

RFI-REQUEST FOR INFORMATION

TITLE: SHELTER SITE LOCATIONS AND PROVIDER CAPACITY

SECTION A. INTRODUCTION

This Request for Information (RFI) is being issued by the Continuum of Care on behalf of the State Department of Housing. The State intends to expand and/or develop new shelter locations to accommodate the needs of persons experiencing homelessness (living in a place that is not meant for habitation; for example, on the street, in a car, or in an abandoned building). Therefore, the State, through its Department of Housing (“Housing”) is soliciting a Request for Information (“RFI”) from interested parties to inform that expansion. This is not a Request for Proposals (RFP). Information gathered through this Request for Information will be made available publicly, will be shared directly with the preapproved list of vendors for the Consolidated Homeless Fund that are seeking to supplement their team and/or that are seeking a Site that can be used for shelter, and may be incorporated, at a later date, in future RFPs. The purpose of this RFI is to understand how the State, through the Department of Housing, can expand or develop shelter locations to serve an unmet need for shelter beds across the state. The State is seeking additional shelter capacity in the near term to assist, in part, with the transition from pre-existing overnight warming centers and shelters that are currently slated to end between April 15, 2023, and early June 2023. ***Do NOT include a cost proposal with the RFI response as cost shall not be considered with this RFI.***

SECTION B: REQUEST FOR INFORMATION

This RFI outlines the type of information being solicited and response structure requested from potential respondents. This RFI is broken down into 3 sections. Respondents may choose to respond to one or more sections.

A. Background

The State intends to expand and/or develop new shelter locations to accommodate the current and projected needs of persons experiencing homelessness. Therefore, the State, through its Department of Housing (“Housing”) is soliciting a Request for Information (“RFI”) from interested parties to expand or develop shelter locations to serve an unmet need for shelter beds across the state.

Some of the goals of this RFI will be to:

1. **Identify Properties that can be used for new shelter locations.** This includes public or private property - including but not limited to the following:
 - Vacant lots; or
 - Pre-existing buildings (e.g., large houses/residential properties, dorms, church/faith facilities, nursing homes, hotels, commercial space, schools, etc.)

Respondents are asked to consider the following needs in identifying suitable locations:

- Proximity to public transportation
- Vacant lots should be relatively flat, remediated or otherwise free of environmental hazards (contamination), and be able to accommodate the operations (e.g., 20-50 units of small rapidly deployable shelters and/or a large tent) plus bathroom facilities (including a truck).
- Vacant lots should have nearby utility hookups to provide heat/lighting.
- Pre-existing buildings should have the ability to:
 - Keep individuals safe overnight and during extreme weather (secure non-leaking roof, heat)
 - Provide adequate bathrooms (and showers) or the ability to use mobile bathrooms for the number of expected clients
 - Contain rooms or areas that can be converted into sleeping rooms (all room sizes will be considered)
 - Include a kitchen or accommodate food delivery and service for the clients)
 - Meet state fire and building code for individuals to occupy the space overnight and/or 24/7.

If locations require construction and/or other means of meeting the above requirements (i.e., safety mitigation measures such as 24/7 fire watch), respondents are invited to describe the process and timeline to prepare facilities.

2. Identify providers who can assist pre-existing Consolidated Homeless Fund vendors with expanding or launching new full-time and/or overnight shelter capacity. Please describe your agency's capacity to deliver the following:

- Case management – meeting one on one with individuals and families who are in an emergency shelter to connect them with services and information they need, especially options for more stable housing options.
- Shelter staffing and operations - Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, staffing and supplies necessary for the operation of the emergency shelter.
- Housing navigation services – assisting individuals and families in emergency shelter find permanent housing options and/or rental assistance.
- Other supportive services

3. Identify workforce development needs to enable administration of additional shelter projects beginning in approximately mid-to-late-April. Considering that respondents may need to build their capacity to deliver additional shelter projects, respondents are asked to describe the types of supports that may be needed to attract, train, and retain staff on this timeframe. Respondents are asked to describe (1) specific staffing needs they anticipate may be a barrier; (2) specific training and/or recruitment support that would assist them in delivering additional shelter projects on the

timeframe articulated (i.e., startup by approximately mid-to-late-May); and (3) known resources for relevant workforce development and/or recruitment that may assist providers in expanding their capacity.

B. RFI Response

The following outline is intended to standardize and structure responses for ease of analysis. *Do NOT include a cost proposal with the RFI response.*

1. Proposed Property and/or Provider Information

PROPERTY INFORMATION

Name of property	
Property owner	
Property contact information (phone, email)	
Address of property	
Lot size	
Square footage of building	
Describe any on-site bathroom, shower, and/or kitchen capacity.	
Description of the building/property and the area that would be used for shelter purposes. Please include the number of rooms available (if applicable) and the availability of common space.	
For what is the area/building currently zoned?	
Any other relevant information	

PROVIDER INFORMATION

Name of agency	
Agency contact information (phone, email)	
Address of agency	
Description of population currently served (including geographic region)	
Describe your agency's capacity to create new shelter(s)	
If your agency does not have capacity but is interested, what would your agency need to meet capacity?	
Any other relevant information	

WORKFORCE DEVELOPMENT INFORMATION

Name of agency	
Agency contact information (phone, email)	
Address of agency	
Description of specific staffing needs that may be a barrier	
Describe specific training and/or recruitment support that would assist providers in delivering additional shelter projects on the timeframe articulated (i.e., startup by approximately mid-to-late-May).	
Describe known resources for relevant workforce development and/or recruitment that may assist providers in expanding their capacity.	
Any other relevant information	

This is a rolling application with a priority deadline of **Thursday, March 30th, at 5:00pm**. Please submit completed forms to Rachel Flaherty at rachel.flaherty@housing.ri.gov