

**RHODE ISLAND DEPARTMENT OF HOUSING
NOTICE OF FUNDING OPPORTUNITY**

MUNICIPAL FELLOWS PROGRAM

Background: The Department of Housing (Department) is administering the Municipal Fellows Program (“Program”) to provide grant funding to municipalities that are interested in employing, directly hire or otherwise, a Municipal Fellow (“Fellow”) to assist in tasks associated with municipal planning, zoning, or housing development efforts that relate directly to increased housing production. This is a revised solicitation. Any municipality that already applied does not need to reapply and will be eligible and reviewed under the revised solicitation.

Funding: Approximately \$1.1 million in federal State and Federal Relief Funds. (Line-Item Sequence 10.030.4830128.02.654130)

NOTE: Funds must be obligated (under contract) by December 31, 2024, and fully expended by September 30, 2026.

Grants: Municipalities may apply for up to \$168,000 to offset the cost of hiring one Fellow for a fellowship term of up to 2-years. The grant is to cover an annual full-time salary and benefits. A municipality may supplement the compensation for a Fellow at its discretion. A Municipality may request a particular fellow, but all fellows must apply and be selected through the Department. The term of grants shall not extend beyond September 30, 2026.

Eligible Grantees:

1. Municipalities within the State of Rhode Island. Multiple eligible municipalities may submit a joint grant application.
2. If a municipality is not able to hire the Municipal Fellow in its own right, then the Municipality may request assistance from the Department.

Eligible Activities: The Municipal Fellow shall be assigned work relating to municipal planning, zoning, or development activities, provided that such relates directly to increasing housing development within the municipality(ies).

Applications: Applications are currently being accepted on a rolling basis and grants will be awarded to eligible applicants on a first come/first serve basis until the funds are fully obligated (under contract) or October 1, 2024, whichever is first.

Applications shall contain the following material:

1. A narrative describing the need for a Municipal Fellow, including a description of current staffing, if any, for municipal planning, zoning and/or housing development activity.
2. A Scope of Work for the Municipal Fellow including the following:
 - a. A description of the work to be assigned to the Municipal Fellow;
 - b. The outcomes or activities that are expected to be derived from the Scope of Work; and
 - c. The oversight that the Municipal Fellow will receive.

Applications shall be submitted to Joshua Berry, Chief of Municipal Planning and Programming, Department of Housing, at: Joshua.Berry@housing.ri.gov

Evaluation Criteria:

Threshold Criteria - Applications must meet the following criteria to be considered for grant funding:

1. Application is complete.
2. Applicant(s) is an Eligible Grantee.
3. Application is consistent with the intent of the Program and is reasonably within the scope of Eligible Activities.

(Maximum 50 points/Minimum Required for Award: 50% of the Points)

1. Municipality(ies) falls within a Priority Category
 - a. Municipality has less than sufficient staff to effectively manage its housing related needs. 10 pts
 - b. Municipality has an outdated Comprehensive Plan or gaps within their plan relating to housing that the scope of work proposes to address. 5 pts
 - c. Municipalities are undertaking a regional project with similarly situated communities. 5 pts
2. Scope of work for the Fellow:
 - a. Extent to which the municipality provides explicit, meaningful, and achievable outcomes and/or activities related to increasing housing development. 15 pts
 - b. Extent to which the municipality provides sufficient detail to measure progress towards outcomes. 10 pts
 - c. Extent to which the municipality provides a structure for meaningful oversight of the Fellow. 5 pts