

**Request for Action  
by  
Board of Commissioners**

**Approval of Amendment to Charitable and Civic Donations Policy**

**1. Summary of Issues**

RIHousing's current Policy on Charitable and Civic Donations, adopted November 19, 2015, establishes thresholds for Executive Director approval of expenditures related to attendance at community partner events. Under the current policy, the Executive Director may approve expenditures of less than \$100 per admission, provided that aggregate expenditures do not exceed \$2,000 in a calendar month. Expenditures exceeding these thresholds require prior Board approval. In the intervening ten years, event costs have increased so as to make Board pre-approval administratively challenging.

**2. Recommendation**

In recognition of increased event costs and to maintain RIHousing's visibility and engagement with key community partners, staff recommend updating the policy thresholds as follows:

- Increase the per admission cap for Executive Director approval from \$100 to \$250
- Increase the monthly aggregate cap for Executive Director approval from \$2,000 to \$3,000

To ensure continued transparency and oversight, and for consistency with the Rhode Island Quas-Public Corporations Accountability and Transparency Act, staff will also provide the Board of Commissioners with quarterly reports summarizing all charitable and civic donations approved and requested for approval/ratification under this policy.

**3. Attachments**

- a. Redlined version of Section C of the Policy on Charitable and Civic Donations (showing proposed changes)
- b. Clean version of Section C of the Policy on Charitable and Civic Donations
- c. Resolution of the Board of Commissioners

**Attachment A**  
**Charitable and Civic Donations Policy (Redline Version)**  
**(attached)**

**Attachment B**  
**Charitable and Civic Donations Policy (Clean)**  
**(attached)**

**Attachment C**

**Resolution of the Board of Commissioners  
of  
Rhode Island Housing and Mortgage Finance Corporation**

**WHEREAS:** In 2015, in furtherance of its obligations under the Rhode Island Quasi-Public Corporations Accountability and Transparency Act, RIHousing adopted the Policy on Charitable and Civic Donations to guide the Corporation's support of community-based organizations and events aligned with its mission; and

**WHEREAS:** The current policy authorizes the Executive Director to approve expenditures of less than \$100 per admission to community events, provided that aggregate expenditures do not exceed \$2,000 in a calendar month; and

**WHEREAS:** Staff recommends amending the approval process set forth in the policy to reflect increased event costs, with the overall goals of enhancing RIHousing's ability to engage with key community partners while maintaining transparency and Board oversight; and

**WHEREAS:** Staff further recommends implementing a quarterly reporting requirement to the Board of Commissioners summarizing all charitable and civic donations approved under the policy;

**NOW, THEREFORE, IT IS HEREBY:**

**RESOLVED:** That the Board of Commissioners approves the revisions to Section C of the Policy on Charitable and Civic Donations in the form attached hereto.

**RESOLVED:** That the Executive Director and the Deputy Executive Director, each acting singly, be, and hereby are, authorized and empowered to take any and all actions necessary or desirable to carry out the foregoing resolutions.