

**Request for Action  
By  
Board of Commissioners**

**Approval of Engagement of Consultant for 2023 Continuum of Care Program Competition  
(Housing Innovations LLC)**

**A. SUMMARY OF REQUEST**

This Request for Action (“RFA”) is to engage Housing Innovations LLC to develop an application for the 2023 Continuum of Care (“CoC”) competition, a grant program of the U.S. Department of Housing and Urban Development (“HUD”). RIHousing serves as the collaborative applicant on behalf of the Rhode Island Continuum of Care (“RiCoC”).

**B. DISCUSSION**

CoC grants provide funding on a competitive basis to support rental assistance and supportive services projects for the benefit of persons experiencing homelessness. The RiCoC is required to submit an application for CoC funding annually. For the first time, the RiCoC anticipates it will need to renew its Youth Homelessness Demonstration Program (“YHDP”) funding during the CoC competition as well. The RiCoC anticipates that a supplemental notice of CoC funding will be made available, and this firm would be prepared to support the RiCoC’s application in that event as well.

Housing Innovations LLC will commence work in April or May 2023 and complete the relevant elements to allow for submission of the RiCoC’s application at least two business days before HUD’s deadline. The precise deadline is unknown until the competition is issued by HUD, but the deadline is anticipated to be during Fall of 2023. The training elements of this scope of work are anticipated to continue after the HUD deadline and the firm will support RIHousing with related training and technical support through March 2024.

RIHousing issued a Request for Proposals (“RFP”) for a qualified firm to develop an application for the 2023 Continuum of Care (“CoC”) competition on February 17, 2023. The RFP was posted on the RIHousing website, the State of RI Division of Purchasing website, social media, and sent to RIHousing’s RFP notification list via an email announcement. RIHousing received 1 proposal in response to the RFP from 1 qualified firm, Housing Innovations LLC.

A committee consisting of RIHousing staff from the Executive division conducted a review of the proposal in accordance with the ranking criteria set forth in the RFP. The committee is recommending approval of the firm Housing Innovations LLC.

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

**C. RECOMMENDATION**

Staff recommends that the attached resolution approving the engagement of Housing Innovations LLC set forth at Attachment A be approved.

**D. ATTACHMENTS**

A. Resolution of the Board of Commissioners of RIHousing

**Attachment A**

**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 serves as the collaborative applicant on behalf of the Rhode Island Continuum of Care (“RiCoC”); and

**WHEREAS:** RIHousing issued a Request for Proposals under a competitive process to seek qualified firms to develop an application for the 2023 Continuum of Care (“CoC”) competition; and

**WHEREAS:** RIHousing received one (1) proposal eligible for selection from Housing Innovations LLC, which was determined by staff to be satisfactory by staff and approved by the Chief Purchasing Officer pursuant to the agency’s Purchasing Policies.

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

**RESOLVED:** that RIHousing is hereby authorized to engage Housing Innovations LLC subject to any administrative adjustments as the Executive Director determines to be in the best interests of RIHousing, to develop an application for the 2023 Continuum of Care (“CoC”) competitive funding opportunity, provided that the total amount awarded to the firm shall not exceed \$28,000; and

**RESOLVED:** that the Executive Director, the Deputy Executive Director, and the Chief Strategy & Innovation 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 resolutions, including without limitation the authority to negotiate such terms of the engagement as they may determine are in the best interests of RIHousing, and to execute any and all agreements or documents as they deem necessary to carry out the foregoing.