

RHODE ISLAND HOUSING AND MORTGAGE FINANCE CORPORATION  
RULES AND REGULATIONS OF THE CORPORATION  
APPLICABLE TO  
THE HOMELESS SHELTER CAPITAL IMPROVEMENT FUND PROGRAM

SECTION 1. PROGRAM PURPOSES AND OBJECTIVES

Rhode Island Housing and Mortgage Finance Corporation (the "Corporation") hereby promulgates rules and regulations (the "Regulations") governing the Homeless Shelter Capital Improvement Fund Program (the "Program"). The purpose of the Program is to provide grant funding for the rehabilitation of existing shelter facilities for homeless single adults and homeless families.

SECTION 2. DEFINITIONS

- 2.1. As used in these Rules and Regulations:
- 2.1.1. "Program" means the Homeless Shelter Capital Improvement Fund Program as set forth in these Rules and Regulations.
  - 2.1.2. "Corporation" means Rhode Island Housing and Mortgage Finance Corporation.
  - 2.1.3. "Board" means the Board of Commissioners of the Corporation.
  - 2.1.4. "Executive Director" means the Executive Director of the Corporation or his designee.
  - 2.1.5. "Eligible Applicant" means any Rhode Island based organization exempt from state and federal income taxation which has as one of its organizational purposes the provision of Shelter to homeless adults and families.
  - 2.1.6. "Shelter" means emergency housing provided for a short-term period, generally expected to not exceed 6 months. Shelters may provide night-to-night or full-time residence, may be congregate or apartment-based, but cannot be intended as transitional or permanent housing for the individual or family.
  - 2.1.7. "Committee" means a committee of Corporation staff formed for the purpose of evaluating applications to the Program.

SECTION 3. PROGRAM REQUIREMENTS

3.1. Eligible Uses of Funding

Eligible uses of the funds include rehabilitation to:

- 3.1.1. Meet health and safety needs;
- 3.1.2. Ensure a lead safe environment for families and/or visiting children;
- 3.1.3. Comply with occupancy, maintenance and fire codes;

- 3.1.4. Address deferred maintenance;
  - 3.1.5. Retrofit interior or exterior space to meet program needs;
  - 3.1.6. Make the facility accessible to disabled persons.
- 3.2. Ineligible Uses of Funding
- Program funding may not be used for:
- 3.2.1. Additions to existing facilities to accommodate additional residents;
  - 3.2.2. Acquisition /new construction of shelter facilities;
  - 3.2.3. Operational, administrative, or supportive service expenses.
- 3.3. Minimum Standards for Rehabilitation
- 3.3.1. Eligible Applicants must include in their proposal all repairs required to bring the Shelter into compliance with all relevant health, safety and housing codes, including lead safe certification for shelters serving children.
- 3.4. Application Process
- 3.4.1. A Request for Proposals (RFP) will be issued subject to funding availability.
  - 3.4.2. Applications shall meet the specifications of the RFP and include at a minimum;
    - (i) The name, address, telephone number, fax number, email address and taxpayer identification number of the applicant.
    - (ii) A resolution of the Board of Directors or other governing body of the Eligible Applicant authorizing submission of the Proposal.
    - (iii) A description of the population served by the facility, services provided, and monthly occupancy for the past twelve months.
    - (iv) A description of the current facility condition and need for rehabilitation work.
    - (v) A description of proposed rehabilitation work including all repairs needed to bring the Shelter into compliance with all relevant health, safety and housing codes, including lead safe certification for Shelters serving children.
    - (vi) A proposed budget and schedule for rehabilitation work.
  - 3.4.3. A Committee of the Corporation staff will review applications with priority given to Proposals that;
    - (i) Address problems affecting the health or safety of residents;

- (ii) Bring to lead safe certification standards Shelters serving children and families, or;
- (iii) Bring a facility into compliance with occupancy, maintenance or fire codes.

3.4.4. Funds will be awarded by the Board based on the Committee's recommendations.

#### SECTION 4. WAIVER

4.1. Upon a determination and finding of Good Cause, the Corporation may waive any provision of the Regulations. Good Cause includes facts or circumstances where the granting of a waiver (i) would not pose an undue financial risk to the Corporation, (ii) is necessary to carry out the purposes of the Homeless Shelter Capital Improvement Fund Program, and (iii) is consistent with the mission of the Corporation. Each waiver must be in writing and must be supported by documentation of the pertinent facts and circumstances.