BRIAN SANDOVAL
Governor

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
HOUSING DIVISION
1535 Old Hot Springs Road, Suite 50
Carson City, Nevada 89706
Phone (775) 687-2040 • Fax (775) 687-4040
www.nvhousing.state.nv.us

BRUCE H. BRESLOW
Director

BRUCE JOHNSON
Administrator

REQUEST FOR PROPOSALS

TITLE OF RFP:	State of Nevada's 2015 - 2019 Consolidated Plan for the Department of Housing & Urban Development's (HUD) 4 Formula Programs & Analysis of Impediments to Fair Housing Choice
Issued by:	State of Nevada: Department of Business & Industry, Housing Division
State seeks to purchase:	The State of Nevada, Department of Business & Industry: Housing Division is seeking proposals from bidders to assist the State of Nevada with development and creation of the State's five (5) year, 2015 through 2019, Consolidated Plan and Analysis of Impediments to Fair Housing Choice as required by HUD.
Issue Date:	May 5, 2014
Proposal Due Date:	**June 20, 2014 @ 5:00 p.m. (PT)**
RFP Available:	http://housing.nv.gov/ and http://www.diversifynevada.com/
State Issuing Officer:	Debra Parra
E-mail:	dparra@nvhousing.state.nv.us
Address:	State of Nevada - Department of Business and Industry Housing Division 1535 Old Hot Springs Road, Suite 50 Carson City, NV 89706

PROCUREMENT TIMETABLE – Event or Action:	**Date/Time (Pacific Time)**
State Posts Notice of RFP on Nevada Housing Division & GOED websites	May 5, 2014
(*) Anticipated Date to issue Notice of Intent to Award:	July 31, 2014
(*) Anticipated Date to execute contract:	August 30, 2014
(*) The Anticipated Dates are not considered to be binding. Due to the nature of the evaluation period, these dates may be subject to change.	
Firm Proposal Terms – The Number of Days following the deadline for submitting proposals that the Contractor guarantees all proposal terms, including price, will remain firm:	90

The State of Nevada is an equal opportunity and affirmative action employer. Women, minorities and individuals with disabilities are encouraged to apply.

The Nevada State of Nevada does not discriminate on grounds of race, color, religion, gender, national origin, age or disability.

Informal Solicitation for Proposals
for the State of Nevada

2015 – 2019 Consolidated Plan
for
Use of HUD Formula Program Funds
&
Analysis of Impediments to Fair Housing Choice

Proposal Deadline

June 20, 2014, 5:00 p.m.

State of Nevada Department of Business and Industry
Housing Division
1535 Old Hot Springs Road, Suite 50
Carson City, NV 89706
Tel: (775) 687-2041
Fax: (775) 687-4040

SOLICITATION
FOR
CONSULTANT(S)
FOR
5-YEAR CONSOLIDATED PLAN
&
ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

Issued by: State of Nevada Department of Business and Industry, Housing Division

Issued on: May 5, 2014

Proposal due: June 20, 2014

1. The State of Nevada is accepting proposals from qualified consultants for the preparation of a Consolidated Plan covering HUD program years 2015 to 2019 inclusive and an Analysis of Impediments to Fair Housing Choice (A.I.). A consultant may submit a proposal for one or both documents.

2. A copy of this solicitation may be found on the Nevada Housing Division and the Governor's Office of Economic Development web pages at: http://www.nvhousing.state.nv.us and http://www.diversifynevada.com/.

3. Qualified respondents should review the attached specifications, background material and recommended reading and submit one (1) unbound original, one (1) copy, and one (1) PDF version of its proposal no later than 5:00 p.m. on Friday, June 20, 2014 to:

   State of Nevada Department of Business and Industry
   Housing Division
   1535 Old Hot Springs Road, Suite 50
   Carson City, NV 89706
   Attention: Debra Parra

   Additional PDF versions should be submitted via e-mail to:

   dcraig@diversifynevada.com and djolsen@health.nv.gov

4. **Please note**: Technical assistance questions regarding the proposal should be addressed to Des Craig at the Governor's Office of Economic Development, 808 W. Nye Lane, Carson City, Nevada 89703; Tel. (775) 687-9918, or by e-mail to dcraig@diversifynevada.com

The specifications in this notice shall be considered a part of any contract made pursuant thereto.

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TABLE OF CONTENTS

Part 1.0 Background & General Information
- 1.1 Introduction 4
- 1.2 Background 4
- 1.3 Purpose 5
  - a. Consolidated Plan 5
  - b. Analysis of Impediments 6

Part 2.0 Implementation Logistics and Schedule
- 2.1 Contracting Agency 6
- 2.2 Managing Agency 6
- 2.3 Public Comment Period 7
- 2.4 State of Nevada Responsibilities 7
- 2.5 Consultant Responsibilities 7

Part 3.0 Scope of Work
- 3.1 Consolidated Plan 9
- 3.2 Regulations 9
- 3.3 Analysis of Impediments 16

Part 4.0 Consultant Qualifications
- 4.1 Company Profile 17
- 4.2 Consultant Costs 18

Part 5.0 Proposed Evaluation and Award Process
- 5.1 Evaluation Criteria 19
- 5.2 Award and Contact 19

Part 1.0 Background & General Information

1.1 Introduction

The Five-Year Consolidated Plan is a requirement of the U.S. Department of Housing and Urban Development (HUD) that determines priorities, establishes strategic goals, and provides guidance for allocation of resources for the Community Planning and Development non-entitlement programs. The State of Nevada administers four (4) HUD non-entitlement programs through the different agencies listed below:

PROGRAM	DEPARTMENT/DIVISION
HOME	Business & Industry: NV Housing Division (NHD)
Emergency Solutions Grant (ESG)	Business & Industry: NV Housing Division (NHD)
Community Development Block Grant (CDBG)	Governor's Office of Economic Development (GOED) Rural Community Development Division
Housing Opportunities for Persons with HIV/AIDS (HOPWA)	Nevada Department of Health and Human Services: Health Division

The above HUD programs are established to provide decent housing, a suitable living environment, and expanded economic opportunities for primarily low and moderate income (LMI) persons.

The Governor's Office of Economic Development: Rural Community Development Division has served as the lead agency in developing the Annual Action Plan and the Annual Performance Evaluation Report and continues in this role as a partner in the process of selecting a consultant for the 2015-2019 Consolidated Plan. This partnership, which includes representatives from the four HUD formula programs and hereafter referred to as the Nevada Planning Team, will endeavor to ensure that small, minority, disadvantaged, women-owned business enterprises and/or labor surplus area firms (collectively "DBE") will have every opportunity to participate in submitting proposals and providing services. The Nevada Planning Team will not discriminate against any business on grounds of race, color, religion, gender, national origin, age or disability. It is our policy that suppliers of goods or services also adhere to a policy of equal employment opportunity and demonstrate an affirmative effort to recruit, hire and promote regardless of race, color, religion, gender, national origin, age or disability.

1.2 Background

In 1994, the U.S. Department of Housing and Urban Development issued new rules consolidating the planning, application, reporting, and citizen participation process of the four formula grant programs. The Nevada Planning Team is charged with ensuring the development and publication of a comprehensive statewide housing needs assessment and annual action plan that is contained in Nevada's five-year Consolidated Plan for 2015-2019. Simultaneously, the Analysis of Impediments (AI) to Fair Housing Choice must be completed for use of the aforementioned federal funds.

The Consolidated Plan process will include such stakeholders as Public Housing Authorities, regional rural Economic Development Authorities, area non-profits (including faith-based organizations), local government jurisdictions, lenders, and other interested entities and citizens in the development of the parameters of and appropriate emphasis for the State of Nevada's Consolidated Plan for the program years 2015-2019.

Beginning in May 2012, HUD grantees were allowed to submit their Consolidated Plans using the Consolidated Plan template (e-Con Planning Suite) in HUD's Integrated Disbursement and Information

System (IDIS). The Consolidated Plan template is required for all Consolidated Plans submitted on or after November 12, 2012. Grantees scheduled to submit Consolidated Plans to HUD after this date must use the template for both the Consolidated Plan and each Annual Action Plan. This Consolidated Plan will be submitted in IDIS and in a hard copy. The AI will be submitted as a hard copy and is not part of the IDIS e-Con process.

1.3. Purpose

Consolidated Plan:

The purpose of the Consolidated Plan is to develop a comprehensive strategy that addresses the State's housing and community development needs over a five-year period. The required elements of the State's Consolidated Plan include:

I. An assessment of housing and community development needs for the ensuing five-year period;
II. An analysis of the state's housing markets;
III. A discussion of the state's strategies, priority needs, and objectives for housing and community development activities; and,
IV. An action plan that describes the state's method for distribution of 2015 funds expected to be received from HUD.

Development of the Consolidated Plan is a collaborative process with input gathered from State departments, local government jurisdictions, area non-profits and faith-based organizations that represent the target populations. Specifically the collaboration and coordination process should target populations directly impacted by the funding such as low and moderate income persons, senior citizens, persons who are homeless, heads of households who are female, persons who are disabled and households that are rent-burdened.

The consolidated plan serves the following functions:

I. It is a planning document for the State, built on a participatory process among citizens, organizations, businesses, and other stakeholders;
II. It is a submission by the State for Federal funds under HUD's formula grant programs;
III. It defines a strategy to be followed in carrying out HUD programs;
IV. It is a management tool for assessing performance and tracking results.

The Consolidated Plan examines the housing needs of low and moderate income persons and other special populations, the current housing market conditions, and the community and economic development needs gathered during the collaboration and coordination process. Priorities, goals, and measurable outcomes are established based upon the needs derived from analysis of the collected data. The priorities, goals and objectives in the Consolidated Plan provide direction for annually appropriating program funds. There are five Annual Action Plans that will be administered under the 2015-2019 Consolidated Plan. The first Annual Action Plan (for 2015) forms an integral part of the Five-Year Consolidated Plan under discussion. The Consolidated Plan also includes a Strategic Plan for the four formula programs.

Consolidated Plan requirements are set out in detail in the Federal Regulations at 24 CFR Part 91.

Analysis of Impediments:

The Analysis of Impediments to Fair Housing Choice [Section 109 of Title 1 of the Housing and Community Development Act of 1974] requires that the U.S. Department of Housing and Urban Development (HUD) administer its programs in a manner to affirmatively further fair housing. The regulations of the Community Development Block Grant (CDBG) and HOME programs have required grantees to certify that they will affirmatively further fair housing. The AI also will take into consideration state fair housing laws, including but not limited to laws barring housing related discrimination on the basis of race, color, creed, gender, familial status, disability, sexual orientation and source of income.

Census information is integral in understanding the demographics of the intended target groups and should be used extensively in preparation of both the Consolidated Plan and the Analysis of Impediments. Available Census 2010 data or applicable data (American Community Survey – ACS) must be used. If Census or ACS data are not available for a specific topic, other verifiable data may be used, if properly referenced.

Additional information is obtained through a public participation process. The need for meaningful public participation in the Consolidated Plan process cannot be overemphasized. The selected consultant will be expected to confer with many communities throughout Nevada and meet with a broad spectrum of public and private agencies that provide subsidized and assisted housing, health, social, community and economic development services to the following:

- People of low- and moderate-income,
- People who are seniors,
- People who are homeless,
- Heads of households who are female and/or disabled,
- People who have physical or mental disabilities,
- People with limited English proficiency (LEP),
- Households that are rent-burdened.

The consultant should also consult with the agency partners and draw upon existing data and information available from the Nevada Housing Division, the Rural Community Development Division, and the Health Division.

2.0 Implementation Logistics and Schedule

2.1 Contracting Agency:

NHD is the Contracting Agency. Debra Parra is the Contracting Agency contact. It is expected that the contract(s) will be signed between the Nevada Housing Division and the successful consultant(s) no later than August 30, 2014 and that work will commence at that time.

2.2 Managing Agency:

The Rural Community Development Division will take the lead in managing the Consolidated Plan and Analysis of Impediments process. During the process, progress review meetings will be held every two weeks between the consultant and the Managing Agency and/or the Nevada Planning Team, as

appropriate. Review meetings will be held in-person or by other methods deemed appropriate for each meeting. The consultant(s) will provide sufficient staffing and be available as needed to complete the draft of the 2015-2019 Consolidated Plan and the Analysis of Impediments by close of business Tuesday, April 7, 2015. This draft will be used for the Public Comment period.

2.3 Public Comment Period:

A public comment period is expected from approximately April 8, 2015 to May 8, 2015. The final Consolidated Plan and Analysis of Impediments will be submitted to the State no later than close of business Monday, May 11th for final packaging and onward transmission to HUD by May 15, 2015 by the Managing Agency. The Consultant will also enter the Consolidated Plan into HUD's Integrated Disbursement and Information System (IDIS) within the same timeline for the May 15th due date to HUD.

2.4 State of Nevada Responsibilities:

Staff members from the Rural Community Development Division, the Nevada Housing Division, and the Health Division will be available on a limited and negotiated basis to discuss the CDBG, HOME, ESG and HOPWA programs, past policies and progress, current status and expectations. Where possible, staff from the above agencies will make available past consolidated and other plans and assist the consultant in identifying available data and resources pertinent to preparation of the 2015-2019 Consolidated Plan.

During implementation of the contract, the Managing Agency and/or the Nevada Planning Team will meet with the consultant(s) to review progress and respond to any questions or requests. Review meetings will be held in-person or by other methods deemed appropriate for each meeting. The Managing Agency will arrange any meetings held in Carson City with the consultant(s) to review progress and provide a level of guidance on the Consolidated Plan preparation process.

Depending on availability, the Health Division, NHD and/or GOED will provide some limited access to video conferencing facilities for the purpose of holding informational and other meetings with remote locations throughout Nevada.

In addition, the State will take responsibility to:

- advertise the public hearings,
- advertise and circulate the Consolidated Plan for public comment purposes,
- prepare the SF-424 documentation and State and Division Certifications for inclusion with the Consolidated Plan, and
- deliver the final Consolidated Plan to HUD.

2.5 Consultant Responsibilities:

Proposals are requested from qualified firms/individuals with proven experience in developing HUD Annual and/or Consolidated Plans using the traditional format and the IDIS e-Con Planning Template. The consulting firm must have access to HUD's IDIS and enter narrative and data for the Consolidated Plan in that system.

In writing the consultant's proposal and in preparing the Consolidated Plan and the Analysis of Impediments, the consultant should be familiar with the Federal Regulations found at 24 CFR Part 91.

Useful websites for the Consolidated Plan include:

http://www.hud.gov/offices/cpd/about/conplan/pdf/finalrule_bookview.pdf

http://nhl.gov/offices/cpd/about/conplan/toolsandguidance/guidance/state_guidelines.doc

The consultant should prepare the proposal on the assumption that s/he will have primary responsibility for coordinating all activities, including research, public meetings, public hearings, collection and analysis of technical data, development of strategies and actions in keeping with the State priority needs, goals and objectives on housing and community and economic development.

In the course of preparing the draft Consolidated Plan, the Code of Federal Regulations stipulate (at 24 CFR Part 91.115 (b)(3) that at least one public hearing on housing and community development needs should be convened before the proposed consolidated plan is published for comment. Setting up, convening and recording this information-gathering and -sharing hearing will be the consultant's responsibility. Likewise during the 30-day public comment period, at least two (2) public hearings will be required and these again should be set up, conducted and recorded by the consultant.

A list of all contacts met and interviewed should be maintained and submitted to the State with the draft Consolidated Plan and the Analysis of Impediments. Also, as part of the Consolidated Plan and Analysis of Impediments, the consultant is required to draw up a list of the Consolidated Plan Development Team, which should include the main State players as well as the principals from the consulting entity.

The draft Consolidated Plan, due on April 7, 2015, should be provided as one (1) hard copy to Des Craig at the Governor's Office of Economic Development, and a PDF version to dparra@nvhousing.state.nv.us **AND** dcraig@diversifynevada.com. The final Consolidated Plan and the AI, due Monday, May 11, 2015, should be provided as one (1) unbound original, two (2) copies, and one (1) PDF version to Des Craig at the Governor's Office of Economic Development: Rural Community Development Division.

Anticipated dates for activities are provided in the table below. Anticipated dates are not to be considered binding. Final due dates will be confirmed when a Consultant is selected.

ANTICIPATED DATES	ACTIVITY
By August 30, 2014	Meet with the Nevada Planning Team to set goals and strategies.
By December 31, 2014	All public input meetings will have been completed.
By February 28, 2015	The Nevada Planning Team will review the **first drafts.**
By April 8, 2015	The **draft** of the Consolidated Plan (including 2015 allocations) will be made publicly available and the 30-day public comment period will commence. The draft AI will be made available also.
By May 8, 2015	All final public hearings will be completed and the public comment period will end. Any final edits to **the Consolidated Plan** will be made. The **Analysis of Impediments to Fair Housing Choice is submitted** to the State of Nevada.
May 11, 2015	The **final version** of the Consolidated Plan is submitted to the State of Nevada. The IDIS version is completed. The Nevada Planning Team will approve the completed plan shortly thereafter. The final version of the Analysis of Impediments to Fair housing Choices is submitted to the State of Nevada.
By May 15, 2015	The final Consolidated Plan is submitted to HUD in IDIS and in hard copy. The Analysis of Impediments is submitted in hard copy.

3.0 Scope of Work

The Scope of Work below sets out in more detail the responsibilities of the consultant in preparing the technical aspects of the Consolidated Plan.

3.1 Consolidated Plan:

Preparation of the State of Nevada's Consolidated Plan will follow the Federal Regulations as found at 24 CFR Part 91 and be in accordance with general instructions and guidance provided by HUD. Consultants must prepare a Consolidated Plan and an Analysis of Impediments in the traditional format and must also prepare the Consolidated Plan using the IDIS e-Con Planning Template. This is a HUD-produced template for use by state and local jurisdictions to facilitate the planning process, ensure that all planning requirements are met, and reduce the cost of preparing the plan.

Further information on the e-Con Planning Suite can be found at:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/about/conplan/cp_idis.

3.2 Consolidate Plan Regulations:

Following is a summary of requirements that provides details for Nevada. Regulations are referenced:

1. Subpart A: General: Consolidated Plan Purpose and Definitions (§ 91.1 & 91.5)
2. Subpart B: Citizen Participation and Consultation (§ 91.110 & 91.115)
3. Subpart D: State Governments - Contents of Consolidated Plan (§ 91.300-91.330)

Subpart A- General: Con Plan Purpose and Definitions - § 91.1 & 91.5
In proposals, Consultants will demonstrate their experience, knowledge and understanding of the consolidated planning process.

Subpart B – Citizen Participation and Consultation - § 91.110 & 91.115
§ 91.110: When preparing the consolidated plan, the Consultant shall consult with public and private agencies that provide assisted housing (including any state housing agency administering public housing), health services, and social and fair housing services).

When researching needs, the geographic areas that need to be considered for the Consolidated plan are: Churchill, Douglas, Elko, Esmeralda, Eureka, Humboldt, Lander, Lincoln, Lyon, Mineral, Nye, Pershing, Storey, Washoe (excluding Reno and Sparks), and White Pine counties. Those counties and Caliente (Lincoln County), Carlin (Elko County), City of Elko (Elko County), Ely (White Pine County), Fallon (Churchill County), Fernley (Lyon County), Lovelock (Pershing County), Wells (Elko County), West Wendover (Elko County), Winnemucca (Humboldt County), and Yerington (Lyon County). These cities and counties comprise the 26 Units of Local Government (UGLG) eligible for Nevada's CDBG Non-Entitlement HUD funding. Each UGLG has a CDBG Grant Administrator and is considered a stakeholder in this planning process.

The needs for people who are homeless can be determined by consultation with public and private agencies that provide assisted housing, health services, and social services to determine what resources are available to address the needs of any persons that are chronically homeless.
Lead-based paint hazard information can be obtained by consultation with state and/or local health and child welfare agencies and also by examining existing data related to lead-based paint hazards and

poisonings. This would include health department data that contains addresses of housing units in which children have been identified as lead poisoned.

§ 91.115: The development and testing of a Citizen Participation Plan will form an integral part of this Consolidated Plan assignment. This work involves updating and revising the existing Citizen Participation Plan and should be one of the first components of the Consolidated Plan process to be completed. The formal public hearing, prior to publishing the Consolidated Plan for public comment, could be used, to test and verify the Citizen Participation Plan.

Subpart D – State Governments; Contents of Consolidated Plan - § 91.300-91.330
The following paragraphs summarize the requirements of Subpart D. The actual regulations provide the full and detailed Scope of Work for the proposed Consolidated Plan:

§91.300: General
A complete Consolidated Plan consists of the information required in §91.300 through §91.330, submitted in accordance with instructions prescribed by HUD (including tables and narratives). A comprehensive housing affordability strategy consists of the information required in §§91.300 through 91.315(e), 91.315(h) through 91.315(m), 91.320(c), 91.320 (g), 91.225 and 91.330.

The Consolidated Plan shall describe the lead agency or entity responsible for overseeing the development of the plan and the process by which the consolidated plan was developed; the identity of the agencies, groups, organizations, and others who participated in the process; and a description of the state's consultations with social service, health, and child service agencies and other entities.

The plan shall contain a concise executive summary that includes the objectives and outcomes identified in the plan as well as an evaluation of past performance. The plan shall also contain a concise summary of the citizen participation process, public comments, and efforts made to broaden public participation in the development of the consolidated plan.

§91.305: Housing and homeless needs assessment
The Consolidated Plan must provide a concise summary of the state's estimated housing needs projected for the ensuing five-year period. Housing data included in this portion of the plan shall be based on U.S. Census data, as provided by HUD, as updated by any properly conducted local study, or any other reliable source that the state clearly identifies, and should reflect the consultation with social service agencies and other entities conducted in accordance with §91.110 and the citizen participation process conducted in accordance with §91.115. For a state seeking funding under the HOPWA program, the needs described for housing and supportive services must address the unmet needs of low-income persons with HIV/AIDS and their families in areas outside of eligible metropolitan statistical areas.

The needs assessment must also describe the nature and extent of unsheltered and sheltered homelessness, including rural homelessness, as follows: 1) number of persons experiencing homelessness on a given night; 2) number of persons who experience homelessness each year; 3) number of persons who lose their housing and become homeless each year; 4) number of persons who exit homelessness each year; and 5) number of days that persons experience homelessness.

The plan should describe the housing needs of persons who are not homeless but require supportive housing, including elderly, frail elderly; persons with mental, physical, and/or developmental disabilities;

persons with alcohol or other drug addiction; and victims of domestic violence, dating violence, sexual assault, and stalking.

§91.310: Housing market analysis
Based on data available, the plan must describe the significant characteristics of the target areas' housing markets (including such aspects as the supply, demand, and condition and cost of housing). The plan must include a brief inventory of facilities and services that meet the emergency shelter, transitional housing, permanent supportive housing, and permanent housing needs of homeless persons within the state. The inventory should also include (to the extent the information is available to the state) an estimate of the percentage or number of beds and supportive services programs that are serving people that are chronically homeless.

The plan must describe, to the extent information is available, the facilities and services that assist persons who are not homeless but who require supportive housing, and programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing.
On barriers to affordable housing, the plan must explain whether the cost of housing or the incentives to develop, maintain, or improve affordable housing in the State are affected by its policies, including tax policies affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment.

§91.315: Strategic Plan
(A) Affordable housing. With respect to affordable housing, the Consolidated Plan must include the priority housing needs table prescribed by HUD and must do the following:

(1) The affordable housing section shall describe how the characteristics of the housing market and the severity of housing problems and needs of extremely low-income, low-income, and moderate-income renters and owners identified in accordance with §91.305 provided the rationale for establishing allocation priorities and use of funds made available for rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units (including preserving affordable housing units that may be lost from the assisted housing inventory for any reason). Household and income types may be grouped together for discussion where the analysis would apply to more than one of them. If the state intends to use HOME funds for tenant-based assistance, it must specify local market conditions that led to the choice of that option.

(2) The affordable housing section shall include specific objectives that describe proposed accomplishments the state hopes to achieve and must specify the number of extremely low-income, low-income, and moderate-income families to whom the state will provide affordable housing as defined in 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership over a specific time period.

(B) Public housing. With respect to public housing, the Consolidated Plan must do the following:

(1) Resident initiatives. For a state that has a state housing agency administering public housing funds, the consolidated plan must describe the state's activities to encourage public housing residents to become more involved in management and participate in homeownership;

(2) Public housing needs. The Consolidated Plan must describe the manner in which the plan of the state will address the needs of public housing;

(C) Homelessness. The Consolidated Plan must include the strategy for reducing and ending homelessness through outreach, shelter activities, rapid re-housing and homeless prevention, and should consider both the housing and supportive services needed in each stage of the process. In addition, the Plan must include the state's strategy for the following:

(1) Helping low-income families avoid becoming homeless;

(2) Reaching out to homeless persons and assessing their individual needs;

(3) Addressing the emergency shelter and transitional housing needs of homeless persons; and

(4) Helping people who are homeless (especially any persons that are chronically homeless) make the transition to permanent housing and independent living.

(D) Other special needs. With respect to supportive needs of the non-homeless, the Consolidated Plan must provide a concise summary of the priority housing and supportive service needs of persons who are not homeless but require supportive housing, i.e., elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addiction, persons with HIV/AIDS and their families, and public housing residents. If the state intends to use HOME funds for tenant-based assistance to assist one or more of these subpopulations, it must specify local market conditions that led to the choice of this option.

(E) Non-housing community development plan. If the state seeks assistance under the CDBG program, the Consolidated Plan must concisely describe the state's priority non-housing community development needs that affect more than one unit of general local government. These priority needs must be described by CDBG eligibility category, reflecting the needs of persons or families for each type of activity. This community development component of the plan must identify the state's specific long-term and short-term community development objectives (including economic development activities that create jobs), which must be developed in accordance with the primary objective of the CDBG program to develop viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for low-income and moderate-income persons.

(F) Barriers to affordable housing. The Consolidated Plan must describe the state's strategy to remove or ameliorate negative effects of its policies that serve as barriers to affordable housing, as identified in accordance with §91.310.

(G) Lead based paint. The consolidated plan must outline the actions proposed or being taken to evaluate and reduce lead-based paint hazards, and describe how the lead-based paint hazard reduction will be integrated into housing policies and programs.

(H) Anti-poverty strategy. The Consolidated Plan must provide a concise summary of the state's goals, programs, and policies for reducing the number of poverty-level families and how the state's goals, programs, and policies for producing and preserving affordable housing, set forth in the housing component of the consolidated plan, will be coordinated with other programs such as Temporary Assistance for Needy Families as well as employment and training programs and services for which the

state is responsible and the extent to which they will reduce (or assist in reducing) the number of poverty-level families, taking into consideration factors over which the state has control.

(I) Institutional structure. (1) The Consolidated Plan must provide a concise summary of the institutional structure, including private industry, nonprofit organizations, and public institutions, through which the state will carry out its housing, homeless, and community development plan, assessing the strengths and gaps in that delivery system.

(2) The plan must provide a concise summary of what the state will do to overcome gaps in the institutional structure for carrying out its strategy for addressing its priority needs.

(J) Coordination. The consolidated plan must provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health, and service agencies. With respect to the preparation of its homeless strategy, the state must describe efforts in addressing the needs of persons that are chronically homeless. With respect to the public entities involved, the plan must describe the means of cooperation and coordination among the state and any units of general local government in the implementation of its consolidated plan. With respect to economic development, the state should describe efforts to enhance coordination with private industry, businesses, developers, and social service agencies.

(K) Low-income housing tax credit. The Consolidated Plan must describe the strategy to coordinate the Low-Income Housing Tax Credit with the development of housing that is affordable to low-income and moderate-income families.

In general, for the categories described above in paragraphs (A) to (E), the Consolidated Plan must:

(1) Indicate the general priorities for allocating investment geographically within the state and among different activities and needs.

(2) Describe the rationale for establishing the allocation priorities given to each category of priority needs, particularly among extremely low-income, low-income, and moderate-income households.

(3) Identify any obstacles to meeting underserved needs.

(4) Summarize the priorities and specific objectives the state intends to initiate and/or complete during the time period covered by the strategic plan describing how the proposed distribution of funds will address identified needs. For each specific objective statement, identify proposed accomplishments and outcomes the state hopes to achieve in quantitative terms over a specified time period (e.g., one, two, three or more years), or in other measurable terms as identified and defined by the state. This information shall be provided in accordance with guidance to be issued by HUD.

§91.320: Action Plan

The Action Plan for the Program Year July 1, 2015 to June 30, 2016 must include the following:

(a) A concise executive summary that includes the objectives and outcomes identified in the plan as well as an evaluation of past performance, a summary of the citizen participation and consultation process, and a summary of comments or views.

(b) Resources. The Consolidated Plan must provide a concise summary of the federal resources expected to be made available. And other resources from private and non-federal public sources that are reasonably expected to be made available to address the needs identified in the plan.

(c) Annual objectives. The Consolidated Plan must contain a summary of the annual objectives the state expects to achieve during the forthcoming program year.

(d) Activities. A description of the state's method for distributing funds to local governments and nonprofit organizations to carry out activities, the reasons for the allocation priorities, how the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Plan, and any obstacles to addressing underserved needs.

(e) Outcome measures. Each state must provide outcome measures for activities included in its action plan in accordance with guidance issued by HUD. For the CDBG program, this would include activities that are likely to be funded as a result of the implementation of the state's method of distribution.

(f) Geographic distribution. A description of the geographic areas of the State (including areas of low-income and minority concentration) in which it will direct assistance during the ensuing program year, giving the rationale for the priorities for allocating investment geographically.

(g) Affordable housing goals. The state must specify one-year goals for the number of households to be provided affordable housing through activities that provide rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units using funds made available to the state, and one-year goals for the number of homeless, non-homeless, and special-needs households to be provided affordable housing using funds made available to the state.

(h) Homeless and other special needs activities. Activities it plans to undertake during the next year to address emergency shelter and transitional housing needs of homeless individuals and families (including subpopulations), to prevent low-income individuals and families with children (especially those with incomes below 30 percent of median) from becoming homeless, to help homeless persons make the transition to permanent housing and independent living, specific action steps to end chronic homelessness, and to address the special needs of persons who are not homeless;

(i) Barriers to affordable housing. Actions it plans to take during the next year to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing. Such policies, procedures, and processes include but are not limited to: land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment.

(j) Other actions. Actions it plans to take during the next year to implement its strategic plan and address obstacles to meeting underserved needs, foster and maintain affordable housing (including the coordination of Low-Income Housing Tax Credits with the development of affordable housing), evaluate and reduce lead-based paint hazards, reduce the number of poverty level families, develop institutional structure, enhance coordination between public and private housing and social service agencies, address the needs of public housing (including providing financial or other assistance to troubled public housing agencies), and encourage public housing residents to become more involved in management and participate in homeownership.

(k) Program-specific requirements. In addition, the plan must include the following specific information:

(1) CDBG. The action plan must set forth the state's method of distribution.

(i) The method of distribution shall contain a description of all criteria used to select applications from local governments for funding, including the relative importance of the criteria, where applicable. The action plan must include a description of how all CDBG resources will be allocated among funding categories and the threshold factors and grant size limits that are to be applied. The method of distribution must provide sufficient information so that units of general local government will be able to understand and comment on it, understand what criteria and information their application will be judged, and be able to prepare responsive applications. The method of distribution may provide a summary of the selection criteria, provided that all criteria are summarized and the details are set forth in application manuals or other official state publications that are widely distributed to eligible applicants. Please note that all formula programs must have a Method of Distribution or adopt the CDBG Method.

(2) HOME. (i) The state shall describe other forms of investment that are not described in 24 CFR 92.205(b).

(ii) If the state intends to use HOME funds for homebuyers, it must state the guidelines for resale or recapture, as required in 24 CFR 92.254.

(iii) If the state intends to use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under 24 CFR 92.206(b). The guidelines shall describe the conditions under which the state will refinance existing debt. At minimum, the guidelines must:

> (A) Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
>
> (B) Require a review of management practices to demonstrate that disinvestment in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
>
> (C) State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
>
> (D) Specify the required period of affordability, whether it is the minimum 15 years or longer.
>
> (E) Specify whether the investment of HOME funds may be state-wide or limited to a specific geographic area, such as a community identified in a neighborhood revitalization strategy under 24 CFR 91.315(g), or a federally designated Empowerment Zone or Enterprise Community.
>
> (F) State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including the CDBG program.

[Please note that Tenant Based Rental Assistance needs to be included as a HOME activity.]

(iv) If the state will receive funding under the American Dream Down Payment Initiative (ADDI) (see 24 CFR part 92, subpart M), it must include:

(A) A description of the planned use of the ADDI funds;

(B) A plan for conducting targeted outreach to residents and tenants of public and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families; and

(C) A description of the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

(3) ESG. The state shall identify the process for awarding grants to state recipients and a description of how the state intends to make its allocation available to units of local government and nonprofit organizations (including community and faith-based organizations).

(4) HOPWA. For HOPWA funds, the state must specify one-year goals for the number of households to be provided housing through the use of HOPWA activities for short-term rent; mortgage and utility assistance payments to prevent homelessness of the individual or family; tenant-based rental assistance; and units provided in housing facilities that are being developed, leased or operated with HOPWA funds, and shall identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations).

HUD Tables:

Consultants should be aware that the Consolidated Plan must contain a number of data tables prescribed by HUD. Consultants should indicate how they propose to complete them for the Consolidated Plan.

3.3 Analysis of Impediments:

The preparation of the State of Nevada's Analysis of Impediments to Fair Housing Choice will be in accordance with general instructions and guidance provided by HUD in the Memorandum on Analysis of Impediments to Fair housing Choice Reissuance of February 14, 2000. The Memorandum is found on the following web site:

http://www.hud.gov/offices/fheo/library/finaljointletter.pdf

This Memorandum references HUD's Fair Housing Planning Guide on how to conduct an AI, undertake activities to overcome impediments, and maintain documentary records. The Guide may be found at:

http://www.hud.gov/offices/fheo/images/fhpg.pdf

The AI should include an introduction and executive summary; jurisdictional background data; an evaluation of the State's current Fair Housing legal status; identification of impediments to fair housing choice; identification and assessment of all public and private fair housing programs and activities; and conclusions and specific recommendations for remediating the identified impediments.

The depth of investigation called for in HUD's Fair Housing Planning Guide, Volume 1, shall be considered the minimum acceptable standard for depth of analysis.

The Consultant should also be familiar with HUD's Proposed Fair Housing Rules found in Federal Register, Volume 78, Number 139, Friday, July 19, 2013. The document may be found at the following web site.

https://www.federalregister.gov/articles/2013/07/19/2013-16751/affirmatively-furthering-fair-housing

Following is a summary of details that must be included in the Analysis of Impediments for the State of Nevada in accordance with Affirmatively Furthering Fair Housing (AFFH) (24 CFR, Section 1.4, 6.4, 91.225, 92.351, 570.601). This summary is not all inclusive of all AI requirements.

The AI must:

a) Include participation and input form racial and ethnic minority citizens and persons with disabilities during the public planning process;
b) Use the 2015-2019 Consolidated Plan to address AFFH;
c) Analyze:
    1. Impediments to fair housing choice from the 2011 AI and any new impediments based on race, ethnicity, and disability;
    2. Impediments experienced by persons with disabilities, including but not limited to lack of accessible housing, transportation, and proximity to services;
    3. Impediments associated with land use and zoning, particularly its impact on the creation and development of affordable housing and members of protected classes;
    4. Impediments related to areas of racial or ethnic concentrations, locations of subsidized housing and historical patterns of racial and ethnic segregation; and
d) Include actions the State of Nevada will take to address all impediments.

4.0 Consultant Qualifications

4.1 Company Profile:

Consultants responding to this solicitation for proposals must provide a company profile. Information provided shall include:

- Company ownership. If incorporated, the state in which the company is incorporated and the date of incorporation. An out-of-state consultant must become duly qualified to do business in the State of Nevada before a contract can be executed.

- Disclosure of any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigation pending that involves the consultant or in which the vendor has been judged guilty or liable.

- Location(s) of the company offices and location of the office servicing any Nevada account(s).

- Number of employees both locally and nationally.

- Location(s) from which employees will be assigned.

- Name, address and telephone number of the consultant's point of contact for a contract resulting from this solicitation.

- Company background/history and why consultant is qualified to provide the services described in this solicitation.

- Length of time consultant has been providing services described in this solicitation to the public and/or private sector. Please provide a brief description.

- Has the contractor ever been engaged under contract by any State agency?
  If "Yes," specify when, for what duties, and for which agency.

- Is the contractor or any of the contractor's employees employed by the State of Nevada, any of its political subdivisions or by any other government?

- If "Yes," is that employee planning to render services while on annual leave, compensatory time, sick leave, or on his own time?

- Consultant's Dun and Bradstreet number.

- Consultant's Tax I.D. Number.

- Resumes for key staff to be responsible for performance of any contract resulting from this solicitation.

4.2 Consultant Costs:

Consultants should indicate by way of a cost proposal the number of hours required for each component of the Consolidated Plan and the Analysis of Impediments process, and the hourly rates and total costs for each document. The components are:

- **Citizen Participation and Consultation;**
- **Housing and Homeless Needs Assessment;**
- **Housing Market Analysis;**
- **Strategic Plan 2015-2019;**
- **Action Plan 2015-2019;**
- **Analysis of Impediments.**

Note: Cost information must not be included with the consultant's Technical Proposal.

Proposals shall be submitted in two (2) distinct parts - the narrative/technical proposal and the cost proposal. The narrative/technical proposal <u>must not include cost and pricing information</u>. While

Technical and Cost proposals may be mailed/delivered together (i.e., in the same box/envelope), each proposal must be bound or packaged separately.

5.0 Proposed Evaluation and Award Process

5.1 Proposal Evaluation:

The State of Nevada will award the contract to the Consultant whose proposal is most advantageous to the State of Nevada. Proposals will be evaluated primarily on experience and fees. Proposals will be scored on a scale from 1 to 100 based on the criteria listed in the table below. Please note that a serious deficiency in any one criterion may be grounds for rejection regardless of overall score; to this end, prospective Consultants, who may not have experience in all areas, are encouraged to submit joint proposals with other interested parties who complement their range of expertise.

Proposals shall be consistently evaluated and scored based on the following criteria:

- Expertise and availability of key personnel;
- Experience in performance of comparable engagements;
- Demonstrated competence and ability to comply with State and HUD requirements
- Reasonableness of costs;
- Conformance of proposal with the terms of this solicitation and HUD's guidelines on preparing a Consolidated Plan and an Analysis of Impediments.
- Timetable for completion of work.

FACTOR	MAXIMUM POINTS
1. Firm's expertise and availability of key personnel.	10
2. Experience in performance of comparable engagements.	20
3. Demonstrated competence and ability to comply with State and HUD requirements.	25
4. Reasonableness of cost.	20
5. Conformance of proposal with the terms of this solicitation and HUD's guidelines on preparing a Consolidated Plan and an Analysis of Impediments.	10
6. Timetable for completion of work.	15
Maximum Points	100

An Evaluation Committee comprising representatives from the Rural Community Development Division, the Nevada Housing Division, and the Health Division will evaluate the proposals and, if necessary, conduct interviews with candidates. Consultants should be available for such interviews between June 20th and July 30th, 2014.

The Evaluation Committee may contact any current users of a consultant's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the State of Nevada.

5.2 Award Process:

It is anticipated that an appropriate contract for services will be drawn up between the selected consultant(s) and the Nevada Housing Division no later than August 30, 2014. If separate consultants are awarded for the Consolidated Plan and the Analysis of Impediments to Fair Housing Choice, the contracts will include coordination of planning activities as beneficial to the both planning documents.

The selected consultant(s) must have the ability to submit any and all final work product on a compact disk, formatted in MS WORD and graphic user-friendly formats, such as JPEG. The consultant must also have the ability to obtain IDIS access to enter the required narrative and data into HUD's IDIS for the Consolidated Plan.