



## **Request for Proposals Permanent Supportive Housing Provider**

### **INTRODUCTION**

Through this Request for Proposals (“RFP”), Rhode Island Housing and the Rhode Island Continuum of Care (“RiCoC”) seek proposals from a qualified provider of housing and services for the homeless to operate a permanent supportive housing project. Funds for this project have been awarded to Rhode Island Housing in its capacity as the collaborative applicant for 2013 Continuum of Care Program grants on behalf of RiCoC. The U.S. Department of Housing and Urban Development (“HUD”) administers the Continuum of Care Program (“Continuum of Care” or the “Program”) pursuant to Title IV of the McKinney-Vento Homeless Assistance Act. The Program is intended to develop housing and related supportive services for people experiencing homelessness.

### **INSTRUCTIONS**

One original(s) and three copies of the proposal should be submitted to Rhode Island Housing, 44 Washington Street, Providence, Rhode Island 02903-1721, Attn: Laura Archambault. Please also direct a courtesy copy by email to: [larchambault@rhodeislandhousing.org](mailto:larchambault@rhodeislandhousing.org). Proposals should be concise and include all attachments and work samples. Proposals should be presented on business letterhead.

**Proposals must be received no later than 5:00 p.m. on February 6, 2015.**

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s). Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

### **SCOPE OF WORK**

Please see the Scope of Work provided at Attachment A.

### **ITEMS TO BE INCLUDED WITH YOUR PROPOSAL**

#### **A. General Firm Information**

1. Provide a brief description of your firm, including but not limited to the following:
  - a. Name of the principal(s) of the firm
  - b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal.

- c. Address of all offices of the firm.
- d. Number of employees of the firm.

B. Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.
2. Indicate which principals and associates from your firm would be involved in providing the housing, supportive services and administration required in the Scope of Work.
3. Please provide your most recent Continuum of Care Annual Progress Report (“APR”) for a similar permanent supportive housing project. If you are not currently the subrecipient of a Continuum of Care grant from HUD, and do not have an APR, please provide a report which reflects your success in promoting housing stability and increased income, and otherwise providing assistance for chronically homeless individuals. Please provide any other available outcome data to support your agency’s effectiveness in assisting such individuals achieve housing stability and increased self-sufficiency.
4. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual’s status as a member of the board of directors of any organization likely to interact with Rhode Island Housing, RICoC, or any agent thereof.
5. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years.
6. Describe how your firm will handle actual and or potential conflicts of interest.
7. Identify individuals in your firm with multi-lingual skills, who are available to assist with communication in languages other than English. Please identify the language(s).

C. Fee Structure

1. Please provide a detailed budget that aligns with the line items below for providing activities related to the Scope of Work at Attachment A.

<b>Line Item</b>	<b>Authorized Amount</b>
Rental Assistance-Tenant Based	\$161,088.00
Supportive Services	\$ 41,838.00
Administration	\$ 7,637.00
Total	\$210,563.00

D.

1. Rhode Island Housing and RICoC encourage the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm’s affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on this engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.
2. Discuss any topics not covered in this Request for Proposals that you would like to bring to the attention of Rhode Island Housing and RICoC.

E. Certifications

1. Rhode Island Housing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as Rhode Island Housing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.
2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving

in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

3. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to **Laura Archambault**, [larchambault@rhodeislandhousing.org](mailto:larchambault@rhodeislandhousing.org) seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after February 6, 2015, (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a Rhode Island Housing employee or Commissioner, or a relative of the same, based on any understanding that such person’s action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

### **EVALUATION AND SELECTION**

A selection committee consisting of members of the RICoC Recipient Approval and Evaluation Committee (a standing committee of the RICoC) will review all proposals and make a determination based on the following factors. The RICoC Board will review the recommendation of the Recipient Approval and Evaluation Committee for final approval, and submit such recommendation to the Rhode Island Housing Resources Commission for ratification.

- Professional capacity to undertake the Scope of Work.
- Ability to perform within time and budget constraints.
- Ability to manage Continuum of Care grant requirements as promulgated by HUD and codified at 24 C.F.R. 578.
- Performance with Continuum of Care grants awarded by HUD as reflected in the most current APR, or performance with other homeless assistance projects as reflected in other outcome data provided.
- Agency minority status and affirmative action program or activities.
- Foreign language capabilities of the agency.
- Other pertinent information submitted.

RICoC may invite one or more finalists to make presentations. In its sole discretion, RICOc may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals.

By this Request for Proposals, neither Rhode Island Housing nor RICOc has committed itself to undertake the work set forth. Rhode Island Housing and RICOc reserve their respective rights to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. Rhode Island Housing and RICOc reserve their respective rights to make those decisions after receipt of responses, which decision on these matters shall be final.

**For additional information contact: Laura Archambault,**  
[larchambault@rhodeislandhousing.org](mailto:larchambault@rhodeislandhousing.org).

## Attachment A

### **Scope of Work**

The Rhode Island Continuum of Care (“RiCoC”) and Rhode Island Housing, as the collaborative applicant for Continuum of Care Program funds on behalf of RiCoC, seek to engage an agency with a proven track record in successfully placing and stabilizing chronically homeless individuals in permanent supportive housing. This project is funded through the Continuum of Care Program (“Continuum of Care” of the “Program”). The U.S. Department of Housing and Urban Development (“HUD”) administers Continuum of Care pursuant to Title IV of the McKinney-Vento Homeless Assistance Act. The Program is intended to provide housing and related supportive services for people experiencing homelessness. The federal regulations governing the Program are codified at 24 C.F.R. 578 (as amended from time to time, the “Regulations”), and are supplemented by HUD guidebooks, notices and other published interpretation, as well as Office of Management and Budget circulars. The successful candidate (hereinafter, the “Agency”) must have a thorough working knowledge of the Program, the Regulations, and all relevant HUD and OMB supplemental requirements for participation as a grant subrecipient.

The Agency must be a private nonprofit organization, State, local government, or instrumentality of a State or local government, eligible to serve as a Program subrecipient under the Regulations. The Agency will carry out all aspects of a tenant-based rental assistance project in keeping with the Regulations, including the following.

- Select participants from the Statewide Housing Prioritization List, the dynamic statewide waiting list for housing for homeless persons, which is maintained by RiCoC as part of the Single Assessment and Coordinated Referral System, Rhode Island’s single point of entry for homeless persons seeking housing and services.
- Interview applicants to discuss available housing options. The Agency will be responsible for maintaining complete and accurate records relating to individual housing applicants.
- Provide service to a minimum of sixteen (16) individuals at a time, each of whom must (i) meet HUD eligibility requirements for disabled chronically homeless persons and (ii) have been entered into the Statewide Housing Prioritization List with an acuity score equal to or above 10.
- Assist Program clients to locate and lease units, and meet their tenancy obligations. This is a tenant-based rental assistance project. Each Program participant will pay 30% of his/her adjusted income to the landlord. Rhode Island Housing will use Program funds to pay the landlord the difference between the gross rent (i.e., rent plus utilities if the utilities are not included in the rent) and the total tenant payment (i.e., 30% of tenant gross income less any deductions allowed by HUD).
  - Assist participants in researching available rental properties; contacting property owners; visually inspecting units; and understanding and negotiating rental terms. Rhode Island Housing must approve all units prior to lease-up.

Units may be located anywhere in Rhode Island, unless the Agency chooses to restrict areas for lease-up to accommodate the provision of services.

- Prior to each participant's lease-up, arrange for Rhode Island Housing or its designee to (i) conduct an initial inspection to determine compliance with HUD's Housing Quality Standards ("HQS"); and (ii) conduct an environmental review to determine compliance with the Regulations.
- Co-operate with Rhode Island Housing to ensure that units proposed to be leased by Program clients are being offered at reasonable market rents, and facilitate the landlord's completion of rent reasonability forms for Rhode Island Housing's review and approval.
- Prior to each participant's lease-up, provide to Rhode Island Housing all documents and information required for subsidy processing, including: HUD-approved lease form; verification of homeless status; verification of disability; income and asset verifications; medical expense forms; client information releases; landlord W-9; and any other information reasonably required by Rhode Island Housing for Program purposes.
- Work with each Program participant to ensure payment of his or her portion of the rent to the landlord.
- Perform periodic inspections of leased units on an as-needed basis; arrange through Rhode Island Housing for annual HQS inspections of each leased unit.
- Inform Rhode Island Housing of any changes to participant income.
- Assist participants to maintain their housing by providing individualized services based on each participant's Service Prioritization Decision Assistance Tool ("SPDAT") assessment. The SPDAT is the evaluation tool employed by the RICoC to guide each eligible homeless person's placement and referral into appropriate housing.
- Make such supportive services available to participants as are indicated on participants' respective case management plans, and document the dollar value of services provided from any source, whether the Agency or another entity. Services to be provided are: housing search and counseling services, annual assessment of service needs, assistance with moving needs, case management, food, life skills training, mental health services, and substance abuse treatment services, each as further defined in 24 C.F.R. 578.53(e)(1), -(2), -(3), -(7), -(9), -(10), -(11), and -(16). Other eligible services listed in 24 C.F.R. 578.53 may be used for match purposes but may not be requisitioned for payment under this engagement.
- Offer additional supportive services to participants in order to avoid or prevent termination of Program assistance. Program assistance shall be terminated only in the most severe cases in accordance with the Regulations. The Agency must contact Rhode Island Housing whenever a situation arises that could result in the termination of a client's Program participation.
- Link each participant with other services necessary for the maintenance of stable housing, including (but not limited to): Supplemental Nutrition Assistance Program benefits, mental and/or physical health services, SSI/SSDI Outreach And Recovery

(“SOAR”) or other income application programs, and/or programs that may assist the participant in integrating into his/her community.

- Participate in the Rhode Island Homeless Management Information System (“HMIS”) and meet all HUD data requirements, as well as document services provided to participants.

If there are funds available after sixteen (16) participants have leased up, the Agency may make a request to Rhode Island Housing to apply such surplus to “rental assistance activities,” which for this project include: providing housing information and assistance, examining participant income and family composition, and receiving new participants into the project.

The Agency is expected to begin operations immediately upon execution of a subrecipient agreement with Rhode Island Housing. The selected applicant must place a minimum of five (5) participants in permanent housing by May 1, 2015.