REQUEST FOR PROPOSALS

Section 811 Project Rental Assistance Program
Unit Precommitment in New Construction and/or Rehabilitated Structures

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Posting Date: Tuesday, November 10, 2026
Response Submission Deadline: 3:00 EST p.m. on December 14, 2026.
Optional, Remote Information Session: Friday, November 13 at 12 p.m. on Microsoft Teams

NOTE TO RESPONDENTS:

Please be advised that **all** submissions (including those not selected for engagement) may be made available to the public on request pursuant to the Rhode Island Access to Public Records Act, Chapter 2 of Title 38 of the Rhode Island General Laws (the "APRA") upon award of a contract(s). As a result, respondents are advised not to include information that they deem proprietary or confidential or that constitutes a trade secret.

INTRODUCTION

Through this Request for Proposals ("RFP"), the Rhode Island Housing and Mortgage Finance Corporation ("RIHousing") seeks proposals from affordable housing owners and developers to provide a pre-commitment for units to receive rental subsidy through the US Department of Housing and Urban Development (HUD) Section 811 Project Rental Assistance (PRA) program. **The 811 PRA program assists extremely low - income, non-elderly individuals with disabilities by providing a project-based rental subsidy linked with supportive services.** RIHousing specifically seeks a pre-commitment of units from developers that will be compliant with Fair Housing, Civil Rights, Accessibility, Environmental, Lead Paint, and other requirements as set forth in the guidelines for the Section 811 Program (24 CFR 891). This solicitation seeks a precommitment to designate units for new construction, substantially rehabilitated structures, and moderately rehabilitated structures; a separate solicitation is planned to solicit unit commitments for existing properties.

The 811 PRA program couples project rental assistance contracts with leveraged services committed by BHDDH-approved service provider agencies. RIHousing is seeking the precommitment of units planned to be suitable for occupancy before the end of December 2030 to the 811 PRA program.

RIHousing anticipates issuing multiple precommitment letters to multiple affordable housing owners and developers. Applicants with successful proposals will be selected for conditional approval of the designation of units to the 811 PRA program not to extend beyond September 2027. **811 PRA precommitment letters available through this funding round shall be conditional and are contingent upon preliminary approval of development financing for the proposed development project by the RIHousing Board of Commissioners. Preliminary development financing must be approved no later than September 2027; if preliminary approval of development financing is not received by September 2027, then the precommitment of units**

to the 811 PRA program may be rescinded. Successful applicants will receive a letter of precommitment for units to the program; the letter may then be submitted as part of a proposal for development financing. Should RIHousing recapture any additional previously allocated 811 PRA program funds, RIHousing reserves the right to allocate them as part of this funding round.

INSTRUCTIONS

Proposals must be submitted via email to: **Katie Michaud, Director of Leased Housing** at **kmichaud@rihousing.com** no later than the response submission deadline set forth above.

Proposals that are not received by the response submission deadline or that do not adhere to the submission instructions described herein shall not be accepted or considered by RIHousing.

Proposals should be concise and adhere to the word count applicable to each section of this Request for Proposals ("RFP"). Proposals should be presented on business letterhead and include all attachments, certifications (including the Submissions Certification at Attachment A), and work samples (as applicable). Please note that failure to provide any information, certification, or document requested in this RFP may cause your submission not to be reviewed or considered by RIHousing.

RIHousing may invite one or more finalists to make presentations, including demonstrations of requested products, if applicable.

Updates, amendments and Q&As related to this Request for Proposals may be posted from time to time at: RFPs & RFQs | RIHousing.

RFP/RFQ Title: _____

Respondent Name: _____

SCOPE OF WORK

Please see the Scope of Work as provided on Attachment B.

SUBMISSION CHECK LIST

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

☐ **Section A: General Firm Information (Total word limit: 500 words)**

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, business telephone number and business email address of a representative of the firm authorized to discuss your proposal.
   c. Locations of all offices of the firm.
   d. Number of employees of the firm.

RIHousing requests that the contact information provided in response to this subsection (1) be strictly limited to business addresses, telephone numbers, and email addresses to protect any personal information from being made available to the public pursuant to APRA.

☐ **Section B: Experience and Resources (Total word limit: 3500 words)**

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.

2. The developer and their development team must have experience in the successful development and operation of affordable housing of similar scope and complexity; describe any previous experience with developments utilizing the 811 PRA program, or similar operating or rental assistance program(s).

3. Detail your experience providing subsidized housing to people with disabilities, including the total number of units contracted and the name(s) of the subsidized housing program(s). Detail current program metrics:

   - The name(s) of the subsidized housing for people with disabilities program(s) you have experience implementing;
   - Number of Units leased under the program(s) to date;
   - Admission rate(s);
   - Current vacancy rate(s);
   - The status of vouchering for reimbursement under the program(s); further specify if your firm has existing TRACS access.

- The nature of your ongoing collaboration with existing service partner(s) that are servicing the program households. Include formal partnership agreements, if applicable.

4. The development(s) making the unit precommitments must be financially feasible. To demonstrate feasibility, please submit the project's sources and uses and the self-calculated current per-unit TDC. Please note, RIHousing does not intend to make conditional awards for the precommitment of units to developments that exceed a $500,000 per-unit TDC. RIHousing reserves the right to rescind approval of the precommitment of 811 PRA units for a development if the per-unit TDC exceeds $500,000.

5. Tell us what resources are on-site to support successful tenancy and operations; examples may include but are not limited to: an onsite property manager(s), on-site resident services coordinator(s), on-site healthcare resources/partnerships, available space and/or capacity to host an onsite manager, service coordinator, and/or a RIHousing 811 PRA program staff and partners. Identify individuals in your firm with multi-lingual skills, who are available to assist with communication in languages other than English. If applicable, please identify the language(s).

6. Describe your firm's information security systems and the steps that your firm takes to safeguard client communication, confidential information, and client data. Include in your response whether your firm performs penetration testing, your firm's encryption methods, and whether client data is stored onshore or offshore.

☐ **Section C: Units proposed (Total word limit: 3500 words)**

The unit(s) available and development location are among the factors that will be considered in awarding this precommitment.

1. Include a breakdown of units you are proposing for participation in the Section 811 PRA program, which includes: the number of units available at each development, the number of bedrooms for each of the units, whether each unit is handicapped accessible, the total number of units in the development.

2. Provide details on the surrounding neighborhood for the units proposed for participation in the Program. In particular, please describe community amenities such as jobs, transportation, recreation, retail services, health care, and social services.

3. Provide the tenant selection plan criteria that is/will facilitate acceptance of 811 PRA referred households into the development. Further explain what the TSP policies are/will be that relate to eviction history, credit history, and criminal background.

4. State the date upon which the proposed units are planned to be available for lease. Please note, RIHousing is seeking the precommitment of units to designate to the 811 PRA program that are planned to be suitable for occupancy before the end of December 2030.

☐ **Section D: Affirmative Action Plan and Minority Owned Business/Women Owned Business**

1. RIHousing encourages 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 RIHousing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

Section E: Miscellaneous (Total word limit: 1000 words)

☐ 1. Discuss any topics not covered in this RFP that you would like to bring to RIHousing's attention.

Section F. Certifications

☐ All applicants must respond to and provide documentation as outlined in the Request for Proposals Submission Certifications at Attachment A.

EVALUATION AND SELECTION

A selection committee consisting of RIHousing employees will review all proposals that meet the requirements set forth in the "Instructions" section of this RFP and make a selection based on the following factors:

- Professional capacity to undertake the Scope of Work (as evaluated by Section B: Experience and Resources);
- Proposed units and development(s) location(s) (as evaluated by Section B: Experience and Resources, and Section C: Units Proposed);
- Timeline of unit availability (as evaluated by Section C);
- Evaluation of proposed project approach and capacity to support the program (as contained in the **Attachment B-Scope of Work**);

- Financial feasibility of the Development project (as evaluated by Section B (1))
- Previous work experience and performance with RIHousing (as provided in Section B: Experience and Resources);
- Firm minority status and affirmative action program or activities (as requested in Section D: Affirmative Action Plan and Minority Owned Business/Women Owned Business)
- Foreign language capabilities of the firm (as provided in Section B: Experience and Resources);
- Other pertinent information submitted.

By this RFP, RIHousing has not committed itself to undertake the work set forth herein. RIHousing reserves the right 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. RIHousing reserves the right to make those decisions after its receipt of responses. RIHousing's decisions to approve precommitments are conditioned on available HUD funding for the program. RIHousing's decision on these matters is final.

For additional information contact: **Katie Michaud,** kmichaud@rihousing.com

Revised: February 15, 2023

RFP/RFQ Title: _____
Respondent Name: _____

Attachment A

Requests for Proposals Submission Certifications

Please respond to **all** items below and include it in your response to this RFP. Be sure to include any additional information in the space provided or as an attachment as needed. Please ensure that any attachments refer to the appropriate item by name (i.e., "Conflict of Interest," "Major State Decision Maker," etc.)

Total word limit for Sections A and B: 500 words

Section A: Conflicts of Interest

1. 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 RIHousing. **If none, check below**.

   ☐ None

2. Describe how your firm will handle actual and or potential conflicts of interest *(please include in your proposal or attach a sheet with this information).*

Section B: Litigation, Proceedings, Investigations

1. Identify any material litigation, administrative proceedings, or investigations in which your firm is currently involved. **If none, check below.**

   ☐ None

2. 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 finally adjudicated or settled within the past two (2) years. **If none, check below.**

   ☐ None

Section C: Certifications

1. RIHousing 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 RIHousing, 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. **Please acknowledge your understanding below.**

☐ I have read and understand the requirements of Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

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.

   Please indicate your response below.

   ☐ Yes

   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.

   ☐ No

3. In the course of providing goods or services to RIHousing, the selected respondent may receive certain personal information specific to RIHousing customer(s) including, without limitation, customer names and addresses, telephone numbers, email addresses, dates of birth, loan numbers, account numbers, social security numbers, driver's license or identification card numbers, employment and income information, photographic likenesses, tax returns, or other personal or financial information (hereinafter collectively referred to as the "Personal Information"). The maintenance of the Personal Information in strict confidence and the confinement of its use to RIHousing are of vital importance to RIHousing.

Please certify below that in the event your firm is selected:

(i) any Personal Information disclosed to your firm by RIHousing or which your firm acquires as a result of it services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless RIHousing has given its prior written consent thereto; and

(ii) your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm's size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and

(iii) when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

These provisions, which implement the requirements of the Rhode Island Identity Theft Protection Act, R.I.G.L. § 11-49.2 et seq., will also be incorporated into the final contract with the selected respondent(s). In addition, if selected, your firm may be requested to provide a copy of its information security plan.

☐ I certify that in the event our firm is selected, we will comply with the Personal Information and Security guidelines noted above.

4. Your firm's president, chairman or CEO must certify below that (i) no member of your firm has made inquiries or contacts with respect to this RFP other than in an email or written communication to **Katie Michaud at** kmichaud@rihousing.com seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of submission of your proposal, (ii) no member of your firm will make any such inquiry or contact until after December 14, 2026, (iii) all information in the proposal is true and correct to the best of your knowledge, (iv) no member of your firm gave anything of monetary value or

promise of future employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced, (v) your firm did not consult with RIHousing in connection with the development of this RFP, and (vi) 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.

☐ I certify that no member of our firm has made or will make any such inquiries or contacts; all information supplied is true and correct; no member of our firm has provided anything of value to influence RIHousing; and our firm is in compliance with applicable political contribution reporting.

President, Chairman or CEO *(print):* _____

Signature: _____

Firm Name:_____

RFP/RFQ Title: _____
Respondent Name: _____

Attachment B

Scope of Work

I. Services to be Provided

Through this RFP, RIHousing seeks proposals from affordable housing owners and developers to receive rental subsidy through HUD's Section 811 PRA program. The 811 PRA program assists extremely low income, non-elderly individuals with disabilities by providing a project-based rental subsidy linked with supportive services. The selected owners and developers will be required to meet all applicable fair housing, civil rights, accessibility, environmental, lead paint, and other requirements set forth in the federal regulations governing the Program and other HUD guidelines. The regulations are codified at title 24, part 891 of the Code of Federal Regulations (the "Program Regulations").

RIHousing is seeking to award PRA precommitment letters for up to 150 units in multiple developments. RIHousing will award PRA precommitment letters to multiple developments; RIHousing may make multiple awards to affordable housing owners and developers and could award one developer/owner PRA precommitments in multiple developments within their portfolio. As noted above, 811 PRA precommitments available through this funding round shall not be finalized and are contingent upon RIHousing's Board of Commissioners' preliminary approval of development financing for the proposed project by September 2027.

II. Project Schedule

RIHousing is seeking units that can be designated for the 811 PRA program and are suitable for occupancy no later than the end of December 2030.

III. Project Approach

RIHousing's 811 PRA program is a local implementation of a HUD initiative that assists extremely low-income people with disabilities to live independently in the community by providing rental subsidies linked with supportive services. The Program is operated nationally by state housing agencies in collaboration with state Medicaid and health and human services organizations. In Rhode Island, the Program is operated by RIHousing in collaboration with the Rhode Island Executive Office of Health and Human Services (EOHHS) and the Rhode Island Department of Behavioral Healthcare, Developmental Disabilities, and Hospitals (BHDDH). RIHousing's 811 PRA program couples project rental assistance contracts administered by RIHousing with leveraged services committed locally by EOHHS/BHDDH approved service provider agencies.

General 811 PRA Program Description

Program subsidies are project-based and remain with the housing unit at tenant turnover. Assisted individuals/families contribute 30% of their monthly household income towards rent, in accordance with the Program Regulations and other HUD rules, and the Program

subsidy covers the balance. Tenants must be matched with these units through an application process and waiting list administered by RIHousing in coordination with BHDDH.

Tenant Eligibility

- Tenants must be extremely low-income (at or below 30 percent of the median income for the area);
- At least one adult member of the household must have a disability;
- At least one person in the assisted household must be non-elderly (ages 18-61);
- Tenants must have the ability to fulfill the lease requirements with reasonable accommodation (if applicable); and
- The household member with the disability must belong to at least one of the following target populations:
    - Leaving nursing homes, group homes or state hospitals
    - At serious risk of entering an institution or congregate care setting
    - Housing is unstable and/or their needs cannot be met in current housing
    - At risk of homelessness as demonstrated by CES or BHDDH
    - High users of Medicaid services currently homeless and open to the HMIS and CES

Services to Tenants

BHDDH will confirm eligible applicants have access to supportive services before a client is referred to an available unit under the program. The service providers are expected to:

- Refer eligible populations
- Assist with the housing application process
- Ensure tenant readiness
- Maintain housing stability/retention of participants

Service providers are expected to actively engage participants throughout their tenancy to assist with housing stability.

Eligibility Requirements for Developments and Units

The Program provides rental assistance to affordable housing developments financed with federal Low-Income Housing Tax Credits, HOME funds, or other governmental funding sources. Section 811 rental assistance may be used in a development that already contains some project-based units or other long term operating assistance but cannot be used for units that already receive a project-based or long-term operating subsidy.

Under the Section 811 program, the total number of 811 PRA units in a project may not exceed 25% of the total number of units in the building. Additionally, the total number of units with occupancy preference for persons with disabilities, including designated 811 PRA units, may not exceed 25% of the total units in the building.

The selected development owners will provide primarily one bedroom and studio units for leasing in connection with the Program. RIHousing may also consider efficiency units and some two-bedroom units to accommodate tenants' needs. The final unit mix will be approved by RIHousing based on demand. It is also preferable that properties provide access to

community amenities such jobs, transportation, recreation, retail services, health care, and social services.

Requirements for Owners

Applicants should note that, upon RIHousing Board of Commissioners' preliminary approval of development financing containing the pre-committed 811 units, Owners must sign the following agreements with RIHousing to participate in the Program:

- Rental Assistance Contract (RAC) providing for rental assistance payments for specified units for a period of 20 years. RIHousing has the ability to modify the number of Program-assisted units in the RAC as the needs of the Program change over time.
- Use Agreement that restricts a specific number of units for use by extremely low-income persons with disabilities for a minimum of 30 years.

Before occupancy, owners will need to register as a business partner with HUD and obtain an IREMS number for the purposes of vouchering with the TRACS system.

RIHousing has the ability to terminate the RAC and/or Use Agreement if Congress does not authorize funding beyond the initial five-year period. RIHousing does not intend to enforce a RAC or Use Agreement if Congress fails to appropriate funds adequate to meet the financial needs of covered units.

Owners must use HUD's Section 811 model lease. Owners must obtain access to HUD's Secure Systems. HUD requires the use of the Enterprise Income Verification (EIV) system to verify tenant household income.

Inspections

Owners must permit Program-supported units to undergo periodic physical inspections consistent with the most current physical construction and inspection standard, as required by HUD. To the extent feasible, RIHousing will align these inspections with those required for other programs.

Tenant Referral

RIHousing will perform marketing and tenant outreach for the 811 PRA program and qualify applicants for Program eligibility in coordination with BHDDH. RIHousing will maintain the applicant waiting list and refer applicants to property owners/managers after services have been confirmed by BHDDH when a vacancy is anticipated. Owners/managers are responsible for screening tenants for occupancy in accordance with their Tenant Selection Plans. Owners/managers are responsible for maintaining a Tenant Selection Plan that complies with the Program Regulations, other applicable HUD requirements, as well as local, state, and federal laws and ordinances. The tenant selection plan should include specific mention of

extenuating circumstances the property will consider when screening the 811 PRA program applicants.

Environmental Requirements

The Program does not impose additional environmental requirements for properties that are already HUD-assisted or HUD-insured (provided that there are no physical changes beyond routine maintenance and minimal repairs); however, properties that are not already HUD-assisted or HUD-insured must demonstrate that they are free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, where a hazard could affect health and safety or conflict with the property's intended use. To satisfy this requirement, projects must submit the following prior to the execution of a rental assistance contract: Phase I environmental Site Assessment, or certify that the site (i) is not listed on an EPA Superfund National Priorities, CERCLA or equivalent list; (ii) is not located within 3,000 feet of a toxic or solid waste landfill site; (iii) does not have an underground storage tank other than a residential fuel tank; and (iv) is not known or suspected to be contaminated by toxic chemicals or radioactive materials.

Serving Individuals with Disabilities

Owners and property managers must comply with all applicable fair housing and civil rights statutes, regulations and ordinances. Tenant screening processes must comply with RIHousing's Affirmative Fair Housing Marketing Plan. RIHousing, EOHHS, and/or BHDDH can provide coaching, information, and materials to participating property management staff in support of their efforts to improve customer service for persons with disabilities and develop cultural competency.

The Program provides a robust service platform for tenants who wish to participate. RIHousing, EOHHS and BHDDH are committed to ensuring that service providers are available to individuals and families receiving Section 811 rental assistance. While owners are not required to provide these services directly, they must cooperate with RIHousing, EOHHS, BHDDH, and their agents to support the delivery of services.

Unit Damage

Owners may collect a security deposit in the amount of one month of the tenant's portion of the contract rent or $25, whichever is greater. Program funds may not be used to reimburse owners for unit damages. Owners may collect any charges for unit damage that federal or state law allows. An owner may deduct amounts owed by the family from a security deposit, consistent with local law, but any remaining balance must be refunded to the family or RIHousing, when applicable.

Special Claims

RIHousing will provide vacancy payments for covered units for owners that have signed RACs, during initial lease-up and thereafter. Special claims for vacancy payments may not exceed 80 percent of the contract rent for up to 60 days of vacancy.

Compliance with HUD Rules and Regulations

Selected owners and developers will be required to comply with the Program Regulations, RIHousing 811 PRA program Policies and Procedures, and all applicable HUD rules and

guidance with respect to the Program. By submitting an application responsive to this RFP, an owner or developer certifies that the units proposed to be supported with Program subsidies are eligible under the Program, and meet all applicable affordability, energy, environmental, lead-based paint, labor standards, accessibility, fair housing, and other criteria.

IV. Payment Terms

Owners must submit monthly electronic requisitions through HUD's computerized Tenant Rental Assistance Certification System ("TRACS"). Owners must make their electronic submissions into TRACS using standard HUD forms, following all HUD manuals and practice guides. Requisition requests must be entered into TRACS by the 10th day of each month in order to secure payment for the following month. RIHousing will require owners to participate in direct deposit for the purpose of subsidy payments.