

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

MUNICIPAL FELLOWS

Background: The Department of Housing (Department) is administering a one-time program to provide grant funding to municipalities that are interested in employing, directly or otherwise, a Municipal Fellow to assist in tasks associated with municipal planning, zoning, or housing development efforts that relate directly to increased housing production.

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 June 30, 2026.

Grants: Multiple grants will be awarded in an amount not to exceed \$84,000 per Municipal Fellow. The term of grants shall not exceed 2 years or extend beyond June 30, 2026, whichever occurs sooner. The grant is intended to cover an annual full-time salary of approximately \$65,000 and the municipality's share of FICA and employer health insurance. Municipalities may apply for one Municipal Fellow.

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 that the Municipal Fellowship Program Manager hire a Fellow on its behalf. In such cases, if any, the grant will be made to the Municipality, the Eligible Grantee, and assigned to the Program Manager.

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(is).

Applications: Applications will be accepted as of May 1, 2024, 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 occurs 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 Mike Tondra, Director, Department of Housing at michael.tondra@housing.ri.gov.

Evaluation Criteria:

(Maximum 58 points/Minimum Required for Award: 50% of the Points for each Factor)

1. Municipality(ies) falls within a Priority Category
 - a. Municipality has less than full-time staff in the role of municipal planner, zoning officer or real estate development officer 8 pts
 - b. Municipality has an outdated Comprehensive Plan 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

3. The proposed term of the Fellow's tenure is consistent with the scope of work 10 pts