

## REQUEST FOR PROPOSALS

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**BACKGROUND INFORMATION:**

The NJ Department of Community Affairs (DCA) seeks a qualified professional consultant to conduct an assessment of New Jersey's housing and community development needs and prepare a draft of the next year's One Year Action Plan (2024); Five-Year Consolidated Plan (2025-2029), One Year Action Plan (2025) and an Assessment of Fair Housing in order to meet the regulatory requirements of the US Department of Housing and Urban Development (HUD).

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), the Housing Trust Fund Program (HTF) and the Recovery Housing Program.

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/resource/2641/econ-planning-suite-desk-guide-idis-conplan-action-plan-caper-per/>
- The Consolidated Plan Guides, Tools and Training found at: <https://www.hudexchange.info/programs/consolidated-plan/#:~:text=The%20Consolidated%20Plan%20is%20designed%20to%20help%20states,conditions%2C%20and%20to%20make%20data-driven%2C%20place-based%20investment%20decisions.>
- [Affirmatively Furthering Fair Housing | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)

The consultant must be willing to commit to a timeline that includes the following phases:

- Data collection and analysis
- Stakeholder consultation and public meetings
- Draft 2024 Annual Action Plan
- 2025-2029 Consolidated 5-Year Plan and Annual Action Plan
- Draft Assessment of Fair Housing
- Public Hearing on draft plans
- Draft response to comments
- Final version of all plans inputted into IDIS.

**RFP TIMELINE:**

RFP Released: January 17, 2024

RFP Deadline for Submission: February 19, 2024

Award made: March 1, 20

Deadline for draft 2024 Action Plan May 1, 2024, and final July 31, 2024

Deadline for full 2025- 2029 Consolidated Plan, Annual Action Plan and Assessment of Fair

Housing to be in final draft: February 2025. Final versions July 2025.

**BUDGET:**

DCA estimates a budget of \$60,000 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 and public meetings (at least 3 regional meetings)
- Draft 2024 Action Plan
- Draft of 2025-2029 5-year Plan and 2025 Annual Action Plan including:
  - Needs Assessment
    - NA-05 Overview
    - NA-10 Housing Needs Assessment
    - NA-15 Disproportionately Greater Need: Housing Problems
    - NA-20 Disproportionately Greater Need: Severe Housing Problems
    - NA-25 Disproportionately Greater Need: Housing Cost Burdens
    - NA-30 Disproportionately Greater Need: Discussion
    - NA-35 Public Housing
    - NA-40 Homeless Needs Assessment
    - NA-45 Non-Homeless Special Needs Assessment
    - NA-50 Non-Housing Community Development Needs
  - Market Analysis
    - MA-05 Overview
    - MA-10 Number of Housing Units
    - MA-15 Cost of Housing
    - MA-20 Condition of Housing
    - MA-25 Public and Assisted Housing
    - MA-30 Homeless Facilities
    - MA-35 Special Needs Facilities and Services
    - MA-40 Barriers to Affordable Housing
    - MA-45 Non-Housing Community Development Assets
    - MA-50 Needs and Market Analysis Discussion
  - Strategic Plan
    - SP-05 Overview
    - SP-10 Geographic Priorities
    - SP-25 Priority Needs
    - SP-30 Influence of Market Conditions
    - SP-35 Anticipated Resources
    - SP-40 Institutional Delivery Structure
    - SP-45 Goals
    - SP-50 Public Housing Accessibility and Involvement
    - SP-55 Barriers to affordable housing
    - SP-60 Homelessness Strategy

SP-65 Lead based paint Hazards  
SP-70 Anti-Poverty Strategy  
SP-80 Monitoring

➤ Annual Action Plan

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 Assessment of Fair Housing
- Public hearing on draft
- Draft response to comments

**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, including the regulations and requirements
- Proposed Plan for Developing a 2024 Action Plan, 2025-2029 Five-Year Plan, 2025 Annual Action Plan and Assessment of Fair Housing
- 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](mailto:sheri.malnak@dca.nj.gov)

**PROPOSAL SUBMISSION DEADLINE:**

- 4 PM on February 19, 2024
- 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.
- 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.