



**FOR INFORMATIONAL AND INSTRUCTIONAL PURPOSES ONLY**

**RFP # HS 2019**

**TITLE: Housing Security Program**

**SUBMISSION DEADLINE: August 8, 2018, 12:00 noon**

**PRE-BIDDERS CONFERENCE: NO**

Questions concerning this solicitation may be e-mailed to [Bryce.Gillis@dea.ri.gov](mailto:Bryce.Gillis@dea.ri.gov) no later than July 18, 2018 at 12:00 noon. Please reference the RFP number on all correspondence. Questions received, if any, will be responded to individually by email. Inquiries will not be permitted after this deadline, and telephone inquiries will not be permitted.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**ALL APPLICANTS, WITHOUT EXCEPTION, MUST REGISTER ONLINE AT THE STATE PURCHASING WEBSITE AT WWW.PURCHASING.RI.GOV.**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## SECTION 1 – INTRODUCTION

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Rhode Island Division of Elderly Affairs (“DEA”), is soliciting proposals from qualified entities to provide Housing Security, in accordance with the terms of this Request for Proposals and the State’s general Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page via Internet at <http://www.purchasing.ri.gov>

This is a Request for Proposals (“RFP”) and not an invitation for bid. Responses will be evaluated on the basis of the relative merits of the proposals, in addition to price; there will be no public opening and reading of responses received by DEA pursuant to this RFP, other than to name those applicants who have submitted proposals.

In a change from previous years, this RFP will consider proposals on a two year basis. Applicants should clearly delineate how monies will be spent in the first and second year. Applications may request funds for similar activities over a two (2) year period, or for separate activities each lasting one year. If selected, only the first year of funding for the Housing Security program can be guaranteed, with second year funding pursuant to an appropriation by the State of Rhode Island General Assembly. Applicants should consider this as they develop their proposals and will be a component of evaluation reviews.

### **INSTRUCTIONS AND NOTIFICATIONS TO APPLICANTS:**

- Potential applicants are advised to review all sections of this request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- **Eligible applicants for funds under this program shall include all public and private housing complexes designated by the federal government as housing for the elderly in the State of Rhode Island. The housing authority (with respect to any public housing complex), owner (with respect to any private housing complex), or a management company or governing body of any such housing complex, may apply to DEA to participate in this program. Applicants must agree to comply with all requirements as set forth in this RFP. APPLICATIONS FROM INELIGIBLE APPLICANTS WILL BE REJECTED.**
- **The aggregate funding amount pursuant to this RFP will be made available as follows: six (6) grants in the amount of \$28,333 each, or \$14,166 per year over two (2) years. Funding is subject to availability of State funds allocated by the State of Rhode Island General Assembly to such purposes and/or changes in allocation of funds based on budgetary measures. In addition, DEA reserves the right to terminate this RFP at any time for good cause shown.**
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the

terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.

- All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the applicant. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the Director of DEA.
- **Proposals misdirected to other State locations or which are otherwise not received by DEA by the submission deadline set forth herein for any cause will be determined to be late and will be rejected. All applications for this RFP are to be presented before 12:00 Noon on August 8, 2018 to:**

**Bryce Gillis  
Rhode Island Division of Elderly Affairs  
57 Howard Avenue, Louis Pasteur Building - 2<sup>nd</sup> floor  
Cranston, RI 02920**

- It is intended that an award pursuant to this RFP will be made to a housing authority (in the case of a public elderly housing complex) or to an owner (in the case of a private housing complex), or to a management company or governing body of any such housing complex, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the applicant's proposal, and the subcontractors proposed are identified in the proposal.
- Applicants are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award has been made.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state *until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401 222-3040).*

## **SECTION 2 – OVERVIEW AND BACKGROUND**

### **OVERVIEW**

DEA is the designated State Unit on Aging for the State of Rhode Island, responsible for the development and implementation of a comprehensive, coordinated system of community-based care for citizens sixty years of age and older and adults with disabilities. Responsibilities of DEA include developing and implementing a State Plan on Aging under the Federal Older Americans Act (OAA), serving as the state's Single Planning and Service Agency on Aging under the OAA, advocating for the rights of older individuals and adults with disabilities, operating services designed to assist seniors and adults with disabilities to remain independent in the community and funding an array of community based services for these populations.

### **BACKGROUND**

RI General Law 42-66.1, Rhode Island Security for the Elderly Act (the “Act”) was enacted to ensure the safety and security of residents in sites designated by the federal government as housing for the elderly in Rhode Island. Pursuant to the Act, DEA has established a grant program to assist in providing security at public and private housing complexes in the State of Rhode Island.

The population in the designated housing sites has changed, as has the nature of the communities in which they are located. Fire departments and police departments note an increase in security-related problems at many sites. Current areas of recommendation may include: increased security surveillance, improved recording equipment, improved entrance security devices, and increased management and staff training on security topics.

This RFP is designed to support security efforts such as outlined in Section 4 – Scope of Work below. **The resulting contract is for a two (2) year period from January 1, 2018 through June 30, 2020 with the first year FY19 funds guaranteed and one additional year FY20 funds from July 1, 2019 through June 30, 2020 depending on General Assembly appropriations.**

## **SECTION 3 – GENERAL FUNDING REQUIREMENTS**

The applicant(s) chosen must be able to provide appropriate security services and improvements to public or private housing complexes designated by the federal government as housing for the elderly in the State of Rhode Island.

### **Each housing complex for which an application is submitted must:**

**(a) submit to DEA the annual safety and security plan required for the year commencing July 1, 2018 PRIOR TO submission of an application pursuant to this RFP, and submit the following year’s plan prior to June 30, 2019 to receive second year funds; and**

**(b) certify in writing as part of the application that it is in conformance with DEA “Rules and Regulations Governing Rhode Island Security for Housing for the Elderly,” which have**

**been promulgated pursuant to the Act, as the same have been amended and from time to time and may be further amended (the “Regulations.”) Copies of the “Regulations” may be downloaded from the Rhode Island Secretary of State website (<http://www.sos.ri.gov>).**

**For purposes of this RFP:**

Funds awarded by DEA pursuant to this RFP shall be used exclusively for those services detailed in Section 4 – Scope of Work below in accordance with this RFP, with no exceptions. Rhode Island General Laws Section 42-66.1-4 requires that funds from DEA through this grant will pay only for part of these costs, as detailed below:

**Public Housing Complex**

Housing Authority Share: 25%  
DEA Share: 75%

**Private Housing Complex**

Owner’s Share: 75%  
DEA Share: 25%

The amounts required to be contributed by the public and private housing complexes are referred to here as the “Matching Share”. **As set forth above, DEA intends that the aggregate funding pursuant to this RFP of \$170,000 will be made available as follows: six (6) grants in the amount of \$14,166 each year, for a total of \$28,333 over two years.** Please refer to the following examples for determining your complex’s Matching Share:

1. Grant award for public housing complex per year (25% share borne by housing authority; assumes a total project cost of \$37,777):

DEA State Funds Awarded: \$28,333.00  
Housing Authority Matching Share: \$9,444.00

2. Grant award for private housing complex per year (75% share borne by owner; assumes a total project cost of \$113,332):

DEA State Funds Awarded: \$28,333.00  
Owner Matching Share: \$84,999.00

In other words:

(a) The **total cost** of a public housing complex project must be equal to or greater than \$37,777, with DEA’s share of the total cost being \$28,333 and the public housing complex being responsible for the balance of the cost; and

(b) The **total cost** of a private housing complex project must be equal to or greater than \$113,332, with DEA’s share of the total cost being \$28,333 and the private housing complex being responsible for the balance of the cost.

**NOTE:** The housing authority's or owner's Matching Share could be larger than the percentages shown above, as a result of the total project cost exceeding the minimum amounts set forth above. For example, if the total cost of a project of a public housing authority is \$60,000, then the housing authority's matching share would be equal to \$31,667 (\$60,000 less \$28,333).

Please note the following additional requirements with respect to funding:

- 1. EACH GRANT RECIPIENT MUST DOCUMENT ITS STATED MATCHING SHARE (AS SET FORTH IN THE SIGNED GRANT) ON ITS FINAL FINANCIAL REPORT. THE FULL MATCHING SHARE, AS SET FORTH IN THE SIGNED GRANT, MUST BE EXPENDED ON THE PROJECT (AS DEFINED BELOW) BY THE CLOSE OF EACH STATE FISCAL YEAR, WHICH IS JUNE 30, 2019 FOR THE FIRST YEAR OF FUNDING, AND JUNE 30, 2020 IF SECOND YEAR FUNDS ARE AVAILABLE.**
- 2. ALL STATE FUNDING UNDER THIS HOUSING SECURITY GRANT PROGRAM MUST BE SPENT, WITHOUT EXCEPTION, BY THE CLOSE OF THE STATE FISCAL YEAR. BASED UPON STATE LAW, STATE FUNDS CANNOT BE CARRIED FORWARD INTO SUBSEQUENT STATE FISCAL YEARS. IF THE STATE FUNDING HAS NOT BEEN EXPENDED BY THE CLOSE OF THE APPLICABLE STATE FISCAL YEAR, THE GRANTEE WILL BE REQUIRED TO RETURN TO DEA ALL UNEXPENDED STATE FUNDING.**
- 3. FUNDS AWARDED BY DEA PURSUANT TO THIS RFP MAY BE USED ONLY FOR THE SPECIFIC PROJECT PROPOSED TO BE UNDERTAKEN BY THE APPLICANT IN RESPONSE TO THIS RFP (THE "PROJECT"). ALSO, FUNDS AWARDED PURSUANT TO THIS RFP CANNOT BE USED TO PAY FOR WORK OR SERVICES PERFORMED PRIOR TO THE JANUARY 1, 2018 TO JUNE 30, 2019 STATE FISCAL YEAR.**

## **SECTION 4 – SCOPE OF WORK**

### **Part A: Housing Security Program – Eligible Activities and Requirements**

Eligible applicants are permitted to submit proposals for the following:

1. Direct hiring of security guards for the elderly housing complex.
2. Subcontracting with security agency for security guards for the elderly housing complex.

3. Mechanical/electrical security devices and/or physical improvements to the building or grounds that would contribute directly to the overall security and safety of the elderly housing complex (“Security Equipment”).
4. Any combination of the above.

The minimum requirements for the above are described in Part B below.

**Part B: Minimum Security Requirements and Tasks**

1. All security guards, whether hired directly by the applicant or by a security agency subcontractor, must meet the requirements of the Regulations. Applicants are responsible for complying, and for ensuring their security agency subcontractors comply, with the Regulations.
2. If the applicant enters into a subcontract with a security agency to provide security services, the subcontractor must (a) be legally authorized to conduct business within the State of Rhode Island, (b) have a demonstrated ability to provide security services, and (c) show evidence of ability to comply with all applicable requirements set forth in the Regulations. **EVIDENCE OF THE FOREGOING, REASONABLY SATISFACTORY TO DEA, MUST BE PROVIDED TO DEA AND WILL BE A CONDITION TO DELIVERY OF FUNDS AWARDED BY DEA PURSUANT TO THIS RFP.**
3. All applicants must certify that they are in conformance with DEA Rules and Regulations Governing Security for Housing for the Elderly, Copies of the “Regulations” may be downloaded from DEA website (<http://www.dea.ri.gov>).
4. Applicants are encouraged to consider the following Security Equipment options:
  - Video cameras for surveillance
  - Management stickers on cars
  - Front door locks on a timer
  - Special security locks
  - Installation of card or chip access
  - Installation of speakers in each apartment for making announcements
  - Strobe lights for hearing impaired
  - Security and safety screens on first floor apartments
  - Increased lighting inside and outside building
  - Installation of fences
  - Motion detector system for parking lots
  - Change of door locks on vacant/ empty apartments after residents move out
  - Identification kit for resident’s cars
  - Police whistle and other sound devices

**Part C: Two Year Scope of Work**

An application submitted for review must clearly describe and define which eligible activities listed under Section 4, Part A will be carried out in the first year of the project, and which eligible activities will be carried out in the second year of the project (pending availability of funds). **For a selected proposal to receive a second year funding, the recipient MUST submit to DEA the annual safety and security plan required for the year commencing July 1, 2019 by said date.**

#### **Part D: Reports**

Each applicant to whom a grant is awarded pursuant to this RFP shall submit a payment request with appropriate proof of expenditure, examples include time sheets for payroll and paid invoices for goods, services and equipment purchased.

### **SECTION 5 – CONDITIONS**

Every applicant that is awarded funding pursuant to this RFP must enter into a written grant with DEA in a form to be prescribed by DEA. The following conditions shall be incorporated into any grant that results from this RFP (this listing is not inclusive of all requirements that will be set forth in the grant):

- A. Changes. Any proposed change in the Project shall be submitted in writing to the Director of DEA for her approval, which may be withheld in her sole discretion. Any amendment to provisions of the grant shall be valid only when it has been signed by both parties and attached to the grant.
- B. Acknowledgement of Funding Sources. All publicity and printed material relating to the performance of the grant shall indicate the assistance of DEA, and the content of all publicity and printed material relating to the performance of this contract shall be approved in advance by DEA.
- C. Availability of Funds. It is expressly understood that all funds obligated in any grant awarded pursuant to this RFP are contingent upon receipt of funds by DEA. DEA reserves the right to reduce its financial obligation, postpone funding, or terminate this RFP and/or any grant awarded pursuant to this RFP.
- D. Compliance with Auditing Requirements. The grantee will comply with all DEA auditing policies and procedures.
- E. Prohibited Interest. No member, officer, trustee or employee of DEA shall have any interest - direct or indirect- in any grant awarded pursuant to this RFP or the proceeds thereof.
- F. Equal Employment Opportunity/Non-Discrimination. The grant shall require that the grantee shall not discriminate against any employee or applicant for employment or receipt of service because of race, religion, color, sex, age, national origin or handicap. The grantee shall ensure that employees are treated equally during their employment without regard to their race, religion, color, sex, age, national origin or handicap. The grantee will, in all solicitations or



advertisements for employees placed by or on behalf of the grantee, state that all qualified applicants will receive consideration of employment without regard to race, religion, color, sex, age, national origin or handicap.

In the event of the grantee's non-compliance with the Equal Employment Opportunity/Non-Discrimination clauses of the grant or with any of said rules, regulations or orders, the grant may be cancelled, terminated or suspended in whole or in part and the grantee may be declared ineligible for future DEA grants.

- G. Grant Termination. DEA may terminate the grant or any portion of it by serving written notice of termination on the grantee. The notice shall state whether the termination is for convenience of DEA or for default of the grantee. If the termination is for default, the notice shall state the manner in which the grantee has failed to perform the requirements of the grant. The grantee shall account for any property in its possession paid for from funds received from DEA or property supplied to the grantee by DEA.
- H. Submission of Reports. The grantee must submit all reports required by DEA within the specified time frames.
- I. Indemnification. The grantee shall indemnify and hold harmless DEA and the State of Rhode Island from and against all loss, costs, liability, damage, and expense whether direct, consequential or incidental for personal injury and for property damage and expense arising out of or resulting in whole or in part, directly or indirectly, from work or operations under the grant but not limited to the acts, errors, omissions and negligence of the grantee's employees, agents, contractors and subcontractors.
- J. Compliance With All Laws, Codes, Rules and Regulations. The grantee shall be responsible for complying with all local, state and federal laws, codes, rules and regulations that apply to the Project and to the operation of the housing complex.

## **SECTION 6 - QUESTIONS AND SUBMISSION REQUIREMENTS**

### **PRE-BIDDERS CONFERENCE: NO**

Questions concerning this solicitation may be e-mailed to [Bryce.Gillis@dea.ri.gov](mailto:Bryce.Gillis@dea.ri.gov) no **later than July 18, 2018 at 12:00 noon**. Please reference the RFP # on all correspondence and include an email address to which an answer may be emailed. **Answers to questions received, if any, will be sent individually by e-mail. All questions must be submitted by e-mail; inquiries after this deadline will NOT be permitted, and telephone inquiries will NOT be accepted.**

**INTERESTED APPLICANTS MAY SUBMIT APPLICATIONS TO PROVIDE THE SERVICES AND/OR EQUIPMENT COVERED BY THIS REQUEST FOR PROPOSALS ON OR BEFORE AUGUST 8, 2018 AT 12:00 NOON. APPLICATIONS MUST BE RECEIVED BY DEA BY THIS DEADLINE. APPLICATIONS RECEIVED BY DEA AFTER THIS DATE AND TIME WILL BE REJECTED.**

**AN ORIGINAL PLUS THREE (3) COPIES** of the application should be mailed or hand delivered in sealed envelopes marked “RFP # HS 2019 for Housing Security Grants” to:

**Bryce Gillis  
RI Division of Elderly Affairs  
57 Howard Avenue, 2<sup>nd</sup> floor  
Cranston, RI 02920**

The RIVIP Bidder Certification Cover Form and other required documentation (see Section 7 below) should be included in this package.

### **SECTION 7 – APPLICATION REQUIREMENTS**

**A. Proposals should include the following:**

1. A signed and completed **RIVIP Bidder Certification Cover Form**. This form is downloadable from [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. **THE APPLICATION THAT APPEARS AT THE END OF THIS RFP SHOULD BE USED BY EACH APPLICANT.**

Instructions for completing the Application:

**EACH SECTION OF THE APPLICATION SHOULD BE COMPLETED.**

Please see the following additional guidelines as to the completion of each section:

**a. Executive Summary-Demonstration of Need:**

The Executive Summary is intended to highlight the contents of the proposal. This section of the application should provide State evaluators with a **clear understanding** of: (a) the need for the proposal at the housing complex, (b) how the proposal is intended to improve the safety and security of the residents of the housing complex, and (c) if applicable, how the proposal will help the housing complex improve its compliance with the Regulations and/or with R.I.G.L. Chapter 42-66.9.

**b. Program Narrative-Work Plan:**

This section should describe the applicant’s understanding of the State's requirement and a work plan for accomplishing the results proposed. Also describe the housing complex’s history, including the year founded and its leadership structure, number of paid staff and volunteers.

**Where the proposal involves the direct hiring of security guards**, this section should describe in reasonable detail how the security guard program will be implemented (for example, how many guards will be employed, job duties, security guard schedule, supervision, etc.).

**Where the proposal involves the hiring of a security agency to provide security**, this section should describe in reasonable detail the security functions that will be provided by the security agency and what will be required of the security agency as to the implementation of such functions (for example, how many guards will be required, job duties, security guard schedule, supervision, etc.). The security agency need not have been selected at the time the application is submitted; however, if the security agency is known to the applicant, the security agency should be disclosed in the application and a reasonably detailed description of the security agency and its experience and qualification in providing security should be provided, and evidence that the security agency legally is permitted to conduct business in the State of Rhode Island should be provided.

**Where the proposal involves Security Equipment**, a reasonably detailed description of the Security Equipment (quantity, quality, function, etc.) that will be provided should be included, including without limitation a description of the locations where the Security Equipment will be installed, and whether the applicant will use its own employees to perform the work or will hire outside contractors.

**For all proposals, a work plan should be provided** that includes a detailed proposed project schedule, including a list of tasks and activities and a scheduled completion date (where security guard services are involved, the completion date is the date on which the security guard services proposed in the application first fully commences).

**c. Funding and Budget:**

Complete the enclosed budget form that is part of the application form.

In addition, a budget narrative is to be provided, that explains, in reasonable detail, the budget for the proposed Project. Make sure the budget narrative reflects budget details separated between the two (2) years (pending availability of funds for the second year).

**The budget narrative also should disclose all other sources of funding, and the source of the Matching Share should be provided in the budget narrative.**

3. A signed and completed Tax I.D. W-9 Form (to be provided by applicant)
4. Supporting Documentation:

Public Housing Complex:

(a) copies of all documents filed with the Rhode Island Secretary of State to establish the applicant's existence; in lieu of this, it will be sufficient that the

- applicant currently is included in the Rhode Island Secretary of State's corporate database of **Active** business entities;
- (b) a copy of the most recently filed IRS Form 990 to the extent that the applicant is required to file such forms; if the applicant is not required to file an IRS Form 990, the applicant must certify in writing as to same;
  - (c) an annual financial statement for the most recently completed year;
  - (d) the names and titles of all of the organization's current directors, officers, trustees and key employees;
  - (e) written certification from the applicant that it currently is legally authorized to conduct business in Rhode Island.

Private Housing Complex:

- (a) a Letter of Good Standing from the Rhode Island Secretary of State. For information on how to obtain one, please visit <http://www.sos.ri.gov/business/filings/procedures>
- (b) a copy of the most recently filed IRS Form 990;
- (c) an annual financial statement for the most recently completed year;
- (d) the names and titles of all of the organization's current directors, officers, trustees and key employees.

B. Minority Business Enterprise. Rhode Island General Laws Chapter 37-14.1 provides that minority business enterprises are to have an opportunity to participate in the performance of certain contracts funded in whole or in part by State funds. Please include in your proposal, if applicable (a) information setting forth the applicant's status as a Minority Business Enterprise, as certified by the Rhode Island Department of Administration (an "MBE") and/or (b) a subcontracting plan which addresses the State's goal of ten percent (10%) participation by MBE's in State procurements. Questions concerning this should be addressed to the MBE Compliance Office at 401-574-8253, and a list of certified MBE's may be found at [www.mbe.ri.gov](http://www.mbe.ri.gov).

**APPLICANTS SHOULD REVIEW THE CHECKLIST WHICH BEGINS ON PAGE 14 TO MAKE SURE THE APPLICATION IS COMPLETE.**

## **SECTION 8 - EVALUATION AND SELECTION**

Proposal Evaluation: The Director of DEA will commission a Review Team which will evaluate and score all proposals that are eligible to be considered for funding, using the following criteria:

<b>Criteria:</b>	<b>Points Assigned:</b>
<b>a. Executive Summary-Demonstration of Need</b>	<b>40</b>
<b>b. Program Narrative-Work Plan</b>	<b>40</b>
<b>c. Funding and Budget</b>	<b><u>20</u></b>
	<b>TOTAL      100</b>

Notwithstanding the foregoing, the State reserves the right to award on the basis of cost alone, accept or reject any or all bids, and to act in its best interest.

**APPLICATIONS THAT RECEIVE A TOTAL SCORE OF LESS THAN 65 WILL BE REJECTED. A SCORE THAT EXCEEDS 65 DOES NOT GUARANTEE THAT AN APPLICATION WILL BE FUNDED. DEA RESERVES THE RIGHT IN ITS SOLE DISCRETION TO DETERMINE THE AWARDS TO BE MADE PURSUANT TO THIS RFP.**

The Review Team will present written findings to the Rhode Island Department of Human Services Director or her designee, who will make the final selection for grant awards pursuant to this RFP. The Review Team may elect to request clarification and/or additional information from applicants as part of its evaluation of proposals.

<b>Application Checklist – REVIEW CAREFULLY</b>
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Please ensure that you have included the following, all of which are to be delivered to DEA:

\_\_\_ A signed and completed RIVIP Bidder Certification Cover Form

\_\_\_ Application:

- Cover Sheet
- Executive Summary-Demonstration of Need
- Program Narrative-Work Plan
- Funding and Budget (both budget narrative and budget are to be completed)

\_\_\_ Tax I.D. W-9 Form

\_\_\_ **Annual safety and security plan required for the year commencing July 1, 2018 submitted PRIOR TO submission of an application pursuant to this RFP – THE ANNUAL SAFETY AND SECURITY PLAN SHOULD NOT BE INCLUDED IN THE APPLICATION PACKAGE**

\_\_\_ Public Housing Complex:

- (a) copies of all documents filed with the Rhode Island Secretary of State to establish the applicant's existence; in lieu of this, it will be sufficient that the applicant currently is included in the Rhode Island Secretary of State's corporate database of **Active** business entities;
- (b) a copy of the most recently filed IRS Form 990 to the extent that the applicant is required to file such forms; if the applicant is not required to file an IRS Form 990, the applicant must certify in writing as to same;
- (c) an annual financial statement for the most recently completed year;
- (d) the names and titles of all of the organization's current directors, officers, trustees and key employees;
- (e) written certification from the applicant that it currently is legally authorized to conduct business in Rhode Island.

**(Application Checklist continues on the next page)**

**Application Checklist continued--**

\_\_\_ Private Housing Complex:

(a) a Letter of Good Standing from the Rhode Island Secretary of State. For information on how to obtain one, please visit

<http://www.sos.ri.gov/business/filings/procedures>

(b) a copy of the most recently filed IRS Form 990;

(c) an annual financial statement for the most recently completed year;

(d) the names and titles of all of the organization's current directors, officers, trustees and key employees.

\_\_\_ MBE information and/or plan, if applicable

**ALL APPLICANTS, WITHOUT EXCEPTION, MUST REGISTER ON-LINE AT THE  
STATE PURCHASING WEBSITE AT  
WWW.PURCHASING.RI.GOV.**

**Rhode Island Department of Human Services/ Division of  
Elderly Affairs  
Application for the Housing Security Grant Program**

**RFP# HS 2019**

**Name of Private or Public Housing Complex:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Applicant is (check one):**

**Housing Authority (in the case of a public housing complex)**

**Owner (in the case of a private housing complex)**

**Management company or other governing body of a housing complex**

**Executive Director and/or Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone#** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **email:** \_\_\_\_\_

**The Applicant represents and warrants that all housing complexes with respect to which this application is submitted currently are in compliance with the Division of Elderly Affairs "Rules and Regulations Governing Rhode Island Security for Housing for the Elderly," which have been promulgated pursuant to RI General Law 42-66.1, Rhode Island Security for the Elderly Act, as the same have been amended.**

**The Applicant represents and warrants that the person executing this Application on behalf of the Applicant has been duly authorized to do so.**

**Signature:**

\_\_\_\_\_ **(PRINT or TYPE name of applicant entity here)**

**By:** \_\_\_\_\_ **(sign here)**

**Name:**

**Title:**

**Date:** \_\_\_\_\_



**Application for Housing Security Grant Program      RFP # HS 2019**

**Name of Private or Public Housing Complex:** \_\_\_\_\_

- a.      Executive Summary-Demonstration of Need (attach additional pages, as needed):**

**Application for Housing Security Grant Program**

**RFP # HS 2019**

**Name of Private or Public Housing Complex:** \_\_\_\_\_

- b. Program Narrative-Work Plan (attach additional pages, as needed):**

**Application for Housing Security Grant Program      RFP # HS 2019**

**Name of Private or Public Housing Complex:** \_\_\_\_\_

- c.      Funding and Budget: (attach additional pages, as needed):**

# HOUSING SECURITY PROGRAM

## PROPOSED YEAR 1 BUDGET

<b>Period of Performance:</b> FROM: July 1, 2018	<b>TO:</b> June 30, 2019
<b>Agency Name:</b>	<b>DATE:</b>

<b>ADDRESS:</b>	<b>TELEPHONE:</b>
<b>PROGRAM:</b>	<b>FEIN #:</b>

### PROJECT COSTS

<u>COST CATEGORY</u>	<u>TOTAL AMOUNT OF EACH COST (including RIDEA funding)</u>	<u>RIDEA FUNDING ALLOCATED TO EACH COST</u>
	RIDH	
<b>DIRECT PROGRAM COSTS:</b>		
PERSONNEL		
CONSULTANTS AND SUB CONTRACT SERVICES	\$	\$
TRAVEL	\$	\$
SPACE	\$	\$
SUPPLIES	\$	\$
EQUIPMENT	\$	\$
OTHER	\$	\$
<b>TOTAL DIRECT CHARGES:</b>	<b>\$</b>	<b>\$</b>
<b>INDIRECT CHARGES:</b>	<b>\$</b>	<b>\$</b>
<b>TOTAL PROJECT COSTS:</b>	<b>\$</b>	<b>\$</b>

**PROJECT RESOURCES**

<b>RESOURCES CONTRIBUTED BY AGENCY:</b>	
USED AS MATCH:	
CASH	\$
IN KIND	\$
NOT USED AS MATCH:	
CASH	\$
IN KIND	\$
<b>TOTAL REQUEST FROM RIDEA :</b>	\$
<b>TOTAL PROJECT RESOURCES (must equal total Project costs):</b>	\$

**BUDGET JUSTIFICATION**

**DIRECT PROGRAM COSTS – DETAIL OF PERSONNEL**

NAME POSITION TITLE DESCRIPTION OF GRANT DUTIES	TOTAL ANNUAL SALARY \$	TOTAL ANNUAL FRINGE \$	TOTAL ANNUAL COMPENSATION \$	PERCENTAGE OF TIME DEVOTED TO PROJECT %	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA FOR PERSONNEL					\$

**DIRECT PROGRAM COSTS –DETAIL OF CONSULTANS**

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
<b>TOTAL REQUEST FROM RIDEA</b>					

**EXPLANATION OF ALL OTHER DIRECT EXPENSES**

EXPENSE CATEGORY	<u>DESCRIPTION</u>	TOTAL COST \$	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
<b>TOTAL REQUEST FROM RIDEA</b>			

**EXPLANATION OF INDIRECT EXPENSES**

EXPENSE CATEGORY	<u>DESCRIPTION</u>	TOTAL COST \$	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
<b>TOTAL REQUEST FROM RIDEA</b>			

**EXPLANATION OF OTHER RESOURCES APPLIED TO TOTAL PROJECT COST**

<b><u>DESCRIPTION</u></b>	<b>AMOUNT</b>



# HOUSING SECURITY PROGRAM

## PROPOSED YEAR 2 BUDGET

<b>Period of Performance:</b> FROM: July 1, 2019	<b>TO:</b> June 30, 2020
<b>Agency Name:</b>	<b>DATE:</b>

<b>ADDRESS:</b>	<b>TELEPHONE:</b>
<b>PROGRAM:</b>	<b>FEIN #:</b>

### PROJECT COSTS

<u>COST CATEGORY</u>	<u>TOTAL AMOUNT OF EACH COST (including RIDEA funding)</u>	<u>RIDEA FUNDING ALLOCATED TO EACH COST</u>
	RIDH	
<b>DIRECT PROGRAM COSTS:</b>		
PERSONNEL		
CONSULTANTS AND SUB CONTRACT SERVICES	\$	\$
TRAVEL	\$	\$
SPACE	\$	\$
SUPPLIES	\$	\$
EQUIPMENT	\$	\$
OTHER	\$	\$
<b>TOTAL DIRECT CHARGES:</b>	<b>\$</b>	<b>\$</b>
<b>INDIRECT CHARGES:</b>	<b>\$</b>	<b>\$</b>
<b>TOTAL PROJECT COSTS:</b>	<b>\$</b>	<b>\$</b>

**PROJECT RESOURCES**

<b>RESOURCES CONTRIBUTED BY AGENCY:</b>	
USED AS MATCH:	
CASH	\$
IN KIND	\$
NOT USED AS MATCH:	
CASH	\$
IN KIND	\$
<b>TOTAL REQUEST FROM RIDEA :</b>	\$
<b>TOTAL PROJECT RESOURCES (must equal total Project costs):</b>	\$

**BUDGET JUSTIFICATION**

**DIRECT PROGRAM COSTS – DETAIL OF PERSONNEL**

NAME POSITION TITLE DESCRIPTION OF GRANT DUTIES	TOTAL ANNUAL SALARY \$	TOTAL ANNUAL FRINGE \$	TOTAL ANNUAL COMPENSATION \$	PERCENTAGE OF TIME DEVOTED TO PROJECT %	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA FOR PERSONNEL					\$

**DIRECT PROGRAM COSTS –DETAIL OF CONSULTANS**

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
<b>TOTAL REQUEST FROM RIDEA</b>					

**EXPLANATION OF ALL OTHER DIRECT EXPENSES**

EXPENSE CATEGORY	<u>DESCRIPTION</u>	TOTAL COST \$	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
<b>TOTAL REQUEST FROM RIDEA</b>			

**EXPLANATION OF INDIRECT EXPENSES**

EXPENSE CATEGORY	<u>DESCRIPTION</u>	TOTAL COST \$	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
<b>TOTAL REQUEST FROM RIDEA</b>			

**EXPLANATION OF OTHER RESOURCES APPLIED TO TOTAL PROJECT COST**

<b><u>DESCRIPTION</u></b>	<b>AMOUNT</b>