



## **Request for Proposals Housing Navigator Pilot Funding**

### **INTRODUCTION**

Through this Request for Proposals (“RFP”), Rhode Island Housing invites proposals from non-profit homeless organizations interested in participating in a Housing Navigator Pilot program. Rhode Island Housing will provide 12 months of funding to the successful respondent to support personnel costs for a housing navigator position. The housing navigator will research suitable rental housing opportunities within Rhode Island and facilitate the transition of shelter residents to permanent housing.

### **SCOPE OF WORK**

The housing navigator will coordinate with applicant’s case management staff, other providers of services and shelter for the homeless, and shelter residents. The housing navigator is expected to work with shelter residents throughout the state, rather than exclusively with the individuals and families served directly by the applicant agency.

In particular, the housing navigator must perform the following functions: continually research and identify available rental housing opportunities in Rhode Island that are suitable for individuals and families transitioning out of homeless shelters; engage landlords throughout the state to make such housing opportunities available; develop a statewide inventory of rental housing units; assist case management staff and other providers in making housing placements for shelter residents; help shelter residents fill out housing applications; mediate tenancy concerns with landlords and neighbors; provide written information about landlord/tenant rights and responsibilities; review and explain the requirements of the lease in order to assist shelter residents to understand their responsibilities; assist shelter residents to obtain, interpret, and correct (as applicable) rental and credit history; assist shelter residents to obtain identification and other documentation needed to apply for housing; provide other services and guidance to support successful tenancies; and provide other assistance as needed.

### **INSTRUCTIONS**

Please email your proposal to Carol Ventura, Deputy Director, at [cventura@rhodeislandhousing.org](mailto:cventura@rhodeislandhousing.org). Proposals must be concise and presented on business letterhead, and provide the Applicant Summary set forth as Attachment A as a cover sheet. Proposals must be received no later than 5:00 p.m. on March 25, 2016. A funding decision is expected to be announced on or after April 25, 2016.

Respondents are advised that all submissions (including those not selected for funding) may be made available to the public on request upon completion of the process and award of a contract(s).

## **ITEMS TO BE INCLUDED WITH YOUR PROPOSAL**

### A. General Organization Information

1. Provide a brief description of your organization.
2. Provide the name and title of the person authorized to represent your organization with respect to your application and any subsequent engagement.

### B. Experience and Resources

1. Describe your organization and its capabilities. In particular, support your capacity to perform the Scope of Work.
2. Indicate which principal(s) and associate(s) from your organization would be involved in providing oversight of and working with the housing navigator. Provide appropriate background information for each person and identify his or her responsibilities.

### C. Program Description

Each application must contain a Program Description, which shall be no longer than three single-sided pages and must include the following information:

1. A narrative description of how your agency will deploy the housing navigator to ensure that all shelter agencies have the opportunity to link shelter residents with housing opportunities; how the research performed and information collected by the housing navigator will effectively serve the goals of the program; and how the applicant will measure success in achieving those goals.
2. A description of any population targeting efforts that may be carried out by the applicant and how such targeting meets the goals of the Opening Doors Rhode Island plan.
3. A schedule for recruiting, hiring and onboarding a housing navigator, and expected start date for tenant intake.
4. A summary of applicant's experience employing housing navigators (or other staff that serve in a similar capacity) to link shelter residents with housing.
5. An overview of methods, tools and strategies that will be used by the housing navigator to identify appropriate rental opportunities in Rhode Island.
6. Indicate whether your agency has rental assistance subsidies available that may expedite the transition of shelter residents to permanent housing and, if so, a timeline for the use of such subsidies. Describe resources available to your agency for providing case management to transitioning shelter residents.

7. A description of applicable tenant selection policies, if any.
8. If any community partners, vendors, or third-party service providers will conduct any related programs or activities, please provide (i) the name and title of the partner, vendor or service provider representative who shall serve as point person for the activities; and (ii) a brief description of the capacity of each partner, vendor, or service provider to carry out the activities for which they are responsible.

#### D. Cost Structure

The cost of services and an organization's ability to leverage resources are among the factors that will be considered in the award of funding. Rhode Island Housing reserves the right to fund all, or part of a grant proposal. Therefore, proposals should be structured to meet the goals and objectives described herein as cost effectively as possible. The information requested in this section is required to support the cost effectiveness of your proposal.

1. Please provide a comprehensive, itemized budget setting forth all projected costs and expenses associated with the activities proposed in your application.
2. Please include documentation of all other available funding sources for program activities such as personnel matching funds, rental assistance or funding for case management, including letters of commitment where applicable.
3. Please provide any other cost information applicable to your proposal that you wish to bring to the attention of Rhode Island Housing.

#### E. Certifications

1. Rhode Island Housing 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 Rhode Island Housing, 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.
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.

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.

### **CERTAIN TERMS OF AWARD**

If selected for funding, your application (in particular your responses to the Program Description and Cost Structure sections) will be incorporated into a grant agreement, which will govern the terms of the award. If the amount of the award differs from the amount applied for, a revised Program Description and Cost Structure reflecting such changes will be incorporated into the grant agreement. Funding shall be conditional upon availability as well as the successful applicant’s compliance with the agreement terms.

### **EVALUATION AND SELECTION**

A selection committee will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work; ability to implement the proposal in an effective and timely manner
- Extent to which the proposed design comprehensively addresses shelter resident needs; extent to which the proposal targets a high risk population that encounters high barriers to housing
- Proposed cost structure (including ability to leverage other resources)
- Degree to which the proposal addresses program goals and includes a clear and achievable process for measuring success in meeting those goals

- Effectiveness of the proposal in making the most of limited resources by partnering with other service providers or community organizations and/or coordinating program activities with other housing organizations
- Experience in employing a similar strategy for identifying housing opportunities for long-term shelter residents
- Current partnerships with shelters and homeless providers
- Other pertinent information submitted

By this Request for Proposals, Rhode Island Housing has not committed itself to undertake the grant program described herein. Rhode Island Housing reserves the right to reject any and all proposals, to rebid the original or amended Scope of Work and/or to enter into negotiations with one or more respondents. Rhode Island Housing reserves the right to make those decisions after receipt of responses. Rhode Island Housing's decision on these matters is final.

**For additional information contact Carol Ventura, Deputy Director, by telephone at (401) 457-1129 or by email at [cventura@rhodeislandhousing](mailto:cventura@rhodeislandhousing).**



**Attachment A**

**Applicant Summary**

ORGANIZATION:

AGENCY CONTACT:

ADDRESS:

CITY, STATE, ZIP CODE:

TELEPHONE NUMBER:

FAX NUMBER/EMAIL:

TOTAL PROGRAM COST:

GRANT AMOUNT REQUEST: