

Request for Action
By
Board of Commissioners

Approval of Application Assistance Vendors for Homeowner Assistance Fund Rhode Island

1. Summary of Request

This Request for Action (“RFA”) is for approval to contract with partners to support the Homeowner Assistance Fund Rhode Island (“HAF-RI”), a foreclosure prevention program funded by the U.S. Department of the Treasury (“Treasury”). Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) has been designated by the State of Rhode Island (the “State”) to administer \$50 million in federal assistance to address the homeownership-related effects of the COVID-19 pandemic.

To effectively operate the HAF-RI program, it is essential for RIHousing to contract with a diverse set of partners to ensure application assistance is provided to a range of populations, language groups and communities. The program will leverage these community partners to assist with applications and will allow RIHousing to eliminate barriers such as transportation, language, and technology.

RIHousing issued a request for proposals (the “RFP”) in November 2021 soliciting proposals for HAF-RI application assistance. The RFP notice was posted on the RIHousing website and the purchasing website maintained by the State of Rhode Island Department of Administration. RIHousing received eight proposals from potential partners.

A selection committee comprised of RIHousing staff reviewed the responses in accordance with the criteria set forth in the RFP and determined whether respondents were qualified to perform the required services. Based on the review, staff determined to engage the following four firms to provide HAF-RI application assistance.

Application Assistance

Center for Southeast Asians
NeighborWorks Blackstone River Valley
Progreso Latino
Tri-County Community Action Agency

Upon approval by the executive Director, in her capacity as Chief Purchasing Officer under the RIHousing Purchasing Policies, the four selected firms were engaged for a period of one year. No guarantee of any level of spending activity was given to any vendor, and at time of execution no contract was anticipated to exceed the dollar amount threshold for Board approval. Rather, authorization is being requested in the event of unexpected volume or expansion of the HAF-RI program, which could have the effect of increasing the value beyond the board-approval threshold of \$100,000. Staff experience suggests that flexibility and

additional authority is often needed (and on a time-sensitive basis) as emergency housing programs, such as HAF-RI, evolve over time. As presently written, the contracts allow the term to be extended if determined by staff to be in the best interests of the corporation.

2. Recommendation

Staff recommends that the Board of Commissioners approve the attached resolution authorizing the engagement of vendors for application assistance, to the extent such approval is required under RIHousing's Purchasing Policies.

3. Attachments

- A. Resolution of the Board of Commissioners of RIHousing
- B. Scoring Matrix

Attachment A

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

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

WHEREAS: RIHousing has been selected by the State of Rhode Island to administer approximately \$50 million in federal grant funds under the Homeownership Assistance Fund program of the U.S. Department of the Treasury; and

WHEREAS: in service of this role, RIHousing has established Homeownership Assistance Fund Rhode Island (“HAF-RI”) to deliver foreclosure prevention services to applicants statewide; and

WHEREAS: RIHousing requires a diverse set of partners to ensure application assistance is provided across a range of populations, language groups and cultural communities; that application support is widely accessible; and

WHEREAS: in November 2021, RIHousing solicited proposals from vendors to provide the above-described homeowner assistance support service; and

WHEREAS: a selection committee comprised of RIHousing staff reviewed the proposals and evaluated them in accordance with the criteria set forth in the solicitation.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED: that RIHousing be, and hereby is, authorized to engage the following four vendors to provide application assistance, each for an initial period of one year, which may be extended by the Executive Director at her discretion, and on other such terms as the Executive Director deems advisable or necessary:

Center for Southeast Asians
NeighborWorks Blackstone River Valley
Progreso Latino
Tri-County Community Action Agency

RESOLVED: that RIHousing be, and hereby is authorized, to select the above-listed firms for particular HAF-RI projects on an as-needed basis consistent with RIHousing's Purchasing Policies; and

RESOLVED: that the Executive Director, the Chief Operating Officer, and the Director of Homeownership, each acting singly, be, and hereby is, 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 engagements as she or he may determine are in the best interests of RIHousing, and to execute any and all agreements or documents as she or he deems necessary to carry out the foregoing and

RESOLVED: that all prior actions taken by the Executive Director, Chief Operating Officer, and Director of Homeownership that are consistent with the authority conferred herein are hereby expressly ratified and confirmed.

ATTACHMENT B
Application Assistance

Weight	Center for Southeast		Cultural & Linguistic		DEVAL		Higher Ground		NeighborWorks		Phase 2 Consulting		Progreso Latino		Tri-County	
	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd.Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score
25%	8.00	2.00	3.50	0.88	1.75	0.44	5.25	1.31	9.00	2.25	0.00	0.00	6.00	1.50	8.50	2.13
10%	6.00	0.60	4.25	0.43	2.25	0.23	5.25	0.53	6.50	0.65	0.00	0.00	6.00	0.60	6.50	0.65
15%	3.50	0.53	2.75	0.41	1.00	0.15	3.50	0.53	3.00	0.45	0.00	0.00	9.25	1.39	7.50	1.13
15%	8.50	1.28	2.50	0.38	2.50	0.38	4.75	0.71	8.25	1.24	0.00	0.00	7.00	1.05	7.25	1.09
10%	9.75	0.98	7.75	0.78	4.00	0.40	7.50	0.75	5.75	0.58	0.00	0.00	8.25	0.83	8.75	0.88
15%	8.00	1.20	4.75	0.71	1.75	0.26	5.25	0.79	5.00	0.75	0.00	0.00	8.50	1.28	9.00	1.35
10%	6.00	0.60	3.75	0.38	1.50	0.15	5.50	0.55	3.25	0.33	0.00	0.00	5.25	0.53	9.25	0.93
Y/N																
		2		6		7		5		4				3		1
100%	49.75	7.18	29.25	3.95	14.75	2.00	37.00	5.16	40.75	6.24	0.00	0.00	50.25	7.16	56.75	8.14