



HomeSafe Program Request for Proposals

Rhode Island Housing Mortgage and Finance Corporation (“RIHousing”) seeks proposals from eligible applicants to administer a cash assistance program directly to eligible households through the HomeSafe Program (“HSP” or the “Program”). The Program is an initiative funded by the Affordable Housing Trust (“AHT”) with the intent to provide one-time financial assistance to low income households facing a short-term housing crisis, in an effort to prevent homelessness and preserve housing.

ELIGIBLE APPLICANTS:

Non-profit and for-profit organizations, public housing authorities, municipalities, faith-based organizations and community housing development organizations are eligible to apply.

ELIGIBLE ACTIVITIES:

Program funds shall be paid directly to the third party (landlord, mortgage company, etc.) by the participating agency on behalf of the household and shall be used only to pay the following:

- arrearages in rent,
- make payments on an outstanding mortgage to bring it current,
- late fees on a rental or mortgage account,
- to pay a security deposit for an apartment,
- to cover moving costs associated with relocation or to pay utility assistance. This payment shall be made directly to the third party (landlord, mortgage company, etc.) by the participating agency on behalf of the household.
- additionally, up to five (5) percent of the Program award may be used to support administrative costs of the participating agency.

APPLICATION SUBMISSION:

Proposals will be accepted and reviewed on a rolling basis but must be received no later than 3pm on Friday, April 10, 2020. Please submit proposals electronically, including attachments, to: Jessica Mowry, Assistant Director, Leased Housing and Rental Services at jmowry@rihousing.com in Adobe PDF format or Microsoft Office files (word, excel).

No proposals will be accepted after 3:00 PM on Friday, April 10, 2020.

APPLICATION PROCESS:

- Applicants should submit proposals on organization letterhead. Proposals must clearly describe the following:
 - Program/project proposed for funding, including demonstrated need
 - Describe any, and all programs participating agency has administered associated with affordable housing, rental assistance, tenancy preservation, housing search or other housing-related activities
 - Which eligible activities the program/project is aligned with

- Expected beneficiaries (please provide a specific number and justification) and the participating agency’s ability and experiencing reaching the targeted beneficiary population
- Program/project anticipated outcomes and metrics for measuring and reporting anticipated outcomes
- Program/project timeline for deployment of cash assistance funds to eligible households
- Applicants must submit a HomeSafe program budget along with expected outcomes specific to the number of beneficiaries the participating agency expects to reach.
- Applicants must include resumes of all staff proposed to administer the program/project.
- Proposal narrative must not exceed 4 pages.
- Incomplete and incorrectly submitted proposals will not be evaluated.
- Applicants must submit name and contact information of references (encouraged if no prior working experience with RIHousing) or describe prior experience working with RIHousing.

PROPOSAL SCORING CRITERIA:

A committee comprised of RIHousing staff will review all submissions in accordance with the following criteria:

Criteria	Maximum Score
Alignment with Eligible Activities – Which eligible activity(ies) does the program/project align with? Please describe.	15*
Organizational and Staff Capacity – Does the organization have the ability to expeditiously implement the program/project as demonstrated by prior working experience with RIHousing or through references? Is there an appropriate level of staffing in place? Is there a clear plan for executing the program/project, including adequate timeline?	15
Beneficiaries – How many people will the program/project reach? Provide justification or data to support this reach, including estimated cost per beneficiary	10
Budget – Is the budget clearly detailed, with appropriate costs and sources outlined for each item?	5
Proposed Outcomes/Metrics – What are the expected results at the end of the grant period? How will those be measured?	5
Leveraged Funds – Identify additional <u>committed</u> funds raised for the program/project (must include proof of commitment)	5
Matching Funds – Include any organizational contribution to program/project	5
TOTAL POSSIBLE SCORE	60*

* 15 points represents a program/project that fully aligns with each eligible use noted on page 2.

RIHousing reserves the right to reject any and all proposals and to repost the original or an amended Request for Proposals. RIHousing reserves the right to make those decisions after receipt of responses. RIHousing’s decision on these matters is final.