

REQUEST FOR PROPOSALS

Contents

BACKGROUND INFORMATION:	1
BUDGET:	1
SCOPE OF WORK:	1
PROPOSAL SECTIONS:	2
AWARD CRITERIA:	2
PROPOSAL SUBMISSION REQUIREMENTS:	2
PROPOSAL SUBMISSION DEADLINE:	2
GENERAL INFORMATION AND REQUIREMENTS:	2
APPENDIX:	4

BACKGROUND INFORMATION:

The NJ Department of Community Affairs (DCA) seeks a qualified professional consultant to carry out a multi-part scope of work regarding its Small Cities Community Development Block Grant program (SC-CDBG).

SC-CDBG has been in operation since the 1980's, following a 1982 amendment to the enabling legislation for the overall CDBG program (Housing and Community Development Act of 1974, P.L. 93-383, 42 U.S.C. 5301 et.seq.) which gave states a direct amount of annual funding to allocate for activities in non-entitlement areas. The program is one of the most important programs for community revitalization, supporting affordable housing, economic revitalization, infrastructure development, and the prevention and elimination of community blight and deterioration.

Historically, New Jersey's SC-CDBG has been allocated for three types of activities: construction of public facilities and improvements to infrastructure; moderate rehabilitation of owner-occupied housing; and community development projects that are neither public facilities nor housing rehabilitation. Any funded activity must meet a National Objective as established in the CDBG enabling legislation (principally benefit persons of low and moderate income; prevent or eliminate slums and blight; or meet urgent community development needs for which no other resources are available).

DCA wants to consider changes to SC-CDBG's programmatic approach, starting with state fiscal year 2024 (Federal fiscal year 2023). DCA seeks to know what other states have done programmatically with their SC-CDBG funding allocations, to inform its decision-making regarding future SC-CDBG activities.

A listing of eligible CDBG activities is included as an appendix to this RFP document.

BUDGET:

DCA estimates a budget of \$100,000 for the completion of this work. Proposed budgets must include expected itemized costs for each scope of work as described below.

SCOPE OF WORK:

- Gather information regarding SC-CDBG programs that are operational in other states. A minimum of five (5) states must be examined, including the states which border New Jersey. This should include interviews of appropriate agency staff, examination of their best practices including leveraging funds to maximize the SC-CDBG investment for projects.
- Compile information about DCA's SC-CDBG projects that were funded between 2015 and 2020 which are now completed or nearly completed, for reference purposes.
- Develop and present recommendations about programmatic changes for DCA's SC-CDBG, based on the information gathered from the examined states.

- Participate in creating DCA's SC-CDBG RFP for SFY 2024 (FFY 2023). Assist with implementing the application workshop for SFY 2024. Assist with implementing new initiatives related to the SFY 2024 RFP.
- Serve as a knowledgeable resource regarding SC-CDBG.

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 each individual.
- Experience: Describe successful projects of similar size and scope; working knowledge of the CDBG Program, including its regulations and requirements.
- Schedule of proposed activities with timeline and proposed completion date(s). Include an outline for conducting staff training on the new initiatives.
- 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 both Sheri Malnak at sheri.malnak@dca.nj.gov and Brad Harrington, bradley.harrington@dca.nj.gov.

PROPOSAL SUBMISSION DEADLINE:

- January 3, 2023, by close of business (5 PM Eastern)
- 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.

APPENDIX

ELIGIBLE CDBG ACTIVITIES:

1. Acquisition of real property that is blighted, appropriate for rehabilitation, appropriate for preservation as a historic site, or used for provision of public works or other public purposes.
2. Activities necessary to address lead safety, including the replacement of lead pipes.
3. Acquisition, construction, reconstruction, or installation of public works or facilities (except buildings for the general conduct of government) and site and other improvements.
4. Code enforcement in deteriorated or deteriorating areas in which such enforcement may arrest the area's decline.
5. Clearance, demolition, removal, and rehabilitation of buildings.
6. Special projects directed to the removal of architectural barriers that restrict the accessibility of the elderly and handicapped.
7. Payments to housing owners for losses of rental income incurred in holding units for relocated individuals and families displaced by activities under the program.
8. Disposition of real property acquired pursuant to the program.
9. Provision of public services if the local government has not provided such services during the 12-month period immediately preceding implementation of the program.
10. Payment of the non-Federal share required in connection with a federal grant-in-aid program undertaken as part of this program.
11. Payment of the cost of completing a project funded under Title I of the Housing Act of 1949.
12. Relocation payments for displaced individuals, families, businesses, and organizations because of activities under the program.
13. Activities necessary to develop a comprehensive community development plan and to develop a policy-planning-management capacity to enable the recipient to more effectively administer the program.
14. Payment of reasonable administrative costs.

15. Activities carried out by public or private non-profit organizations including:
 - a. Planning
 - b. Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities (except for buildings for the general conduct of government), site improvements, and utilities and commercial or industrial buildings or structures.
16. Assistance to non-profit organizations serving non-entitlement areas, local development corporations or entities organized under the Small Business Investment Act of 1985 to carry out a neighborhood revitalization or community economic development or energy conservation projects, including the development of shared housing opportunities for the elderly (other than by construction of new facilities).
17. Activities necessary to the development of a comprehensive community-wide energy-use strategy.
18. Assistance to private, for-profit entities, when the assistance is appropriate to carry out an economic development project.
19. Rehabilitation or development of housing assisted under Section 17 of the United States Housing Act of 1937.
20. Assistance to facilitate the substantial reconstruction of housing owned and occupied by low- and moderate-income persons.
21. Technical assistance to increase the capacity of public or non-profit entities to carry out eligible neighborhood revitalization or economic development activities.
22. Housing services designed to assist homeowners, tenants, and others seeking to participate in eligible housing activities.
23. Assistance to institutions of higher education capable of implementing eligible activities.
24. Assistance to public and private organizations (for-profit as well as non-profit) to facilitate the development, stabilization, and expansion of micro-enterprises.
25. Assistance to facilitate and expand homeownership by subsidizing interest rates, financing acquisition, guaranteeing mortgages, paying up to 50% of down payments, or paying reasonable closing costs for income-eligible people.
26. Activities necessary to repair and operate housing units acquired through tax foreclosure to prevent abandonment and deterioration.