City of Pawtucket, Rhode Island

HOME-ARP Supportive Services

Release Date: August 27, 2025

# Overview

The City of Pawtucket is soliciting proposals from qualified nonprofit organizations for funding under the HOME Investment Partnerships Program – American Rescue Plan (HOME-ARP). This funding is intended to support: General Operating Assistance, and Capacity Building Assistance for organizations delivering or preparing to deliver eligible HOME-ARP activities that serve qualifying Pawtucket residents.

A total of **$207,606** is available through this NOFO:

* $103,803 for operating expenses
* $103,803 for capacity building activities

Funding is provided through the U.S. Department of Housing and Urban Development (HUD) and governed by the requirements set forth in 24 CFR Part 92 and HUD Notice CPD-21-10.

# Background

HOME-ARP was established under the American Rescue Plan to assist individuals and families experiencing or at risk of homelessness, and other vulnerable populations. The City of Pawtucket seeks to strengthen the nonprofit infrastructure supporting these populations through targeted investments in capacity and operations.

Funding under this NOFO is restricted to organizations that the City reasonably expects to fund for eligible HOME-ARP activities within 12 months of this award.

# Qualifying Populations

Funded activities **must** benefit one or more of the following qualifying populations residing in Pawtucket:

* Homeless individuals or families (as defined in 24 CFR 91.5 paragraphs (1), (2), or (3))
* Individuals or families at risk of homelessness
* Individuals or families fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking
* Other vulnerable populations requiring services or assistance to prevent homelessness or housing instability

# Scope of Services

**A. Operating Expense Assistance**

Funds may be used for general administrative and operational costs not tied to a specific project, such as:

* Employee wages, salaries, and benefits
* Rent, utilities, and communications
* Office supplies and equipment
* Staff training and travel
* Insurance, taxes, and other administrative costs

**Ineligible uses include:**

* Staffing for the provision of supportive services
* Costs associated with specific capital projects (e.g., development of HOME-ARP rental housing)

**B. Capacity Building Assistance**

Funds may be used to enhance the organization’s ability to deliver HOME-ARP activities, including:

* Salaries for newly hired staff
* Staff development, training, and certification
* Software, hardware, or equipment upgrades
* Technical assistance or consulting related to HOME-ARP compliance or program design

# Funding Limits

* Maximum award of **$50,000** for either Operating or Capacity Building Assistance.
* Organizations applying for both categories may be awarded up to **$75,000**, but not to exceed **50% of their total annual operating budget**.

# Proposal Requirements

Each proposal must include the following elements:

1. **Cover Letter**
   * Organization name, address, contact information, and funding amount requested
   * Brief summary of intended use of funds
2. **Organizational Description**
   * Mission, programs, and populations served
   * Experience serving qualifying populations
   * Current staffing and operational capacity
3. **Use of Funds**
   * Narrative describing how the funds will be used
   * How the use supports HOME-ARP goals and compliance
   * Timeline for implementation
4. **Budget**
   * Line-item budget and budget narrative
   * Identify other funding sources, if applicable
5. **Supporting Documents**
   * IRS 501(c)(3) determination letter
   * Most recent audited financial statement or IRS Form 990
   * Board of Directors list
   * Proof of registration with the Rhode Island Secretary of State

# Submission Details

Format Requirements

* Limit proposals to **20 pages**, including attachments
* Use **double-spacing** and standard formatting
* Submit **one original and one (1) digital copy (email or USB)**

**Submission Deadline**

All proposals must be received by:

🕓 **4:00 PM EST on Monday, September 29, 2025**

**Late or incomplete submissions will not be considered.**

**Delivery Address**

City of Pawtucket – Department of Planning & Redevelopment  
Attn: Mark E. Goudreau, Community Development Program Manager  
137 Roosevelt Avenue  
Pawtucket, RI 02860

Please clearly label the envelope:  
“NOFO – HOME-ARP Nonprofit Assistance”

**Informational Session / Questions**

An optional informational workshop will be held on September 4, 2025, 5:00 PM.   
Submit questions to:  
[mgoudreau@pawtucketri.gov](mailto:mgoudreau@pawtucketri.gov)

# Award Process

# Proposals will be reviewed by the City based on eligibility, organizational capacity, alignment with HOME-ARP goals, and proposed use of funds. Selected applicants will enter into a written agreement with the City specifying the award amount, approved uses, and performance requirements. The City reserves the right to fund all, some, or none of the proposals received.

# Equal Opportunity and Nondiscrimination

The City of Pawtucket is an equal opportunity agency. All applicants shall comply with applicable local, state, and federal nondiscrimination and equal opportunity requirements.