

**Request for Action  
By  
Board of Commissioners**

**Approval of Engagement of Continuum of Care  
Performance Monitoring Consultant  
(Technical Assistance Collaborative, Inc. – TAC)**

**A. SUMMARY OF REQUEST**

This Request for Action (“RFA”) is for approval to engage Technical Assistance Collaborative, Inc. (“TAC”) to monitor the performance of Continuum of Care (“CoC”) grantees. The CoC is a grant program of the U.S. Department of Housing and Urban Development (“HUD”) that supports housing and services for homeless persons. RIHousing serves as the CoC’s Collaborative Applicant on behalf of the Rhode Island Continuum of Care (“RiCoC”).

**B. DISCUSSION**

HUD CoC grants provide funding to deliver supportive housing and homelessness systems projects throughout Rhode Island. HUD requires the Collaborative Applicant to monitor the performance of CoC grantees annually. Monitoring generally focuses on grant administrative requirements and compliance with the HEARTH Act, McKinney-Vento Homeless Assistance Act, and regulations contained in 24 CFR 578 and the CoC Program Interim Rule. The performance monitoring process begins with a risk assessment of all grantees to inform which projects to monitor and the scale of monitoring exercise to undertake. Then, monitoring visits are conducted in accordance with the resulting monitoring plan. Reports are issued to each agency monitored. A final summary report is also issued to the RiCoC containing high-risk findings and portfolio-wide themes. Then the Collaborative Applicant conducts technical assistance and training for the grantees on topics and themes identified in the monitoring visits. RIHousing has contracted with TAC multiple times for consulting services to support CoC performance monitoring, including in 2023.

In January 2024 RIHousing issued a Request for Proposals (“RFP”) for a qualified firm to provide performance monitoring of CoC grantees for 2024. The RFP was posted on the RIHousing website, the State of Rhode Island Division of Purchases website, social media, and sent to RIHousing’s RFP notification list via email. RIHousing received one (1) proposal in response to the RFP from one (1) qualified firm, Technical Assistance Collaborative, Inc.

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 proposal’s pricing was in accordance with similar, known consulting firms engaging in this field and is comparable to past RIHousing contracts issued for this work. The committee is recommending approval of TAC. TAC will commence work in approximately September 2024 and complete the relevant monitoring reports by the end of 2024. The resulting training and technical assistance portion of the scope of work is expected to continue into the first calendar quarter of 2025. All performance

monitoring elements as outlined in the RFP and the firm's RFP response are anticipated to be complete by the end of March 2025.

**C. RECOMMENDATION**

The attached resolution authorizing RIHousing to engage Technical Assistance Collaborative, Inc. is recommended for approval.

**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:** Rhode Island Housing and Mortgage Finance Corporation’s (“RIHousing”) enabling act provides it with all the power and authority to make and execute contracts necessary to exercise the powers and functions provided to it under the 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:** Staff of RIHousing has identified a need for a qualified firm to complete performance monitoring of CoC grantees; and
- WHEREAS:** RIHousing has solicited proposals pursuant to an open competitive process for vendors to complete performance monitoring of CoC grantees and who are able to substantially meet the requirements associated with this set of functions; and
- WHEREAS:** RIHousing received one (1) proposal eligible for selection from the Technical Assistance Collaborative, Inc., which was determined by a selection committee to be satisfactory and approved by the Chief Purchasing Officer pursuant to the agency’s Purchasing Policies.

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

- RESOLVED:** that RIHousing be, and hereby is authorized to enter into a contract with Technical Assistance Collaborative, Inc., subject to any administrative adjustments as the Executive Director determines to be in the best interests of RIHousing, to provide CoC performance monitoring as set forth in the Request for Proposals and the proposal submitted in response thereto;
- RESOLVED:** that such engagement shall be for a term of approximately seven (7) months for a cost not to exceed \$80,000;
- 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 the terms and fees 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 and to take such further actions as they deem necessary to carry out the foregoing resolution.