

**Request for Action
by
Board of Commissioners**

Approval of Engagement of Consultant for 2022 Continuum of Care Competition

1. Summary of Request

This Request for Action is for approval to engage Housing Innovations LLC (“Housing Innovations”) to assist the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) develop an application for the 2022 Continuum of Care (“CoC”), a grant program of the U.S. Department of Housing and Urban Development (“HUD”). CoC grants provide funding on a competitive basis to support rental assistance and supportive services projects for the benefit of persons experiencing homelessness. RIHousing serves as the collaborative applicant on behalf of the Rhode Island Continuum of Care (“RICoC”). In support of this role, RIHousing seeks to engage a professional consulting firm to develop the application for competitive funding on behalf of the RICoC.

2. Discussion

A Request for Proposals (“RFP”) was issued in February 2022 seeking proposals from qualified consultants. Two proposals were received in response to the RFP (the “Applicants”). Attachment A sets forth the scoring matrix for the Applicants’ proposals.

A review committee consisting of RIHousing staff reviewed the proposals in accordance with the RFP criteria and determined that Housing Innovations was best qualified to carry out the RICoC application activities. The committee reached this conclusion due to staff’s past experience with Housing Innovations and the specificity of their response to the proposed scope of work. Housing Innovations is a New York-based consulting and training firm focused on implementing solutions to prevent and end homelessness.

The engagement is expected to last for twelve (12) months, during which time Housing Innovations will prepare the RICoC response to the competitive funding opportunity issued by HUD.

3. Recommendation

The attached resolution approving the engagement of Housing Innovations LLC is recommended for approval.

4. Attachments

- A. Scoring Matrix
- B. Resolution

Attachment A

Scoring: Consultant for HUD CoC NOFA Application

Criteria	Points Possible	Housing Innovations	Spellman Consulting Group
Professional capacity to undertake the scope of work	5	5	3
Proposed fee structure	5	4	3
Ability to perform within time and budget constraints	5	5	4
Evaluation of potential work plan	20	18	12
Previous work experience, recommendations and performance with RIHousing	5	5	3
Firm minority status and affirmative action program or activities	5	5	3
Other pertinent information:			
Total	45	42	28

Attachment B

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

Whereas: the enabling act of the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) provides the agency with all the powers to make and execute contracts necessary for the exercise of its functions under the Rhode Island Housing and Mortgage Finance Corporation Act, R.I. Gen. Laws §42-55-5(6); and

Whereas: RIHousing acts as the Collaborative Applicant on behalf of the Rhode Island Continuum of Care (“RICoC”); and

Whereas: RIHousing wishes to engage Housing Innovations LLC on behalf of the RICoC to support the development of a 2022 application for competitive Continuum of Care (“CoC”) funding from the U.S. Department of Housing and Urban Development; and

Whereas: Housing Innovations LLC has submitted a proposal for the performance of professional services that is acceptable to staff;

NOW, THEREFORE, IT IS HEREBY:

Resolved: that RIHousing be, and hereby is authorized, to engage Housing Innovations LLC for a fee not to exceed \$25,000.00 to develop an application for the 2022 Continuum of Care (“CoC”) competitive funding opportunity; and

Resolved: that the Executive Director, Deputy Executive Director, Chief Financial Officer, and Chief Operating Officer, each acting singly, be, and hereby are, authorized and empowered to take any and all actions necessary or desirable to carry out the foregoing resolution, including without limitation the authority to negotiate such terms of the engagement as he or she may determine are in the best interests of RIHousing, and to execute any and all agreements or documents as he or she deems necessary to carry out the foregoing.