

REQUEST FOR PROPOSALS
HOME-American Rescue Plan (ARP)
Supportive Services Program

Posting Date:

Response Submission Deadline: 4:00 pm on January 16, 2024

INTRODUCTION

Through this Request for Proposals (“RFP”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms to deliver eligible supportive services under the HOME-American Rescue Plan Program (“HOME-ARP”) to qualified individuals and families.

The HOME-American Rescue Plan (HOME-ARP) program was established through a \$5 billion allocation to states and local Participating Jurisdictions (PJs) in the American Rescue Plan Act of 2021 (ARPA). The state of Rhode Island’s \$13.5 million allocation is administered by RIHousing. The program can be used to provide assistance to qualifying populations, which include individuals and families experiencing and at-risk of homelessness, by providing rental housing, supportive services, non-congregate shelter, tenant based rental assistance (TBRA), and non-profit operating and capacity building. RIHousing is targeting the state’s HOME-ARP resources primarily for the provision of supportive services for qualified populations living in deeply subsidized housing developments, and to capitalize the development or preservation of permanent supportive housing.

INSTRUCTIONS

A Services Provider Agency interested in becoming a HOME-ARP Services Provider must submit a Proposal in response to the public Request for Proposals issued by RIHousing. Applicants seeking HOME-ARP Supportive services funds should contact Nivea Linhares at nlinhares@rihousing.com for a link to unique ShareFile address to submit their application. Within the proposal submitted through Sharefile, please clearly identify if the proposal is:

- (1) part of a financing application for development of new units or preservation of existing units (that is applying for additional funding through the One Stop Application); **or**
- (2) requesting HOME-ARP funds for an existing development or other program (that is NOT applying for additional funding through the One Stop Application.)

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.

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

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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.

Questions regarding the proposal submission should be directed to Ronnie Young at ryoung@rihousing.com.

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](#).

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SCOPE OF WORK

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

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

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 included as Attachment B herein, including but not limited to the Threshold and Scoring Criteria identified within.
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).

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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. Please use the Supportive Services budget template attached to this RFP.
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.
2. Include any written agreements that you would like to bring to RIHousing's attention, including but not limited to any memoranda of understanding and/or memoranda of agreement related to the Scope of Work identified in Attachment B, and any other written agreement related to said Scope of Work. Copies of said agreements may be submitted as part of the applicant's proposal.

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:

- **Threshold Criteria.**

All applications will be reviewed by the RIHousing staff in accordance with the following threshold criteria. Proposals must demonstrate the ability to meet threshold criteria in order for the project to be scored.

- Supportive Services Plan. “Supportive Services Plan” means the proposal includes a supportive services plan, which can be offered directly or through partnership(s) documented by written commitment(s). The plan is a detailed description of the services to be provided including the type of service, the appropriateness and sufficiency of services for the targeted population, the estimated cost of the services, the source(s) which will be used to cover this cost, and a narrative description and resume for all service providers, demonstrating their organizational capacity to provide the appropriate services. The plan should include proposed performance metrics and a social services monitoring plan.
- Proposal budget demonstrates financial feasibility and alignment with program guidelines.
- Proposal demonstrates expertise with targeted qualified population(s); this includes key performance measures from similar programs.
- There is demonstrated need for the proposed services.
- Proposal commits to compliance with HUD’s Fair Housing Rule

- **Scoring Criteria.**

All applications will be reviewed by the RIHousing staff in accordance with the following scoring criteria:

- the extent to which the application addresses the criteria set forth in this section will inform the score. Points may be awarded on a sliding scale dependent on the degree to which the proposal addresses the scoring criteria. Applicants may letter their responses to the scoring criteria to correspond with the criteria below. **(Up to 130 points available).**
- Proposals that target households who are extremely low income (30% AMI and below) **and** are either experiencing homelessness ([HUD’s Category 1 Homeless Definition](#)) or are survivors of domestic violence ([HUD’s Category 4 Homeless Definition](#)). **(Up to 25 Points)**
- Proposals that include written commitment(s) with social services provider(s) experienced in serving extremely low-income households and/or households experiencing homelessness or fleeing domestic violence. **(Up to 15 points).**
- Written commitment(s) demonstrate ability to deliver a comprehensive program framework which moves a client towards housing stability, an increase of skills, greater

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self-determination and an increasing income. Services delivery strategies may include but are not limited to: employment training and resources and supports; education resources and supports; housing retention and stabilization; literacy and parenting education; household and financial management; financial literacy; access to substance use services; access to healthcare services; opportunities for community building and integration; and others as needed to support the self-sufficiency of eligible households. **(Up to 15 points).**

- Proposals with at least 10% of the dwelling units therein dedicated to serve households earning 30% AMI or below. **(Up to 15 points).**
- Proposals that enable access to housing without prerequisites or conditions beyond those required of a typical renter; these points will be awarded to a project that has no prerequisites for tenancy other than compliance with a standard market lease agreement. **(Up to 15 Points).**
- Projects that serve geographically diverse areas of the state to support families to live in communities of their choosing. **(Up to 10 points).**
- Other funding sources secured; points may be awarded on a sliding scale based on the amount of funding secured **(Up to 10 Points)**
- Proposals that enable access to housing with flexible screening criteria to accommodate households that may have atypical or challenging credit history and/or some previous criminal justice involvement. **(Up to 10 points).**
- Proposals that enable access to housing developments with units ready for occupancy within 12 months **(Up to 10 points).**
- Proposals for programs with access to public transit **(Up to 5 Points)**

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: Ronnie Young, ryoung@rihousing.com.

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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

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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

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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 through ShareFile or in an email or written communication to **Ronnie Young, ryoung@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 January 16, 2024 (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

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of future 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: _____

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Attachment B

Scope of Work

I. Defined Terms. The following terms shall have the following meanings:

“Resident Services Coordinator” means a position that works onsite in a development to assist residents to maintain successful tenancies and improve their quality of life by providing a combination of information and referral to services along with useful and engaging onsite programming.

“Supportive Services” means the extra supports that certain populations may require in order to live independently. Supportive Service plans are individualized by household using a standard assessment tool and may include but are not limited to case management, budget management, mental health and substance use services, and health care. Conceptually, this program includes access to the provision of ancillary services to facilitate housing stability. Additionally, this program can include reimbursement for eligible activities that prevent and divert an eligible participant from re-entering homelessness in its definition of supportive services.

“Housing Stability Payment” means an eligible, reimbursable, program cost associated with an eligible participant obtaining or maintaining housing.

“RIHousing” means the Rhode Island Housing and Mortgage Finance Corporation, a public corporation organized and existing under the Housing and Mortgage Finance Corporation Act, Chapter 55 of Title 42 of the Rhode Island General Laws of 1956, as amended.

“Board of Commissioners” means the Board of Commissioners of RIHousing.

“Outcomes” means those measures by which RIHousing will monitor the Program for effectiveness and alignment with program guidelines.

“Participant” means a person or family receiving services under the Program.

“Proposal” means a proposal submitted to RIHousing for participation in the Program by an Eligible Agency, in response to a public Request for Proposals (RFP) process.

“HOME-ARP Supportive Services Funds” means the dollar amount authorized by the Board of Commissioners provided to the Program.

II. Services to be Provided

RIHousing seeks proposals to engage qualified firms who will provide eligible McKinney-Vento supportive services and Homeless Prevention Services under HOME-ARP that either assist in the prevention or end of homelessness. If approved, applicants will become subrecipients of HOME-ARP Supportive Services Funds to be distributed by RIHousing.

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More specifically, this program makes three (3) types of supportive services opportunities available. Applicants may, but need not, provide more than one type of eligible supportive service. Applicants must clearly specify which supportive services opportunity(ies) they are applying for in their proposal. These supportive services opportunities are defined below. The project approach for each service is further detailed in Section IV:

(1) **Housing Stability Payments**

Applicant will create a program to provide eligible participants with funds and financing necessary to obtain or maintain housing on an as needed basis in a manner consistent with the terms of RIHousing's HOME-ARP Policies and Procedures.

(2) **Supportive Services**

Applicant will provide extra supports that certain populations may require in order to live independently. Supportive Service plans are individualized by household using a standard assessment tool and may include but are not limited to case management, budget management, mental health and substance use services, and health care. Conceptually, this program includes access to the provision of ancillary services to facilitate housing stability. Additionally, this program can include reimbursement for eligible activities that prevent and divert an eligible participant from re-entering homelessness in its definition of supportive services.

(3) **Resident Services Coordination**

Applicant will engage a coordinator who works onsite in a development to assist residents to maintain successful tenancies and improve their quality of life by providing a combination of information and referral to services along with useful and engaging onsite programming. The Resident Services Coordinator will 1) participate in regular training on best practices including but not limited to: Housing First Principles, Trauma Informed Care, Critical Time Intervention, and Harm Reduction and be able to demonstrate and document how these best practices are integrated into the delivery of services; 2) coordinate resources for Eligible participants including but not limited to: employment training and resources; housing retention; literacy and parenting education; household and financial management; access to community substance abuse and medical services; and opportunities for community building and integration; 3) maintain working knowledge of affordable housing programs locally available to support residents in transitioning to other permanent housing opportunities with appropriate levels of service and supports as needed; and 4) refer eligible participants for supportive services and housing stability payments, if applicable, through the program.

To be reimbursable by the HOME ARP Services program, services must comply with RIHousing's HOME-ARP Policies and Procedures and HOME ARP regulations:

- (1) Homelessness Prevention Services: HOME-ARP Homelessness Prevention Services are adapted from eligible homelessness prevention services under the regulations at 24

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CFR 576.102, 24 CFR 576.103, 24 CFR 576.105, and 24 CFR 576.106, and are revised, supplemented, and streamlined in [Notice CPD-21-10 VI.D.4.c.i.](#)

- (2) The list of eligible costs associated with McKinney-Vento Supportive Services and Homelessness Prevention Services is in Section VI.D.4.c.i of [Notice CPD-21-10](#) (pp. 45 – 54).

III. Project Schedule

Applicant's proposal should detail a timeline for their anticipated provision of services after notification of an award. Proposal submitted should be for a three (3) year period with a corresponding three (3) year budget. If approved, RIHousing will review the project and budget annually and reserves the right to make adjustments at the annual review. Additionally RIHousing may extend the program after the three-year period. HOME-ARP funding must be expended by September 30, 2030.

IV. Project Approach

- a) Funding Allocation. Funding for the Program will be approved by the Board of Commissioners. Generally, this program makes three (3) types of supportive services opportunities available covering both McKinney-Vento supportive services and Homeless Prevention Services under HOME-ARP. These services are:
- (3) Housing Stability Payments
 - (4) Supportive Services
 - (5) Resident Services Coordination

Applicants may apply for any or all of the supportive services opportunities, however applicants must clearly specify the which they are applying for in their proposal:

- b) Services Provider Agency Certification. To be eligible to be a HOME ARP Services Provider, the service provider must be an eligible subrecipient as defined by 24 CFR 92.2. The agency must be a public agency or nonprofit organization selected by RIHousing to administer HOME ARP services. A public agency or nonprofit organization that receives HOME funds solely as a developer or owner of a housing project is not a subrecipient.

A Services Provider Agency applicant interested in becoming a HOME-ARP Services Provider must submit a Proposal in response to the public Request for Proposals issued by RIHousing using the process set forth in this RFP's Instructions section.

- c) Eligible Participants. To be eligible, persons must fall into one of the four Qualifying Populations outlined below and further defined in [Notice CPD-21-10](#).
- (1) Homeless, as defined in [24 CFR 91.5](#) *Homeless* (1), (2) or (3)
 - (2) At risk of homelessness, as defined in [24 CFR 91.5](#), *At risk of homelessness* (1), (2) or (3).
 - (3) Fleeing, or Attempting to Flee, Domestic Violence. Drug Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by [HUD 24 CFR 5.2003](#), or by Trafficking

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Victims Protection Act of 2000, as amended (22 U.S.C. 7102) in the case of Human Trafficking.

- (4) Other Populations, that do not fall into any of the above categories, however providing supportive services or assistance under section 212(a) of NAHA ([42 U.S.C 12742\(a\)](#)) would prevent homelessness and promote housing stability. See [Notice CPD-21-10](#) Section IV.A.4 (pp. 7-8) for definition of those populations eligible for services.

- d) Preferences and Prioritization. Eligible participants will be prioritized for services within the program based on the following preferences and method of prioritization, which are listed in ranked order based on the Qualifying Population status outlined in subsection d, above:
 - 1. HOME ARP Qualifying Populations 1 & 3.
 - 2. HOME ARP Qualifying Population 2.
 - 3. HOME ARP Qualifying Population 4.

- e) Participant Access.
 - i) Eligible Participants will access the Program through Certified Supportive Services Provider Agencies.
 - ii) Certified Supportive Services Provider Agencies must prioritize offering supportive services to eligible participants in accordance with the preferences and prioritization in subsection , above.
 - iii) Supportive Services providers must work with all qualifying populations and may not exclude a category of qualifying population. Preferences or priorities are subject to prior approval by RIHousing and HUD.

- f) Housing Stability Payments
 - i) Maximum assistance for Housing Stability Payments made to an Eligible Participant from the program.
 - (1) The maximum amount of assistance for housing stability payments for Eligible Participants shall not exceed \$5,000 for individuals and \$10,000 for families for the duration of the household's enrollment in the program.
 - (2) Housing Stability Payments may only be used to obtain suitable housing placements, and once housed, to alleviate or eliminate housing insecurity.

- g) Supportive Services
 - i) Supportive Services may be provided directly or through partnerships. If they are being provided through partnerships, such partnerships and roles and responsibilities will be detailed in written agreements.
 - ii) Supportive services may be provided to Eligible Participants who are not already receiving these services from another program.
 - iii) Any Supportive Services provided by the program must comply with RIHousing's HOME-ARP Policies and Procedures. These services may include:
 - (1) Homelessness Prevention Services: HOME-ARP Homelessness Prevention Services are adapted from eligible homelessness prevention services under the regulations at 24

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CFR 576.102, 24 CFR 576.103, 24 CFR 576.105, and 24 CFR 576.106, and are revised, supplemented, and streamlined in [Notice CPD-21-10 VI.D.4.c.i.](#)

- (2) The list of eligible costs associated with McKinney-Vento Supportive Services and Homelessness Prevention Services is in Section VI.D.4.c.i of [Notice CPD-21-10](#) (pp. 45 – 54).
- iv) Maximum Assistance for Supportive Services offered to Eligible Participants.
 - (1) Supportive Services provided by the program may provide assistance for up to 36 months; in extenuating circumstances grantees may seek approval from RIHousing to extend services past 36 months.
 - (2) Maximum Reimbursement rate for supportive services activities made by the program is \$75,000 annually per case load of 15-30 eligible households; case load size may vary within that range depending on the acuity of the households being served; lower acuity caseloads should be on the higher side of the case load range. Higher acuity caseloads may be on the lower side of the case load range. If Supportive services are provided to fewer than 15 households, than the reimbursement rate will be prorated in

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accordance with caseload size. Actual reimbursement will be made based on submission of eligible expenses.

- v) A Supportive Service Provider Agency should have established plans to either:
 - (1) bill mainstream resources for the scope and scale of supportive services necessary to support the eligible households continuing after the 24-month period, or
 - (2) bill mainstream resources for the scope and scale of supportive services necessary to support the eligible households upon their enrollment into the program.
 - (3) Examples of such mainstream funding sources may include, but are not limited to:
 - (a) Medicaid's Home Stabilization Services, Assertive Community Treatment, In Home Health, and Community Health Worker Programs
 - (b) Department of Children Youth and Families Case Management Services, and supportive services offered through other State and Federal Resources.
 - (c) Other Mainstream Case Management and Supportive Service Programs as available within the community and approved by RIHousing.

- vi) Supportive Service Provider Agency Requirements.
 - (1) A Supportive Service Provider Agency demonstrates the capacity, experience, and/or agency linkages to provide a supportive service program that will most appropriately meet the needs of Participants who meet the profile of their target population.
 - (2) The Supportive Service Provider Agency will have existing organizational capacity, or a plan to expand such capacity, before Eligible Participants will be serviced by the program, in order to:
 - (a) Assure eligible Participants can receive a full spectrum of behavioral health services either directly or through documented partnerships.
 - (b) Demonstrate a proven track record of providing services or of cooperation with other agencies which are successful in the provision of services.
 - (c) Assess Eligible Program Participants for services needs and assist them in accessing housing, gathering required documentation, and completing application(s).
 - (d) Use an evidence-based assessment tool with a scale proven to measure level of housing insecurity. The delivery of services reimbursed with HOME ARP funds must be directly tied to moving household towards Housing Security. Indicators of Poverty include, but are not limited to: Income & Employment, Savings & Investments and Education & Training; therefore services in some-way need to be

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 tied to the overall improvement of these indicators or other proven indicators associated with increasing housing security.

- (e) Engage with Eligible Participants and regularly assess their service needs, and adjust services plans as indicated.
 - (f) Submit evidence of services assessment and provision to RIHousing as requested.
 - (3) The Supportive Service Provider Agency will be able to provide the following services directly or through established partnerships:
 - (a) A comprehensive program framework which moves a client towards housing stability, an increase of skills, greater self-determination and an increasing income.
 - (b) Services and/or linkages must include but are not limited to comprehensive case management and care coordination based on the individual needs and preferences of the Eligible Participant.
 - (4) Supportive Service Provider Agency’s regularly train new and existing employees on best practices including but not limited to: Housing First Principles, Trauma Informed Care, Critical Time Intervention, and Harm Reduction and can both demonstrate and document how these trainings are integrated into their daily work practices.
 - (5) Supportive Service Provider Agency services delivery strategies include but are not limited to: employment training and resources; housing retention; financial literacy and parenting education, workforce training and other vocational training opportunities; household and financial management; access to community substance abuse, mental health and medical services; and opportunities for community building and integration and access to counseling, therapy and mental health services specifically for individuals impacted by a history of trauma.
 - (6) Supportive Service Provider Agency must provide services from a systemic point of view offering wrap-around services tailored to individualized service plan having access to a plethora of comprehensive services across all sectors of human services.
- j.) Resident Services Coordination.
- i) Resident Services Coordination may be provided directly by a development; alternatively, a Development may maintain a partnership with a supportive services provider agency to implement Resident Service Coordination; such a partnership and roles and responsibilities must be detailed in written agreements.
 - ii) Program funds may be used to provide Resident Services Coordination to Eligible Participants who are not already receiving these services from another program.
 - iii) Any Resident Services Coordination Supportive Services provided by the program must comply with RIHousing’s HOME-ARP Policies and Procedures. These services may include:
 - (1) Homelessness Prevention Services: HOME-ARP Homelessness Prevention Services are adapted from eligible homelessness prevention services under the regulations at 24

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CFR 576.102, 24 CFR 576.103, 24 CFR 576.105, and 24 CFR 576.106, and are revised, supplemented, and streamlined in [Notice CPD-21-10 VI.D.4.c.i.](#)

- (2) The list of eligible costs associated with McKinney-Vento Supportive Services and Homelessness Prevention Services is in Section VI.D.4.c.i of [Notice CPD-21-10](#) (pp. 45 – 54).
- iv) Sustainability Plan to fund Resident Services Coordination.
 - (1) Resident Services Coordination may not be reimbursable by the program if such services are provided by another program.
 - (2) A Supportive Services provider requesting funding from the Program for Resident Services Coordination must establish a plan to fund the resident services coordinator position from mainstream resources or through development proceeds after the program’s resident services coordinator funding ends.
- v) Resident Services Coordinators will:
 - (3) Participate in regular training on best practices including but not limited to: Housing First Principles, Trauma Informed Care, Critical Time Intervention, and Harm Reduction and be able to demonstrate and document how these best practices are integrated into the delivery of services.
 - (4) Coordinate resources for Eligible participants including but not limited to: employment training and resources; housing retention; literacy and parenting education; household and financial management; access to community substance abuse and medical services; and opportunities for community building and integration.
 - (5) Maintain working knowledge of affordable housing programs locally available to support residents in transitioning to other permanent housing opportunities with appropriate levels of service and supports as needed.
 - (6) Refer eligible participants for services through the program as in accordance with the preferences established in Section IV (d).
- v) Maximum Assistance for Resident Services Coordination offered to Eligible Participants.
 - (1) Maximum Reimbursement rate for Resident Services Coordination activities made by the program is \$75,000 annually per full-time Resident Services Coordinator. This maximum will be prorated if a development would like to request a partial Resident Service Coordinator position.
 - (2) Resident Services Coordination provided by the program may be requested for up to 36 months or until the qualifying population(s) reach housing stability. In extenuating circumstances grantees may seek approval from RIHousing to extend services past 36 months.
 - (3) Actual reimbursement will be made based on submission of eligible expenses.

V. Applicant Review Criteria

a) Threshold Criteria.

All applications will be reviewed by the RIHousing staff in accordance with the following threshold criteria. Proposals must demonstrate the ability to meet threshold criteria in order for the project to be scored.

- (1) Supportive Services Plan. “Supportive Services Plan” means the proposal includes a supportive services plan, which can be offered directly or through partnership(s) documented by written commitment(s). The plan is a detailed description of the

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services to be provided including the type of service, the appropriateness and sufficiency of services for the targeted population, the estimated cost of the services, the source(s) which will be used to cover this cost, and a narrative description and resume for all service providers, demonstrating their organizational capacity to provide the appropriate services. The plan should include proposed performance metrics and a social services monitoring plan.

- (2) Proposal budget demonstrates financial feasibility and alignment with program guidelines.
- (3) Proposal demonstrates expertise with targeted qualified population(s); this includes key performance measures from similar programs.
- (4) There is demonstrated need for the proposed services.
- (5) Proposal commits to compliance with HUD's Fair Housing Rule

b) Scoring Criteria.

All applications will be reviewed by the RIHousing staff in accordance with the following scoring criteria; the extent to which the application addresses the criteria set forth in this section will inform the score. Points may be awarded on a sliding scale dependent on the degree to which the proposal addresses the scoring criteria. Applicants may letter their responses to the scoring criteria to correspond with the criteria below. **(Up to 130 points available).**

- a) Proposals that target households who are extremely low income (30% AMI and below) **and** are either experiencing homelessness ([HUD's Category 1 Homeless Definition](#)) or are survivors of domestic violence ([HUD's Category 4 Homeless Definition](#)). **(Up to 25 Points)**
- b) Proposals that include written commitment(s) with social services provider(s) experienced in serving extremely low-income households and/or households experiencing homelessness or fleeing domestic violence. **(Up to 15 points).**
- c) Written commitment(s) demonstrate ability to deliver a comprehensive program framework which moves a client towards housing stability, an increase of skills, greater self-determination and an increasing income. Services delivery strategies may include but are not limited to: employment training and resources and supports; education resources and supports; housing retention and stabilization; literacy and parenting education; household and financial management; financial literacy; access to substance use services; access to healthcare services; opportunities for community building and integration; and others as needed to support the self-sufficiency of eligible households. **(Up to 15 points).**
- d) Proposals with at least 10% of the dwelling units therein dedicated to serve households earning 30% AMI or below. **(Up to 15 points).**
- e) Proposals that enable access to housing without prerequisites or conditions beyond those required of a typical renter; these points will be awarded to a project that has no

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- prerequisites for tenancy other than compliance with a standard market lease agreement. **(Up to 15 Points).**
- f) Projects that serve geographically diverse areas of the state to support families to live in communities of their choosing. **(Up to 10 points).**
 - g) Other funding sources secured; points may be awarded on a sliding scale based on the amount of funding secured **(Up to 10 Points)**
 - h) Proposals that enable access to housing with flexible screening criteria to accommodate households that may have atypical or challenging credit history and/or some previous criminal justice involvement. **(Up to 10 points).**
 - i) Proposals that enable access to housing developments with units ready for occupancy within 12 months **(Up to 10 points).**
 - j) Proposals for programs with access to public transit **(Up to 5 Points)**

VI. Budget and Payment Terms

- a) **Budget.** Applicant should submit a comprehensive three (3) year program budget with requested program funding and any leveraged funding clearly identified. If approved, said budget proposal be reviewed annually by RIHousing and modified on an as needed basis. At the end of the three (3) year budget term, RIHousing retains the option to modify and extend the budget at its discretion. See Attachment D.
- b) **Billing Expectations.** Supportive Services Agencies must submit a Request for Reimbursement to RIHousing within 90 days of incurring eligible program expenses. RIHousing will only consider requests for reimbursement for supportive services included in the agency's services agreement. RIHousing staff will process requests for reimbursement upon receipt of all required documentation in accordance with RIHousing's HOME ARP Policies and Procedures.

VII. Miscellaneous

- a) **Program Monitoring**
 - (1) RIHousing will monitor the Program. Such reviews may take the form of remote or on-site monitoring, review of data or reports, assessment of documents requested from RI Housing, subrecipient, or other entity carrying out HOME-ARP activities, and inquiries resulting from external audit reports, media reports, citizen complaints, or other sources of relevant information.
 - (2) Supportive Services Agencies will submit reporting to RIHousing to track program data, outputs and outcomes to be used for evaluation purposes as requested. See Attachment C.
- b) **Reporting**
 - (1) Supportive Services provided by the program must be reported to RIHousing quarterly, by the 30th day after the end of each calendar quarter.
 - (2) Report should include but is not limited to the number of homeless and not homeless households assisted with supportive services, including:

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- i) The race and ethnicity, household size, and household type of the households assisted.
- ii) Individualized service plans for each individual or family must also be included as part of the reporting.
- iii) Initial assessment tool used by agency should offer a perspective of current housing situation of service recipient prior to usage of HOME-ARP funding;
- iv) proper documentation as to how funds will improve living situation of service recipient should be compiled prior to fund being expended; and
- v) follow-up case management outlining and documenting living situation after funds have been expended should be documented and reported to RIHousing to ensure impacts of program services funds recorded and documented.
- vi) RIHousing should be contacted at any and all times grantees may be unsure of how documentation should be used to show impacts.

c) Termination.

- (1) Supportive Services Agencies may terminate assistance to any program participant who violates program requirements or conditions of occupancy, however the subrecipient may elect to provide supportive services at a later date.