 Native Hawaiian/Other ☐
 Pacific Islander ☐
 American Indian/Alaskan Native & White ☐
 Asian & White ☐
 Black/African American & White ☐
 American Indian/Alaskan Native & Black/ African American ☐
 Other Multi-Racial ☐

Ethnicity:

Hispanic or Latino ☐
 Not Hispanic or Latino: ☐

Physically Disabled Head of Household ☐ Yes ☐ No

Displaced Homemaker* ☐ Yes ☐ No

*A displaced homemaker means an adult individual who: has not worked full-time, full-years in the labor force for a number of years but has, during such years, worked primarily without pay to care for the home and family and is employed or under employed and is experiencing difficulty in obtaining or upgrading employment.

Office Use Only

The Gross Income as calculated pursuant to this Application and the Procedural Guide has been verified by the Administrator to be:

\$

Maximum Eligible Income for this applicant is: \$ Percentage of AMI: _____

Dated _____

Signed by CAA Representative _____

Name of CAA Representative _____

NOTICE TO APPLICANT REGARDING PRIVACY ACT INFORMATION

PRIVACY NOTICE

MAINE STATE HOUSING AUTHORITY

Safeguarding information in this age of technology presents new challenges for all of us. But at the Maine State Housing Authority, your confidence in us is our greatest asset. For that reason we adhere to strong guidelines to ensure that any private financial information you share with us is protected and held in confidence. Our employees are highly trained and are held to the highest standards of conduct.

Maine State Housing Authority wants you to understand how we gather, use and safeguard information about you to provide you with our products and services. This notice explains our practices for the gathering, sharing and security of information relating to our customers.

Information We Gather

As part of providing you with financial products or services, we gather non-public personal information about you from the following sources:

- Applications, account forms and other information that you provide to us, whether in writing, in person, by telephone, electronically or by any other means. This information may include your name, address and social security number.
- Your transaction with us.
- Information about your transactions with non-affiliated parties.
- Information from a consumer reporting agency.

Information We Share

We do not share any personally identifying information on our current or former customers to any third party, except the following as permitted by law:

With your permission.

- To comply with federal or state laws and other applicable legal requirements.
- To consumer reporting agencies.
- To respond to subpoena or court order, judicial process or regulatory authorities.
- To third parties assisting us in performing our functions or services to you. These third parties are under contract to maintain this information in confidence and not use this information for other purposes. For example, we may share personally identifying information with mailing services, firms that assist us in marketing our products or other financial institutions with whom we jointly market financial products or services. We may share personally identifying information with service providers who help us process your applications or service your accounts. Our service providers include attorneys and other professionals.
Because we do not share non-public information, outside of these exceptions, opting-out is not necessary.

If you are no longer an active customer, we will retain your records for as long as required by law. We will continue to treat your personally identifying information as described in this notice.

Our Security Procedures and Information Accuracy

We restrict access to the personal and account information of our customers to those employees who need to know that information in the course of their job responsibilities. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to protect customer information.

We also have internal controls to keep customer information as accurate and complete as possible. If you believe that any information about you is not accurate, please let us know.

If you have a privacy-related concern, please contact our Compliance Officer, Paula Weber, 207-626-4619 or 1-800-626-4600 ext. 1619.

Maine State Housing Authority (MaineHousing)
LEAD HAZARD REDUCTION DEMONSTRATION PROGRAM

INCOME RECERTIFICATION

TO BE COMPLETED ONLY IF THE LOAN DOES NOT CLOSE WITHIN FOUR MONTHS OF APPLICATION.

Applicant Name: _____ Co-Applicant Name: _____
First MI Last First MI Last

Property Address: _____

STATE OF MAINE

COUNTY OF _____, Ss

_____, _____, and _____

being duly sworn, depose and say that his/her/their Gross Income as calculated
pursuant to the Income Eligibility Worksheet, Pages 1 and 2 is now:

\$ _____

Date: _____

Signature of Applicant

Date _____

Signature of Co-Applicant

Date _____

Signature of Head of Household

Subscribed and sworn to before me on

(Seal)

Name: _____
Notary Public/Attorney-at-Law
Commission
Expires: _____

Notaries Public must have each person signing raise his or her hand and licit an affirmative response to the following oath:
"DO YOU (SWEAR/AFFIRM) UNDER PENALTY OF LAW THAT YOU HAVE READ AND UNDERSTOOD THIS INCOME
RECERTIFICATION AND THAT THE STATEMENTS WITHIN ARE TRUE BASED UPON YOUR PERSONAL
KNOWLEDGE (SO HELP YOU GOD)?"

Maine State Housing Authority (MaineHousing)
LEAD HAZARD REDUCTION DEMONSTRATION PROGRAM

AFFIDAVIT FOR MULTI-FAMILY OWNER(S)

Each person signing this Affidavit for Multi-Family Owner(s), being duly sworn, deposes and says that:

1. The building(s) and apartment unit(s) for which I am requesting a Loan under the Maine State Housing Authority Lead Hazard Reduction Demonstration Program (the "Program") is located within the State of Maine at the following address (collectively, the "Program Units"):

(Street)

(Town)

2. The Program Unit(s) are owned by me.
3. For a period of no less than three years beginning on the date on which the Loan is closed, I agree to lease at least 50% of the Program Units to tenants with a household income at or below 50% of the area median income as established by United States Department of Housing and Urban Development ("HUD") guidelines and which guidelines I acknowledge are maintained by the Administrator, and I agree to lease the remaining Program Units to tenants with household incomes at or below 80% of the area median income as established by HUD. If for any reason the 50/50 area median income requirement explained above cannot be met, I will obtain a "waiver" from the Program Administrator.
4. During the three year term I agree to screen prospective Program Unit tenants to determine income eligibility so that the income requirements described in Section 3 above are satisfied, and I agree to verify tenant income eligibility with the Program Administrator to confirm that the Section 3 income requirements are being satisfied as often as may be required by the Program Administrator.
5. When leasing Program Units during the three year term I agree to give priority to income eligible families with children under the age of six years.
6. I agree to advertise vacant/vacated Program Units on the MaineHousingsearch.org website. I agree to include in the advertisement that the Program Unit has been lead abated, priority will be given to those families with children under the age of 6 years, and the household must be income eligible for the Program Unit.
7. I understand I must submit a new tenant income verification form to the Program Administrator when a change in tenancy occurs during the three year term. Additionally, I will comply with Program Administrator's request to complete and submit an Annual Verification of Grant Compliance form.
8. I understand that any misrepresentation or misstatement in this Affidavit or any other document executed in connection with the Program Loan issued to me will constitute a breach of this Affidavit and entitle the Maine State Housing Authority MaineHousing to take appropriate proceedings against me. **I may be subject to Criminal Penalties for any misrepresentation, misstatement made in connection with this Affidavit or failure to abide by the requirements contained in this Affidavit.**
9. I understand that MaineHousing, the Program Administrator, any mortgage insurer or guarantor or any of their representatives may wish to investigate or to verify the matters set forth in this Affidavit or in other documents provided in connection with the my application for a Program Loan, and I hereby permit such investigation or verification.
10. I understand that upon sufficient notice, MaineHousing or agents of the Program Administrator shall have the right of entry to the Program Units and the right to inspect all Program work done, material, equipment and fixtures furnished, installed or stored in and about the Program Units.

11. In the case of co-owners, statements made throughout this Affidavit in the singular include the plural.

Date: _____

Signature of Applicant

Date: _____

Signature of Co-Applicant

State of Maine
_____, ss.

Personally appeared the above-named _____ being
duly sworn stated under oath that the facts set forth herein are true based on his/her personal knowledge and
information contained in records in his/her custody and control.

Before me,

Print Name: _____

Notary Public/Attorney at Law

Commission expires: _____

Maine State Housing Authority (MaineHousing)
LEAD HAZARD REDUCTION DEMONSTRATION PROGRAM

APPLICANT INFORMATION FORM

This Applicant Information Form describes program requirements and provides a list of things that you need to know, and need to do before making a commitment for a Lead Hazard Reduction Demonstration Program Loan/Grant from MaineHousing.

HOW THE PROGRAM WORKS:

Maine State Housing Authority's Lead Hazard Reduction Demonstration Program is administered by Community Action Agencies (CAA/Administrator). The CAA will take your application, perform all necessary eligibility verifications, and inspect the work as it is being performed. After you have signed all necessary documents and if all guidelines are met, MaineHousing will fund your loan with funds being held on your behalf.

Maine State Housing Authority uses funds from the U.S. Department of Housing & Urban Development, Real Estate Transfer Tax and other state and federal funds to provide funding for the program.

GENERAL PROGRAM INFORMATION:

SINGLE FAMILY OWNER OCCUPIED HOMES

- A grant will be provided for income eligible owner occupied single family homes. You will be required to sign several documents, including an application, grant documents, a lead hazard reduction demonstration construction contract and other documents necessary for completion of lead hazard control work. You must also provide proof of your income such as check stubs and complete income tax returns and will need to provide proof that you own the building (e.g. a property deed).
- The maximum grant amount that a single family homeowner can receive is \$16,000. You must use the home you plan to repair as your principal residence and there must be a child under the age of 6 years permanently residing in your home. This amount may not be enough to treat all of the lead hazards in your home. MaineHousing reserves the right to increase the loan amount on a case by case basis, contingent upon available funds. MaineHousing also reserves the right to declare the project too expensive or economically unfeasible and to "walk away".
- In addition to the lead hazard reduction demonstration grant funds, additional grant money is available to conduct Healthy Homes Rating System (HHRS) environmental assessments in Program homes and related Healthy Homes (HH) interventions in select units receiving lead hazard reduction interventions. Healthy Homes interventions will address indoor allergens, household injury risks, mold, radon and other home-based environmental health hazards as identified by the HHRS. The maximum allowed funding pre HH intervention is \$3,238.

MULTIFAMILY PROPERTY OWNERS

- Deferred/forgivable loans will be provided to owners of rental properties. The maximum number of rental units a for-profit or non-profit owner can enroll is ten. The maximum loan amount an owner can receive is 10,000 per unit or \$100,000. Owners who have enrolled 10 unit limits under a separate grant are eligible to enroll an additional 10 units, which can consist of different properties. Owners will be required to lease the enrolled units to low-income families for a period of three years and must sign an affidavit and loan documents promising such. If costs exceed \$10,000 per unit, owners must pay the difference. If owners can't or refuse to pay the difference, MaineHousing reserves the right to "walk away". The cost of lead paint inspections and abatement design will be funded by MaineHousing for eligible rental units and not included in the loan amount. MaineHousing may also help with the costs of tenant relocation during the lead hazard control work.
- Owners will be required to sign several documents, including an application, an affidavit, loan documents, a construction contract and other documents necessary for completion of lead hazard control work. Owners must also provide proof of building ownership (e.g. a property deed).
- Loan terms are as follows: Maximum of \$10,000 per unit, up to a maximum of 10 units or \$100,000, 0% interest, no monthly payments and entire loan is forgiven if you lease the enrolled units to low-income families for a period of three years from date of loan closing. If you transfer title, refinance, foreclosed on, sell the property or break the affordability requirements prior to the maturation of the three year loan term, **the entire loan amount** is due back to MaineHousing.

TEMPORARY RELOCATION

- Owners must advise tenants living in units that are enrolled into the program, that they will have to be relocated during the work. Owners are strongly encouraged to seek vacant units for the temporary placement of families during the work. Tenants may be eligible for grants of up to \$1,200 to help with temporary relocation costs. It is the owner's responsibility to have the rental units vacant and ready for contractor work prior to commencement of work.
- Single family homeowners may be eligible for relocation grants of up to \$1,200 to help with temporary relocation. This money can be used for moving expenses, costs for alternative housing and other relocation related expenses. Homeowners are responsible for having the home vacant and ready for contractor work prior to commencement of work.
- Homeowners and tenants may have to move furniture and belongings out of work areas so that the contractor can perform the work. Homeowners and tenants must find alternative housing for pets.

OTHER REQUIREMENTS

- Homeowner insurance is required for all properties enrolled in the program. Applicants with properties located in a FEMA recognized Special Flood Hazard Area will not be allowed to participate in the program.
- Owners can only hire a qualified, licensed contractor to perform the work and cannot use loan proceeds to pay for his/her own labor or to purchase his/her own materials to perform the work.
- Do not start any work until your application is approved **AND** you have signed required loan documents and other required documents with the Community Action Agency. Any work started prior to loan closing will not be funded by MaineHousing.
- During the work, the contractor will need to use water, electricity and other utilities. The cost for the use of these utilities will be at the expense of the owner.
- Site visits will be conducted by staff from the CAA and MaineHousing during the construction phase.

CONTRACTOR PROPOSALS:

- The CAA will obtain a minimum of three bids from separate, qualified contractors to perform the work. The contractor must be a Maine Department of Environmental Protection licensed lead abatement contractor and or a Lead Smart Renovator (if the type of work allows for a Lead Smart Renovator).
- You should check the contractor's past performance through references and the Better Business Bureau. Your CAA may be able to offer assistance to you.
- The CAA will award the project to the lowest bidder. If you choose a contractor whose bid is higher than another, you will be responsible for paying the difference between the low bid and the bid you chose.

CONTRACTS:

- Maine State Housing Authority's Lead Hazard Reduction Demonstration Program requires a standard lead hazard reduction demonstration construction contract to be signed by you and the chosen contractor. The CAA will provide the contract you must use.

CONTRACTOR PAYMENTS:

- No payments will be released to the contractor until the CAA authorizes payment. Final payment will be withheld until the contractor passes a visual inspection and a lead dust wipe clearance test performed by the CAA.
- You, the chosen contractor and the Community Action Agency will enter into an Escrow Agreement. This enables the CAA to hold and distribute the construction funds on your behalf and in accordance with program rules.

RETURNING HOME:

You or your tenants cannot return home until all of the interior work is completed and the dust wipe clearance test passes. There may be additional work that needs to be completed on the exterior of the home. This can be done safely while you or your tenants live in the home.

RESOLUTION OF DISPUTES: The Maine State Housing Authority uses a standard procedure for resolving disputes among the owner, the contractor, and the CAA concerning the rehabilitation of a home. The CAA is initially responsible for resolving disputes. If a dispute arises concerning the provisions of the signed contract or the performance by the parties, contact your CAA immediately and describe your complaint. If your CAA is unable to informally resolve your dispute, your CAA will assist you through the following process.

- *Notice of Dispute.* Within five business days of becoming aware of a dispute that is not readily resolved, the CAA will send MaineHousing a notice of the dispute with a copy of any written correspondence from the complainant. The CAA will also send a copy of the notice of dispute to the complainant. If MaineHousing learns of the dispute first, MaineHousing shall, within three working days send the CAA a notice of dispute along with any correspondence from the complainant. For the most efficient process, contact your CAA first, not MaineHousing.
- *Informal Conference.* The CAA will set up an informal conference to be held within fifteen days from when the CAA becomes aware of the dispute. The CAA will notify all parties of the date, time and place of the informal conference giving reasonable consideration to the schedules of all parties and the severity of the dispute. If the informal conference produces a resolution to the dispute, the CAA will prepare a document signed by all parties involved in the dispute that plainly states the agreed upon resolution.
- *Binding Arbitration.* The lead hazard construction contract and/or the general construction contract between the contractor and you will contain a binding arbitration clause. If the informal conference does not produce a resolution, the CAA will issue a document stating that no resolution was reached and that the parties will participate in a binding arbitration proceeding to be held as soon as possible after the informal conference. Unless the CAA, owner, and contractor otherwise agree, the arbitration shall be conducted in accordance with the construction industry arbitration rules of the American Arbitration Association. The decision of the arbitrator will be final.

**IF YOU DO NOT UNDERSTAND ALL OF THE INFORMATION CONTAINED IN THIS DOCUMENT,
PLEASE CONTACT YOUR COMMUNITY ACTION AGENCY FOR CLARIFICATION BEFORE SIGNING.**

I certify that I have read, understand, and agree to the responsibilities and information contained in this Applicant Information Form.

I certify that I have read, understand, and agree to the responsibilities and information contained in this Applicant Information Form.

APPLICANT (OWNER):

Signature of Applicant

Signature of Co-Applicant

Date

CAA (ADMINISTRATOR):

Signature of CAA Representative

CAA Representative Name

Date

UNIT # _____

Maine State Housing Authority (MaineHousing)
LEAD HAZARD REDUCTION DEMONSTRATION GRANT PROGRAM

AUTHORIZATION TO RELEASE INFORMATION

TO: _____

RE: _____
Name of Customer Account or Other Identifying Number

I have applied for or obtained a loan or grant from MaineHousing and
_____ (CAA).

As part of this process and/or in considering me for interest credit, payment assistance, or other servicing assistance on such loan, MaineHousing and/or the CAA may verify information contained in my request for assistance and in other documents required in connection with the request.

I authorize you to provide to MaineHousing and the CAA, for verification purposes, the following applicable information:

1. Past and present employment or income records.
2. Bank account, stock holdings, and any other asset balances.
3. Past and present landlord references
4. Other consumer credit references

If the request is for a new loan or grant, I further authorize MaineHousing and/or the CAA to order a credit consumer report and verify other credit information.

I understand that under the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401, et seq., MaineHousing and the CAA is authorized to access my financial records held by financial institutions in connection with the consideration or administration of assistance to me. I also understand that financial records involving my loan/grant and loan application will be available to MaineHousing and the CAA without further notice or authorization, but will not be disclosed or released by MaineHousing and the CAA to another government agency or department or used for another purpose without my consent except as required or permitted by law.

This authorization is valid for the life of the loan/grant.

The recipient of this form may rely on the Government's representation that the loan/grant is still in existence.

The information MaineHousing and the CAA obtains is only to be used to process my request for a loan/grant, interest credit, payment assistance, or other servicing assistance. I acknowledge that I have received a copy of the notice to Applicant Regarding Privacy act Information. I understand that if I requested interest credit or payment assistance, this authorization to release information will cover any future requests for such assistance and that I will not be re-notified of the Privacy Act information unless the Privacy Act information has changed concerning use of such information.

A copy of this authorization may be accepted as an original. Your prompt reply is appreciated.

Customer Signature

Date

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0172. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information.

MSHA and the CAA are an Equal Opportunity Lender

UNIT # _____

AMI _____

Maine State Housing Authority (MaineHousing)
LEAD HAZARD REDUCTION DEMONSTRATION PROGRAM

TENANT APPLICATION AND INFORMATION

Community Action Agency (CAA)

CAA Name _____
 CAA Address _____
 CAA City/State/Zip _____

Questions should be directed to:

Name of Intake Staff: _____
 Telephone of Intake Worker: _____
 Email of Intake Worker: _____

Return completed and signed applications to the above-named CAA.

Tenant Name: _____ First MI Last	Co-Tenant Name: _____ First MI Last
Date of Birth: _____	Date of Birth: _____
Social Sec #: _____	Social Sec #: _____
Address: _____	Apartment # _____
_____	#Bedrooms: _____
Telephone: _____	Rent Amount: _____

Total number in house (including you): _____

Name(s) of dependent children	Birthdate	Ages	Blood Lead Levels VEHL's ug/dl
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Household Income and Assets:

Occupants must complete the section below to be enrolled in the Program.

Tenant Employment:Self-Employed: ☐ Yes ☐ No *If yes, provide 2 years tax returns, including all Schedules.*

Employer Name _____	Employer Telephone _____
Employer Address _____	Position _____
_____	No. of Years _____

Co-Tenant Employment:Self-Employed: ☐ Yes ☐ No *If yes, provide 2 years tax returns, including all Schedules.*

Employer Name _____	Employer Telephone _____
Employer Address _____	Position _____
_____	No. of Years _____

Head of Household Employment:Self-Employed: ☐ Yes ☐ No *If yes, provide 2 years tax returns, including all Schedules.*

Employer Name _____	Employer Telephone _____
Employer Address _____	Position _____
_____	No. of Years _____

Gross Income:**Occupants must provide verification of all income.**

GROSS AMOUNT	(a) TENANT	(b) CO-TENANT	(c) Head of Household
A. Wages (gross monthly) from Employment	_____	_____	_____
B. Additional Monthly Income From:			
1. Overtime	_____	_____	_____
2. Part-Time Employment	_____	_____	_____
3. Pensions	_____	_____	_____
4. Veteran's Administration Compensation	_____	_____	_____
5. Net Rental Income	_____	_____	_____
6. Self Employment*	_____	_____	_____
7. Child Support	_____	_____	_____
8. Public Assistance (TANF/WIC/GA)	_____	_____	_____
9. Social Security Benefits	_____	_____	_____
10. Unemployment Compensation	_____	_____	_____
C. Other**	_____	_____	_____
D. Gross Monthly Income (Total A, B & C)	_____	_____	_____
E. Total (Line D Multiplied by 12)	_____	_____	_____
F. Gross Household Income (Total E(a)+E(b)+E(c):	_____	_____	_____

*If self-employer, please provide most recent 2 years of completed tax returns including Schedule C.

** Includes bonuses, dividends, interest, royalties, alimony, sick pay, disability, retirement, income from trusts, income from business activities or investments.

Applicant Demographic Profile

The following information is required by the Federal Government for certain types of loans related to a dwelling or order to monitor the lender's compliance with equal credit opportunity and fair housing laws. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish the information, under federal regulations the lender is required to note race or national origin and sex on the basis of visual observation or surname. If you do not wish to furnish the information, please check below.

I do not wish to furnish this information☐ Yes ☐ No**Head of Household** (check all that apply)

Sex of Head of Household

☐ Male☐ Female

of Household Members _____

Single

Married

Elderly

Single Parent with Children

Two Parents with Children

Other (specify) _____

Race:

White

Black/African American

American Indian/Alaska Native

Asian

Native Hawaiian/Other

Pacific Islander

American Indian/Alaskan Native & White

Asian & White

Black/African American & White

American Indian/Alaskan Native & Black/ African

American

Other Multi-Racial

Ethnicity:

Hispanic or Latino

Not Hispanic or Latino:

Physically Disabled Head of Household

☐ Yes ☐ No

Displaced Homemaker*

☐ Yes ☐ No

*A displaced homemaker means an adult individual who: has not worked full-time, full-years in the labor force for a number of years but has, during such years, worked primarily without pay to care for the home and family and is employed or under employed and is experiencing difficulty in obtaining or upgrading employment.

UNIT # _____

I certify that ALL the information I have provided on this form is **TRUE** and **CORRECT** and I acknowledge the lender's right to verify.

Tenant Signature: _____ Date: _____

Co-Tenant Signature: _____ Date: _____

Office Use Only

The Gross Income as calculated pursuant to this Income Form and the Procedural Guide has been verified by the Administrator to be:

\$ _____

Maximum Eligible Income for this Tenant is:

\$ _____

Percentage of AMI: _____

Dated _____

Signed by CAA Representative _____

Name of CAA Representative _____

UNIT # _____

Maine State Housing Authority (MaineHousing)
LEAD HAZARD REDUCTION DEMONSTRATION PROGRAM

TENANT INCOME RECERTIFICATION

TO BE COMPLETED ONLY IF THE LOAN DOES NOT CLOSE WITHIN FOUR MONTHS OF APPLICATION.

Tenant Name: _____
First MI Last

Co-Tenant Name: _____
First MI Last

Property Address: _____

STATE OF MAINE

COUNTY OF _____, XS

_____, _____, and _____

being duly sworn, depose and say that his/her/their Gross Income as calculated
pursuant to the Income Eligibility Worksheet, Pages 1 and 2 is now:

\$ _____

Date: _____

Signature of Tenant

Date: _____

Signature of Co-Tenant

Date: _____

Signature of Head of Household

Subscribed and sworn to before me on _____

(Seal)

Name:

Notary Public/Attorney-at-Law

Commission Expires: _____

Notaries Public must have each person signing raise his or her hand and licit an affirmative response to the following oath: "DO YOU (SWEAR/AFFIRM) UNDER PENALTY OF LAW THAT YOU HAVE READ AND UNDERSTOOD THIS INCOME RECERTIFICATION AND THAT THE STATEMENTS WITHIN ARE TRUE BASED UPON YOUR PERSONAL KNOWLEDGE (SO HELP YOU GOD)?"

UNIT # _____

Maine State Housing Authority (MaineHousing)
LEAD HAZARD REDUCTION DEMONSTRATION PROGRAM

BLOOD TESTING RELEASE FORM

It is recommended that all children under six years of age have their blood lead level tested prior to hazard control work in your home. If your children have not received a blood test in the past **three (3) months**, you should contact your child's primary health care provider or the local health department to arrange for a test.

Please check one of the following- the one which best describes your children:

☐ My children under six **have** had their blood lead levels tested in the past **three (3) months**. Please identify

Provider Name _____ Date of Test _____

☐ I hereby authorize the provider to release the results of this (these) blood test (s) to the Lead Hazard Reduction Demonstration Program.

☐ My children under six **have not** had their blood lead levels tested in the past three **(3) months** and I agree to have them tested at this time.

☐ For Religious purposes and/or personal reasons, I choose **not to have** my child (children's) tested for lead.

I/We voluntarily disclose this information. I/We understand that disclosure of this information is not required for participation in the Lead Hazard Reduction Demonstration Program

Parent or Guardian Signature

Date

Parent or Guardian Name

Maine State Housing Authority (MaineHousing)
LEAD HAZARD REDUCTION DEMONSTRATION PROGRAM
TENANT APPLICATION AND INFORMATION FORM

This Applicant and Information Form describes program requirements and provides a list of things that you need to know, and need to do before making a commitment for a Lead Hazard Reduction Demonstration Program Loan/Grant from MaineHousing.

HOW THE PROGRAM WORKS:

MaineHousing's Lead Hazard Reduction Demonstration Program is administered by Community Action Agencies (CAA). The CAA will take your application, perform all necessary eligibility verifications, and inspect the work as it is being performed. After you have signed all necessary documents and if all guidelines are met, MaineHousing will fund your loan with funds being held on your behalf.

MaineHousing uses funds from the U.S. Department of Housing & Urban Development, Real Estate Transfer Tax and other state and federal funds to provide funding for the program.

TEMPORARY RELOCATION

- Landlords must advise tenants living in units that are enrolled into the program, that they will have to be relocated during the work. Landlords are strongly encouraged to seek vacant units for the temporary placement of families during the work. Tenants may be eligible for grants of up to \$1,250 to help with temporary relocation costs not to exceed ten days. It is the landlord's responsibility to have the rental units vacant and ready for contractor work prior to commencement of work.
- Single family homeowners may be eligible for relocation grants of up to \$1,250 to help with temporary relocation costs not to exceed ten days. This money can be used for moving expenses, costs for alternative housing and other relocation related expenses. Homeowners are responsible for having the home vacant and ready for contractor work prior to commencement of work.
- Homeowners and tenants may have to move furniture and belongings out of work areas so that the contractor can perform the work. Homeowners and tenants must find alternative housing for pets.

OTHER REQUIREMENTS

- During the work, the contractor will need to use water, electricity and other utilities. **The cost for the use of these utilities will be at the expense of the owner.**
- Site visits will be conducted by staff from the CAA and MaineHousing during the construction phase.

RETURNING HOME:

You or your tenants cannot return home until all of the interior work is completed and the dust wipe clearance test passes. There may be additional work that needs to be completed on the exterior of the home. This can be done safely while you or your tenants live in the home.

RESOLUTION OF DISPUTES: MaineHousing uses a standard procedure for resolving disputes among the owner, the contractor, and the CAA concerning the rehabilitation of a home. The CAA is initially responsible for resolving disputes. If a dispute arises concerning the provisions of the signed contract or the performance by the parties, contact your CAA immediately and describe your complaint. If your CAA is unable to informally resolve your dispute, your CAA will assist you through the following process.

- *Notice of Dispute.* Within five business days of becoming aware of a dispute that is not readily resolved, the CAA will send MaineHousing a notice of the dispute with a copy of any written correspondence from the complainant. The CAA will also send a copy of the notice of dispute to the complainant. If MaineHousing learns of the dispute first, MaineHousing shall, within three working days send the CAA a notice of dispute along with any correspondence from the complainant. For the most efficient process, contact your CAA first, not MaineHousing.
- *Informal Conference.* The CAA will set up an informal conference to be held within fifteen days from when the CAA becomes aware of the dispute. The CAA will notify all parties of the date, time and place of the informal conference giving reasonable consideration to the schedules of all parties and the severity of the dispute. If the informal conference produces a resolution to the dispute, the CAA will prepare a document signed by all parties involved in the dispute that plainly states the agreed upon resolution.
- *Binding Arbitration.* The lead hazard construction contract and/or the general construction contract between the contractor and you will contain a binding arbitration clause. If the informal conference does not produce a resolution,

UNIT # _____

the CAA will issue a document stating that no resolution was reached and that the parties will participate in a binding arbitration proceeding to be held as soon as possible after the informal conference. Unless the CAA, owner, and contractor otherwise agree, the arbitration shall be conducted in accordance with the construction industry arbitration rules of the American Arbitration Association. The decision of the arbitrator will be final.

**IF YOU DO NOT UNDERSTAND ALL OF THE INFORMATION CONTAINED IN THIS DOCUMENT, PLEASE
CONTACT YOUR COMMUNITY ACTION AGENCY FOR CLARIFICATION BEFORE SIGNING.**

I certify that I have read, understand, and agree to the responsibilities and information contained in this Applicant Information Form.

Tenant Signature: _____ Date: _____

Co-Tenant Signature: _____ Date: _____

Maine State Housing Authority (MaineHousing)
LEAD HAZARD REDUCTION DEMONSTRATION PROGRAM

APPLICANT (SINGLE-FAMILY HOMEOWNER) APPLICATION AND INFORMATION

Community Action Agency (CAA/Administrator):

Questions should be directed to:

Name _____

Name of Intake Staff: _____

Address _____

Telephone of Intake Staff: _____

City/State/Zip _____

Email of Intake Staff: _____

Return completed and signed applications to the above-named CAA.

Date _____

Applicant Information:

Applicant Name _____
First MI Last

Co-Applicant Name _____
First MI Last

Date of Birth _____

Date of Birth _____

Social Sec # _____

Social Sec # _____

Owner Mailing Address _____
Address

Home Telephone _____

City State ZIP Code

Work Telephone _____

Total number in house (including you) _____

Name(s) of dependent children	Birthdate	Ages	Blood Lead Levels VEHL's ug/dl

Property Information:

Address of Property to be abated _____
Street City

County State ZIP Code

Check property type:

Year built: _____ ☐ Unknown

☐ Single Family (stick built)

of Rooms _____

☐ Mobile Home

Household Income and Assets:**Applicant Employment:**Self-Employed: ☐ Yes ☐ No *If yes, provide 2 years tax returns, including all Schedules.*

Employer Name _____

Employer
Telephone _____

Employer Address _____

Position _____

No. of Years _____

Co-Applicant Employment:Self-Employed: ☐ Yes ☐ No *If yes, provide 2 years tax returns, including all Schedules.*

Employer Name _____

Employer
Telephone _____

Employer Address _____

Position _____

No. of Years _____

Head of Household Employment:Self-Employed: ☐ Yes ☐ No *If yes, provide 2 years tax returns, including all Schedules.*

Employer Name _____

Employer
Telephone _____

Employer Address _____

Position _____

No. of Years _____

Gross Income (Owner must provide verification of all income):

	(a)	(b)	(c)
GROSS AMOUNT	APPLICANT	CO-APPLICANT	Head of Household
A. Wages (gross monthly) from Employment	_____	_____	_____
B. Additional Monthly Income From:			
1. Overtime	_____	_____	_____
2. Part-Time Employment	_____	_____	_____
3. Pensions	_____	_____	_____
4. Veteran's Administration Compensation	_____	_____	_____
5. Net Rental Income	_____	_____	_____
6. Self Employment*	_____	_____	_____
7. Child Support	_____	_____	_____
8. Public Assistance (TANF/WIC/GA)	_____	_____	_____
9. Social Security Benefits	_____	_____	_____
10. Unemployment Compensation	_____	_____	_____
C. Other**	_____	_____	_____
D. Gross Monthly Income (Total A, B & C)	_____	_____	_____
E. Total (Line D Multiplied by 12)	_____	_____	_____
F. Gross Household Income (Total E(a)+E(b)+E(c):			_____

*If self-employer, please provide most recent 2 years of completed tax returns including Schedule C.

** Includes bonuses, dividends, interest, royalties, alimony, sick pay, disability, retirement, income from trusts, income from business activities or investments.

IMPORTANT! READ THIS BEFORE SIGNING:

I/we certify that the above statements are true, accurate, and complete to the best of my/our knowledge and belief. This application shall remain with the Administrator to which it is submitted and/or MaineHousing. I/we hereby consent to and authorize the Administrator and MaineHousing, after giving reasonable notice, to enter the improved property to determine that the improvements specified in this application have been completed. I/we understand that the selection of a contractor and the acceptance of the materials used and the work performed is my/our responsibility, and neither the Administrator nor MaineHousing guarantees the quality of workmanship of the property improvements. I/we understand that it may be a federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of the United States Criminal Code.

NOTICE: Consumer reports (Merchant's Report) may be obtained in connection with this Application by the Administrator. If requested, 1) You will be informed whether or not consumer reports were obtained; and 2) If reports were obtained, you will be informed of the names and addresses of the consumer reporting agencies (credit bureaus) that furnished the reports.

Signature of Applicant (Owner)

Date

Signature of Co-Applicant (Co-Owner)

Date

Applicant Demographic Profile

The following information is required by the Federal Government for certain types of loans related to a dwelling or order to monitor the lender's compliance with equal credit opportunity and fair housing laws. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish the information, under federal regulations the lender is required to note race or national origin and sex on the basis of visual observation or surname. If you do not wish to furnish the information, please check below.

I do not wish to furnish this information

☐ Yes ☐ No

Head of Household (check all that apply)

Sex of Head of Household

☐ Male

☐ Female

of Household Members

Single

☐

Married

☐

Elderly

☐

Single Parent with Children

☐

Two Parents with Children

☐

Other (specify)

☐

Race:

White

☐

Black/African American

☐

American Indian/Alaska Native

☐

Asian

☐

Native Hawaiian/Other

☐

Pacific Islander

☐

American Indian/Alaskan Native & White

☐

Asian & White

☐

Black/African American & White

☐

American Indian/Alaskan Native & Black/ African American

☐

Other Multi-Racial

☐

Ethnicity:

Hispanic or Latino

☐

Not Hispanic or Latino:

☐

Physically Disabled Head of Household

☐

Yes

☐

No

Displaced Homemaker*

☐

Yes

☐

No

*A displaced homemaker means an adult individual who: has not worked full-time, full-years in the labor force for a number of years but has, during such years, worked primarily without pay to care for the home and family and is employed or under employed and is experiencing difficulty in obtaining or upgrading employment.

Office Use Only

The Gross Income as calculated pursuant to this Application and the Procedural Guide has been verified by the Administrator to be:

\$

Maximum Eligible Income for this applicant is: \$

Percentage of AMI:

Dated

Signed by CAA Representative

Name of CAA Representative

Proposal Ranking Sheet**RFQ 2020-01-23*****City of Biddeford Lead Hazard Reduction Program Professional Services*****FIRM: Community Concepts, Inc. (sole respondent)****Review by: Planning & Economic Development Department**

CRITERIA	SCORE	COMMENTS
1. Qualifications and experience with similar projects involving local government and/or other governmental agencies (30 Points Max)	30/30	CCI is the Community Action Program for central & western Maine. Established in 1965, CCI has delivered Lead Hazard Reduction & Healthy Homes work for the past 25 years, including here in York County. References confirm CCI has delivered the same Lead Hazard Program professional & admin/management services that Biddeford seeks for 20 years in communities statewide via the lead programs of MaineHousing & City of Lewiston. Since 2006, CCI has been MaineHousing's partner on HUD/State-funded Lead Hazard Reduction work in York County and across Maine. CCI now handles the "bulk" of all MaineHousing's lead reduction work throughout the State, so they are highly experienced with the program & the regulations/HUD requirements that underlie it. City of Lewiston has been working with CCI on lead reduction work since 2014. CCI additionally has experience as the Maine CDC's Lead Environmental Investigation contractor in 5 Maine counties (including York County). This gives CCI special insight into the conditions and treatment of units where children have become lead poisoned.
2. Key staff, project understanding, and approach (20 Points Max)	19/20	CCI's Housing Director, Sandy Albert, will be the CCI project lead for Biddeford's lead program. She has held her position since 1999, overseeing day-to-day operations of lead abatement, as well as home repair and energy (LIHEAP) services. She has worked within HUD programs/regs for most of her career at CCI. Staff Sandy manages include a full-time admin. rep who also supports the MaineHousing and City of Lewiston Lead Programs' admin/intake/eligibility functions and has 14 years' experience in this role. There are 5 FTEs who are Healthy Homes-certified & Maine-licensed lead inspectors/risk assessors/abatement designers; one of these FTE's also serves as the program supervisor and oversees all lead rehab & construction work. CCI admits to needing more training in HUD's Section 3 requirements (contract & hiring opportunities for low-income residents) and will take direction from the City's Lead Program Manager. A tour of the

Proposal Ranking Sheet**RFQ 2020-01-23****City of Biddeford Lead Hazard Reduction Program Professional Services****FIRM: Community Concepts, Inc. (sole respondent)****Review by: Planning & Economic Development Department**

		CCI Lead Program operations in mid-Feb revealed a very organized office configuration with multiple process control tools present, as well as adequate equipment, and happy, knowledgeable, and flexible staff who appear eager to meet the City's professional service needs.
3. Ability to respond in an appropriate timeframe to requests for services / method for timely transmittal of data and ability to attend local meetings (20 Points Max)	18/20	References from MaineHousing and City of Lewiston reveal that the quality of CCI's work is very good. Both clients noted that it is sometimes necessary to remind CCI to provide specific documents for their program files. This will be an area of special focus under Biddeford's contract. MaineHousing reports that the Lewiston-based CCI operation has never failed to participate in its meetings, no matter where they are held in the state.
4. Cost reasonableness (20 Points Max)	18/20	MaineHousing & City of Lewiston reveal that CCI charges precisely the same --or very similar-- fees for their Lead Reduction Programs' professional and admin services (see attached Independent Cost Analysis) as CCI quoted to Biddeford. NOTE: Rehab/Construction oversight fees are significantly less for City of Lewiston due to the proximity of CCI's office/staff. CCI's fees are also in line with charges from Credere, though this provider did not meet overall RFQ criteria nor respond to the RFQ, as it delivers only lead inspection/assessment/design services and no admin or Healthy Homes services.
5. Thoroughness of material submitted, including a proposed work plan and the quality, amount, and type of service provided (5 Points Max)	4/5	Materials were thorough and work plan reasonable. All references reported CCI delivers very good quality professional work and all were satisfied with the overall quality, quantity, and level of service delivered by CCI, despite the reported need to address with them occasional missing paperwork and/or differences in interpreting HUD guidelines.
6. Reports from references (5 Points Max)	4/5	All references reported high marks, with only 1 or 2 minor areas noted for improvement (paperwork reminders/Section 3 training).
Total Score (100 Points Max)	93/100	Recommend executing CCI contract. City Program Manager will assure Section 3 and HUD guidelines training for CCI staff and assure delivery of timely paperwork.