

NJ Department of Community Affairs RFP for Consulting Services for the FFY 2022 Annual Action Plan and the HOME ARP Allocation Plan



**State of New Jersey
Phil Murphy, Governor**

**Department of Community Affairs
Lt Governor Sheila Y. Oliver, Commissioner**

REQUEST FOR PROPOSALS

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BACKGROUND INFORMATION:

The NJ Department of Community Affairs (DCA) seeks a qualified professional consultant to draft the Consolidated Plan FFY 2022 Action Plan and the HOME American Rescue Plan Allocation Plan and a substantial amendment to the FFY 2021 Annual Action Plan on the HOME American Rescue Plan.

Consolidated Plan: FFY 2022 Action Plan

New Jersey's HUD-CPD Programs include the Community Development Block Grant Program (CDBG), Emergency Solutions Grant Program, HOME Investment Partnership Program, Housing Opportunities for Person with AIDs (HOPWA) and the Housing Trust Fund Program (HTF).

Consultants must follow the requirements at:

- Consolidated Plan requirements at [HUD CPD Notice-12-009](#)
- The Consolidated Plan IDIS Desk Guide found at <https://www.hudexchange.info/consolidated-plan/econ-planning-suite>
- The Consolidated Plan Guides, Tools and Training found at: <https://www.hudexchange.info/programs/consolidated-plan/guides/#consolidated-plan-template-in-idis>
- The Consolidated Plan Regulations and Federal Notices found at: <https://www.hudexchange.info/programs/consolidated-plan/consolidated-plan-regulations-and-federal-register-notices/>

HOME American Rescue Plan (HOME ARP)

The State of New Jersey is receiving \$19,495,890 in HOME ARP funds to assist individuals or households who are homeless, at risk of homelessness, and other vulnerable populations by providing housing, rental assistance, supportive services, and non-congregate shelter to reduce homelessness and increase housing stability throughout the State.

HOME-ARP funds can be used for the following four eligible activities:

1. Production or Preservation of Affordable Housing
2. Tenant Based Rental Assistance (TBRA)
3. Supportive Services, Homeless Prevention Services, and Housing Counseling
4. Purchase and Development of Non-Congregate Shelter

The specific federal requirements for the allocation plan can be found at 24 CFR Part 92 and in the HUD CPD Notice 21-10 "Requirements for the Use of Funds in the HOME-American Rescue Plan Program." Additional information can be located on the HUD Exchange:

The consultant must be willing to commit to a timeline that includes the following phases over a 2 ½ month period:

- Data collection and analysis
- Stakeholder consultation and public meetings
- Draft Consolidated Plan Annual Action Plan

- Draft HOME ARP Allocation Plan
- Public Hearing on draft plans
- Draft response to comments
- Final Plans entered into IDIS

RFP TIMELINE:

RFP Released: January 20, 2022

RFP Deadline for Submission: February 7, 2022

Award made: February 15, 2022

Deadline for all items to be completed: April 29, 2022

BUDGET:

DCA estimates a budget of \$44,000 for the completion of this work. Proposed budgets must include expected itemized costs for each scope of work as described below.

SCOPE OF WORK:

- Data collection and analysis
- Stakeholder consultation (including CoCs) and public meetings
- Draft of Annual Action Plan including:
 - AP-15 Expected Resources
 - AP-20 Annual Goals and Objectives
 - AP-25 Allocation Priorities
 - AP-30 Method of Distribution
 - AP-35 Projects
 - AP-40 Section 108 Loan Guarantee
 - AP-45 Community Revitalization Strategies
 - AP-50 Geographic Distribution
 - AP-55 Affordable Housing
 - AP-60 Public Housing
 - AP-65 Homeless and Other Special Needs Activities
 - AP-70 HOPWA goals
 - AP-75 Barriers to affordable housing
 - AP-85 Other Actions
 - AP-90 Program Specific Requirements
- Draft HOME-ARP Allocation plan and substantial amendment to the FFY 2021 Action plan for the HOME-ARP program. The HOME-ARP allocation plan must include:
 - A summary of the consultation process and results of upfront consultation
 - A summary of comments received through the public participation process and a summary of any comments or recommendations not accepted and the reasons why
 - A description of HOME-ARP qualifying populations within the jurisdiction
 - An assessment of unmet needs of each qualifying population
 - An assessment of gaps in housing and shelter inventory, homeless assistance and services, and homelessness prevention service delivery system
 - A summary of the planned use of HOME-ARP funds for eligible activities based on the unmet needs of the qualifying populations
 - An estimate of the number of housing units for qualifying populations that the State will produce or preserve with its HOME-ARP allocation

- A description of any preferences for individuals and families in a particular qualifying population or a segment of a qualifying population

- Public hearing on drafts
- Draft response to comments
- Plans entered into IDIS

PROPOSAL SECTIONS:

The proposal shall include, at a minimum, the following mandatory sections:

- Cover Letter
- Qualifications: Provide the name, address, telephone number and email address of the primary contact person. Identify all individuals anticipated to be involved in this project and the role each is expected to fill. Provide resumes for everyone identified
- Experience: Describe successful projects of similar size and scope (previous state-level Consolidated Plan experience is preferred); working knowledge of the Consolidated Plan and the HOME Program, including the regulations and requirements
- Proposed Plan for Developing an Annual Action Plan and HOME ARP Allocation Plan
- Schedule of proposed activities with timeline and proposed completion date(s).
- Price proposal and estimated time to complete project
- References

AWARD CRITERIA:

- Understanding of work to be performed
- Professional expertise of team
- Prior experience relative to project
- Quality of scope of services and project schedule
- Fee schedule and cost

PROPOSAL SUBMISSION REQUIREMENTS:

- Email one complete scanned version to Sheri Malnak at sheri.malnak@dca.nj.gov

PROPOSAL SUBMISSION DEADLINE:

- 4 PM on February 7, 2022
- Late or incomplete submittals will be rejected

GENERAL INFORMATION AND REQUIREMENTS:

- All work will be performed on a fixed-rate, cost-incurred basis. Final payment is subject to a satisfactory final product, as determined by DCA.

- All deliverables must be submitted in draft form and will not be considered as final until accepted by DCA. Vendor shall be provided with an opportunity to remedy deficiencies if necessary for DCA approval but work must be completed within initial budget.
- If DCA determines progress, as measured by the agreed upon timeline and activity description, is inadequate, it reserves the right to terminate the contract with a 30-day written notice.
- Although cost is a factor, DCA reserves the right to select the consultant that best suits its needs.
- Any changes in project cost, timeline, or scope during the contract must be pre-approved in writing by both the parties.