



## **REQUEST FOR PROPOSALS**

### **Grant Writing Consultant for HUD Section 811 Project Rental Assistance for Persons with Disabilities Application**

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**Posting Date: Friday, November 3, 2023**

**Response Submission Deadline: 3:00 EST p.m. on November 20, 2023.**

#### **NOTE TO RESPONDENTS:**

Please be advised that **all** submissions (including those not selected for engagement) may be made available to the public on request pursuant to the Rhode Island Access to Public Records Act, Chapter 2 of Title 38 of the Rhode Island General Laws (the “APRA”) upon award of a contract(s). As a result, respondents are advised not to include information that they deem proprietary or confidential or that constitutes a trade secret.

#### **INTRODUCTION**

Through this Request for Proposals (“RFP”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms to develop an application for the 2023 funding round of the Section 811 Project Rental Assistance for Persons with Disabilities (“811 PRA”) program. 811 PRA funding will be awarded by the U.S. Department of Housing and Urban Development (“HUD”) on a competitive basis to States that: 1) can fully fund the initial costs of the Section 811 units without a traditional Section 811 capital advance grant from HUD and, 2) demonstrate a strong collaboration with their Health and Human Service/Medicaid agency to comprehensively address the needs of persons with disabilities. The 811 PRA program provides funding to state housing and other appropriate agencies for project-based rental operating assistance for extremely low-income persons with disabilities. The primary purpose of the Section 811 PRA Program is to identify, stimulate, and support innovative state-level strategies that will transform and increase housing for extremely low-income persons with disabilities, while also making available appropriate support and services. The 811 PRA program supports collaborations between State Housing and Health and Human Service/Medicaid Agencies that result in increased access to affordable supportive housing units – new and existing– with access to appropriate services. HUD issued its [Notice of Funding Opportunity \(“NOFO”\) for the 811 PRA program](#) in October, 2023.

#### **INSTRUCTIONS**

Proposals must be submitted via email to: **Elizabeth Bioteau** at [ebioteau@rihousing.com](mailto:ebioteau@rihousing.com) no later than the response submission deadline set forth above.

**Proposals that are not received by the response submission deadline or that do not adhere to the submission instructions described herein shall not be accepted or considered by RIHousing.**



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Proposals should be concise and adhere to the word count applicable to each section of this Request for Proposals (“RFP”). Proposals should be presented on business letterhead and include all attachments, certifications (including the Submissions Certification at [Attachment A](#)), and work samples (as applicable). Please note that failure to provide any information, certification, or document requested in this RFP may cause your submission not to be reviewed or considered by RIHousing.

RIHousing may invite one or more finalists to make presentations, including demonstrations of requested products, if applicable.

Updates, amendments and Q&As related to this Request for Proposals may be posted from time to time at: [RFPs & RFQs | RIHousing](#).



**SCOPE OF WORK**

Please see the Scope of Work as provided on Attachment B.

**ITEMS TO BE INCLUDED WITH YOUR PROPOSAL**

**SUBMISSION  
CHECK LIST**

**Section A: General Firm Information (Total word limit: 500 words)**

1. Provide a brief description of your firm, including but not limited to the following:
  - a. Name of the principal(s) of the firm.
  - b. Name, business telephone number and business email address of a representative of the firm authorized to discuss your proposal.
  - c. Locations of all offices of the firm.
  - d. Number of employees of the firm.

**RIHousing requests that the contact information provided in response to this subsection (1) be strictly limited to business addresses, telephone numbers, and email addresses to protect any personal information from being made available to the public pursuant to APRA.**

**Section B: Experience and Resources (Total word limit: 3500 words)**

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work. Please indicate the number of successful applications your firm has written for 811 PRA funding and your knowledge of program regulations promulgated by HUD pursuant to 811 PRA and other relevant program requirements. If your firm has not written successful 811 PRA applications, please identify other, similar HUD applications your firm has written that have been selected for funding.

2. Indicate which principals and associates from your firm would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify their responsibilities.

3. If applicable, please indicate the name of any subcontractors that would be involved in providing services to your firm and to RIHousing. Provide appropriate background information for each person or entity, identify the person's responsibilities and outline their capabilities.

4. Provide a detailed list of references, including a contact name and business telephone number for organizations or businesses for whom you have performed similar work.



- 5. Identify individuals in your firm with multi-lingual skills, who are available to assist with communication in languages other than English. Please identify the language(s).
- 6. Describe your firm's information security systems and the steps that your firm takes to safeguard client communication, confidential information, and client data. Include in your response whether your firm performs penetration testing, your firm's encryption methods, and whether client data is stored onshore or offshore.

**Section C: Fee Structure (Total word limit: 500 words)**

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

- 1. Please provide a cost proposal for providing the Scope of Work at Attachment B.
- 2. Provide an itemized breakdown of billing rates and hourly costs, list of key personnel and their hourly rates, reimbursable expenses, etc. for any services that may be requested in addition to the services previously described.
- 3. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of RIHousing.

**Section D: Affirmative Action Plan and Minority Owned Business/Women Owned Business**

- 1. RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on RIHousing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

**Section E: Miscellaneous (Total word limit: 1000 words)**

- 1. Discuss any topics not covered in this RFP that you would like to bring to RIHousing's attention.

**Section F. Certifications**



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All applicants must respond to and provide documentation as outlined in the Request for Proposals Submission Certifications at Attachment A.

### **EVALUATION AND SELECTION**

A selection committee consisting of RIHousing employees will review all proposals that meet the requirements set forth in the “Instructions” section of this RFP and make a selection based on the following factors:

- Professional capacity to undertake the Scope of Work (as evaluated by reference in Section B: Experience and Resources);
- Proposed fee structure (as evaluated by reference in Section C: Fee Structure);
- Ability to perform within time and budget constraints (as evaluated by reference in Section B);
- Evaluation of proposed project approach (as contained in the Attachment B-Scope of Work, Section B);
- Recommendations by references (as provided in Section B: Experience and Resources, subsection 4);
- Firm minority status and affirmative action program or activities (as requested in Section D: Affirmative Action Plan and Minority Owned Business/Women Owned Business)
- Foreign language capabilities of the firm (as provided in Section B: Experience and Resources, subsection 5);
- Other pertinent information submitted.

By this RFP, RIHousing has not committed itself to undertake the work set forth herein. RIHousing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. RIHousing reserves the right to make those decisions after its receipt of responses. RIHousing’s decision on these matters is final.

**For additional information contact: Elizabeth Bioteau, [ebioteau@rihousing.com](mailto:ebioteau@rihousing.com).**

*Revised: February 15, 2023*



**Attachment A**

**Requests for Proposals Submission Certifications**

Please respond to **all** items below and include it in your response to this RFP. Be sure to include any additional information in the space provided or as an attachment as needed. Please ensure that any attachments refer to the appropriate item by name (i.e., “Conflict of Interest,” “Major State Decision Maker,” etc.)

**Total word limit for Sections A and B: 500 words**

**Section A: Conflicts of Interest**

1. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual’s status as a member of the board of directors of any organization likely to interact with RIHousing. **If none, check below.**

None

2. Describe how your firm will handle actual and or potential conflicts of interest (*please include in your proposal or attach a sheet with this information*).

**Section B: Litigation, Proceedings, Investigations**

1. Identify any material litigation, administrative proceedings, or investigations in which your firm is currently involved. **If none, check below.**

None

2. Identify any material litigation, administrative proceedings, or investigations to which your firm or any of its principals, partners, associates, subcontractors, or support staff was a party, that has been finally adjudicated or settled within the past two (2) years. **If none, check below.**

None

**Section C: Certifications**

1. RIHousing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as RIHousing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State



Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party. **Please acknowledge your understanding below.**

I have read and understand the requirements of Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, or chief of staff;
- (ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, or chief of staff;
- (iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

**Please indicate your response below.**

Yes

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

No



3. In the course of providing goods or services to RIHousing, the selected respondent may receive certain personal information specific to RIHousing customer(s) including, without limitation, customer names and addresses, telephone numbers, email addresses, dates of birth, loan numbers, account numbers, social security numbers, driver’s license or identification card numbers, employment and income information, photographic likenesses, tax returns, or other personal or financial information (hereinafter collectively referred to as the “Personal Information”). The maintenance of the Personal Information in strict confidence and the confinement of its use to RIHousing are of vital importance to RIHousing.

**Please certify below that in the event your firm is selected:**

- (i) any Personal Information disclosed to your firm by RIHousing or which your firm acquires as a result of its services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless RIHousing has given its prior written consent thereto; and
- (ii) your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm’s size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and
- (iii) when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

These provisions, which implement the requirements of the Rhode Island Identity Theft Protection Act, R.I.G.L. § 11-49.2 et seq., will also be incorporated into the final contract with the selected respondent(s). In addition, if selected, your firm may be requested to provide a copy of its information security plan.

I certify that in the event our firm is selected, we will comply with the Personal Information and Security guidelines noted above.

4. Your firm’s president, chairman or CEO must certify below that (i) no member of your firm has made inquiries or contacts with respect to this RFP other than in an email or written communication to **Elizabeth Bioteau** at [ebioteau@rihousing.com](mailto:ebioteau@rihousing.com) seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after November 20, 2023, (iii) all information in the proposal is true and correct to the best of your knowledge, (iv) no member of your firm gave anything of monetary value or promise of future





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employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced, and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

I certify that no member of our firm has made or will make any such inquiries or contacts; all information supplied is true and correct; no member of our firm has provided anything of value to influence RIHousing; and our firm is in compliance with applicable political contribution reporting.

President, Chairman or CEO (*print*): \_\_\_\_\_

Signature: \_\_\_\_\_

Firm Name: \_\_\_\_\_



**Attachment B**

**Scope of Work**

**I. Services to be Provided**

RIHousing seeks to engage a professional consulting firm to prepare an application for the 2023 funding round of the Section 811 Project Rental Assistance for Persons with Disabilities (“811 PRA”) program. 811 PRA funding will be awarded by the U.S. Department of Housing and Urban Development (“HUD”) on a competitive basis to States that: 1) can fully fund the initial costs of the Section 811 units without a traditional Section 811 capital advance grant from HUD and, 2) demonstrate a strong collaboration with their Health and Human Service/Medicaid agency to comprehensively address the needs of persons with disabilities. The 811 PRA program provides funding to state housing and other appropriate agencies for project-based rental operating assistance for extremely low-income persons with disabilities. The primary purpose of the Section 811 PRA Program is to identify, stimulate, and support innovative state-level strategies that will transform and increase housing for extremely low-income persons with disabilities, while also making available appropriate support and services. The 811 PRA program supports collaborations between State Housing and Health and Human Service/Medicaid Agencies that result in increased access to affordable supportive housing units – new and existing– with access to appropriate services. HUD issued its [Notice of Funding Opportunity \(“NOFO”\) for the 811 PRA program](#) in October 2023.

**II. Project Schedule**

The selected firm will be prepared to commence this scope of work in late November 2023 and complete all relevant elements of this scope of work to allow for a complete submission at least two business days before HUD’s NOFO deadline, which is February 12, 2024. The service agreement will stipulate that time is of the essence in the performance of services.

**III. Project Approach**

The selected firm will be responsible for the timely performance of the following activities, with input and support from RIHousing staff:

- Review and summarize the rating criteria, application procedures, and all information included with the 2023 [Notice of Funding Opportunity \(“NOFO”\) for the 811 PRA program](#) (as such criteria and procedures have been set forth in a NOFO and any other regulations, guidance, or policy documents of the 811 PRA program that describe or relate to the application.
- Drafting all application materials as detailed in the NOFO and in compliance with all submission instructions included in the NOFO. All materials drafted are expected to include responses to all rating criteria and scoring factors detailed in the NOFO.



Consultant will oversee drafting of all materials and requesting content as needed from RIHousing staff.

- Review RIHousing’s current 811 PRA program in coordination with RIHousing staff to inform the abstract and narratives detailing need, soundness of approach/implementation plan, achieving results and evaluation and past performance of RIHousing’s 811 PRA program.
- Review RIHousing’s current multifamily compliance processes in coordination with RIHousing staff to inform the abstract and narratives detailing need, soundness of approach/implementation plan, achieving results and evaluation.
- Review RIHousing’s innovation and evaluation program examples in coordination with RIHousing staff to inform the abstract and narrative detailing achieving results, program innovation and evaluation.
- Review and offer feedback on drafts of Letters of Intent to inform final drafts.
- Review RIHousing’s efforts to advance Racial Equity in coordination with RIHousing staff to inform the abstract and narrative detailing advancing racial equity.
- Review RIHousing’s efforts to meet the Affirmative Marketing Requirement to inform the abstract and narrative response to affirmative marketing.
- Draft a template for the Interagency Partnership Agreement, or an addendum to the existing agreement, that is complete as defined by the NOFO; update and revise the agreement as instructed by RIHousing staff to support finalization of an agreement that meets NOFO, RIHousing and interagency partner expectations.
- Review RIHousing’s Grants.gov application for compliance with NOFO requirements as requested by RIHousing to support application being assembled in that grant submission portal on RIHousing’s timeline.
- Confirm RIHousing’s DUNS, Grants.gov, System for Awards Management (“SAM”), and any other applicable registration status.
- Prepare on behalf of RIHousing any application registrations and materials required under the NOFO.
- Attend webinars, conference calls, and other presentations hosted or recommended by HUD relative to the FY23 811 PRA NOFO.
- Lead and participate in remote meetings with input and support from RIHousing staff to support development of RIHousing’s application.
- Evaluate merits of the RIHousing’s plan for application; assess fitness of plan in light of competition requirements and other criteria set forth in the NOFO.
- Develop recommendations to support and improve RIHousing’s plan for application.
- Draft the 811 PRA application materials and any other related or supporting documents with sufficient time for review by RIHousing staff.
- Finalize RIHousing’s application and related materials for submission to HUD by fact checking, proofreading, and comparing the content of the application and materials against the requirements set forth in the NOFO.
- Certify RIHousing’s Application as complete and ready to submit using the methods (electronic or otherwise) identified in the NOFO. This final certification as ready for



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submission must be made at least two business days in advance of the deadline set forth in the NOFO.

- Provide training and technical assistance and support to RIHousing and local partners in accordance with the application submitted to HUD and as requested by RIHousing staff; this may occur during or after the NOFO submission.

For purposes of supporting and facilitating these activities, RIHousing will make available to the selected respondent RIHousing's previous application for 811 PRA funding and applicable related information.

#### **IV. Budget and Payment Terms**

Previous engagements by RIHousing for similar work efforts have included budgets ranging between \$10,000 - \$15,000.