

Informal Solicitation for Proposals
for the
State of Nevada
2010 – 2014 Consolidated Plan for Use of HUD Formula
Program Funds



Proposal Deadline
January 15, 2009, 5.00 pm

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

**INFORMAL SOLICITATION
FOR
5-YEAR CONSOLIDATED PLAN CONSULTANT**

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

Issued on: January 5, 2010

Proposal due: January 15, 2010

1. The State of Nevada is accepting proposals from qualified consultants for the preparation of a Consolidated Plan covering HUD program years 2010 to 2014 inclusive and the One-Year Action Plan for 2010.
2. A copy of this solicitation may be found on the Nevada Housing Division web page at: <http://www.nvhousing.state.nv.us>
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 5.00pm on January 15, 2010 to:

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

PDF versions should be submitted via e-mail to:

dparra@nvhousing.state.nv.us AND dcraig@bizopp.state.nv.us

4. **Please note:** Technical assistance questions regarding the proposal should be addressed to Des Craig at the Nevada Commission on Economic Development, 108 East Proctor Street, Carson City, Nevada 89701; Tel. (775) 687-4325, or by e-mail to dcraig@bizopp.state.nv.us

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

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

TABLE OF CONTENTS

1. Background	4
2. Purpose	5
3. Implementation Schedule	5
4. State of Nevada Responsibilities	6
5. Consultant Responsibilities	6
6. Scope of Work	7
7. Consultant Background and Experience	16
8. Consultant Costs	17
9. Proposal Evaluation and Award Process	17

1. Background

The 5-Year Consolidated Plan (Con Plan) is a requirement of the U.S. Department of Housing and Urban Development (HUD) that determines priorities, establishes strategic goals, and allocates resources for the Community Planning and Development entitlement programs. The State of Nevada administers four HUD entitlement programs:

- ✓ the Community Development Block Grant program - through the Nevada Commission on Economic Development,
- ✓ the HOME Investment Partnership and
- ✓ Emergency Shelter Grant program (ESG) - through the Nevada Housing Division, and
- ✓ the Housing Opportunities for Persons with HIV/AIDS program (HOPWA) - through the Nevada Department of Health and Human Services, Health Division.

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

The main objective of the Consolidated Plan is to develop a comprehensive strategy that addresses the State's housing and community development needs over a 5 year period. The required elements of the State's Consolidated Plan include:

- ✓ An assessment of housing and community development needs for the ensuing five-year period;
- ✓ An analysis of the state's housing markets;
- ✓ A discussion of the state's strategies, priority needs, and objectives for housing and community development activities; and,
- ✓ An action plan that describes the state's method for distribution of 2010 funds expected to be received from HUD.

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

Census information is integral in understanding the demographics of the intended target groups and should be used extensively in preparation of the Plan. It may be necessary to update the Plan after publication of Census 2010 data.

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, homeless persons, female heads of households, disabled persons and rent-burdened households.

2. Purpose

The consolidated plan serves the following functions:

- a planning document for the State, built on a participatory process among citizens, organizations, businesses, and other stakeholders;
- a submission by the State for Federal funds under HUD's formula grant programs;
- a strategy to be followed in carrying out HUD programs; and
- 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 Con Plan provide direction for annually appropriating program funds. There are 5 Annual Action Plans that will be administered under the 2010-2014 Consolidated Plan. The first Annual Action Plan (for 2010-11) forms an integral part of the 5-Year Consolidated Plan under discussion.

The need for meaningful public participation in the consolidated planning process cannot be overemphasized. The selected consultant will be expected to confer with many communities throughout Nevada; meet with a broad spectrum of public and private agencies that provide subsidized and assisted housing, health, social, community and economic development services to low and moderate income persons, seniors, the homeless, female heads of households and disabled persons. In addition, the consultant should consult with and draw upon existing data and information available from the Nevada Housing Division, the Commission on Economic Development and the Department of Health and Human Services.

3. Implementation Logistics and Schedule

It is expected that the contract will be signed between the Nevada Housing Division and the successful consultant before the end of January and that work will commence late January/early February. The Nevada Commission on Economic Development will take the lead in managing the Con Plan project. The consultant will provide sufficient staffing and be available as needed to complete the first draft of the 2010-2014 Consolidated Plan by close of business Wednesday April 7, 2010. During implementation, progress review meetings will be held every two weeks between the consultant and the managing agent. A public comment period is expected from approximately April 10 to May 9, 2010. The final Consolidated Plan will be submitted to the State no later than close of business Wednesday, May 12 for final packaging and onward transmission to HUD by May 15, 2010.

4. State of Nevada Responsibilities

Staff from the Nevada Commission on Economic Development (NCED), Nevada Housing Division (NHD), and the Health Division of Nevada Department of Health and Human Services (HHS), 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 plans, and assist the consultant to identify available data and resources pertinent to preparation of the 2010-2014 Consolidated Plan.

The Nevada Commission on Economic Development will hold two-weekly meetings in Carson City with the consultant to review progress and provide some level of guidance on the Con Plan preparation process.

Depending on availability, NHD will provide some limited access to the Division's 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 (see below), advertise and circulate the Con Plan for public comment purposes, prepare the SF 424 documentation and State Certifications for inclusion with the Con Plan, and deliver the final Con Plan to HUD.

5. Consultant Responsibilities

Proposals are requested from qualified firms/individuals with proven experience in developing consolidated plans or similar planning documents.

In writing his/her proposal and in preparing the Con Plan, the consultant should be familiar with the Federal Regulations found at 24 CFR Part 91, and the Consolidated Plan Management Process (CPMP) Tool.

(Some useful websites are provided below:

http://nhl.gov/offices/cpd/about/conplan/finalrule_bookview.doc

<http://nhl.gov/offices/cpd/about/conplan/>

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

<http://www.hud.gov/offices/cpd/about/conplan/toolsandguidance/cpmp/instructions/organization/index.cfm>

<http://www.commerce.wa.gov/site/811/default.aspx> (Washington State 2010-2014 Con Plan, written using the updated HUD CPMP tool)

The selected consultant should prepare the proposal on the assumption that he/she will have primary responsibility for coordinating all activities, including research, 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 Con 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 2 public hearings will be required and these again should be set up, conducted and recorded by the consultant.

A list of all those contacts met and interviewed should be maintained and submitted to the State with the draft Con Plan. Also, as part of the Con Plan, 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 Con Plan, due on April 7, 2010, should be provided as one (1) hard copy to Des Craig at the Commission on Economic Development, and one (1) PDF version (the latter to dparra@nvhousing.state.nv.us AND dcraig@bizopp.state.nv.us). The final Con Plan, due on May 12, 2010 should be provided as one (1) unbound original, two (2) copies to Des Craig at the Commission on Economic Development, and one (1) PDF version to the e-mail addresses above.

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

6. Scope of Work

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 are strongly recommended to consider using the Consolidated Plan Management Process tool (CPMP), 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 CPMP tool can be found at the web link given above.

Specifically the selected consultant will be required to prepare an analysis and report in accordance with the following regulations:

1. Subpart A- General: Con 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 their 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 considering housing needs, the geographical areas that need to be considered as far as this plan is concerned are: Elko, Esmeralda, Eureka, Humboldt, Lander, Lincoln, Nye, and White Pine counties.

When preparing the portion of the consolidated plan describing the state's homeless strategy, the consultant shall consult 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.

When preparing the portion of its consolidated plan concerning lead-based paint hazards, the consultant shall consult with state or local health and child welfare agencies and examine existing data related to lead-based paint hazards and poisonings, including health department data on the addresses of housing units in which children have been identified as lead poisoned.

When preparing its method of distribution of assistance under the CDBG program, the consultant shall consult with local governments in non-entitlement areas of the state, namely, the 15 rural counties of Churchill, Douglas, Elko, Esmeralda, Eureka, Humboldt, Lander, Lincoln, Lyon, Mineral, Nye, Pershing, Storey, (rural) Washoe, and White Pine, and the 11 small cities of Caliente, Carlin, Elko, Ely, Fallon, Fernley, Lovelock, Wells, West Wendover, Winnemucca, and Yerington.

§ 91.115: The development and testing of a Citizen Participation Plan will form an integral part of this Con Plan assignment. This work will involve updating and revising the existing Citizen Participation Plan and should be one of the first components of the Con Plan process to be completed. The formal public hearing, prior to publishing the Con Plan for public comment, could be used, *inter alia*, 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, which should be read in detail for a full understanding of the contents of the Con Plan, represent the full and detailed Scope of Work for the proposed Con 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 Con 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.

§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. With respect to homelessness, the consolidated plan must include the priority homeless needs table prescribed by HUD and must describe 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 homeless persons (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) Nonhousing community development plan. If the state seeks assistance under the CDBG program, the consolidated plan must concisely describe the state's priority nonhousing 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 2010-2011

The Action Plan for the Program Year July 2010 to June 2011 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.

(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.

(iv) If the state will receive funding under the American Dream Downpayment 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 downpayment 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 Con Plan must contain a number of data tables prescribed by HUD. Consultants should refer to these tables in their proposals and indicate how they propose to complete them for the Con Plan.

7. Consultant Background and Experience

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

8. Consultant Costs

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

- **Citizen Participation and Consultation;**
- **Housing and Homeless Needs Assessment;**
- **Housing Market Analysis;**
- **Strategic Plan 2010-2014; and**
- **Action Plan 2010-2011.**

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 must not include cost and pricing information. While Technical and Cost proposals may be shipped together (i.e., in the same box/envelope), each proposal must be bound or packaged separately.

9. Proposed Evaluation and Award Process

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 Con Plan

An Evaluation Committee comprising representatives from NCED, NHD and HHS will evaluate the proposals and, if necessary, conduct interviews with candidates. Consultants should be available for such interviews between January 19 and 22, 2010. 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.

An appropriate contract for services will be drawn up between the selected consultant and the Nevada Housing Division, no later than the end of January, 2010

The selected consultant 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.