

## **REQUEST FOR PROPOSAL:**

Needs and Gaps Analysis for Annual Allocation  
Plan Update – HUD HOME-ARP Funding  
Thomas Jefferson Regional HOME Consortium

### **PURPOSE OF WORK:**

The Thomas Jefferson Regional HOME Consortium, housed and staffed by the Thomas Jefferson Planning District Commission (TJPDC), seeks the services of an experienced consultant to conduct a Needs and Gaps analysis for an update to the Consortium's Annual Allocation Plan, to secure HOME-ARP funding from the U.S. Department of Housing and Urban Development (HUD). The consultant will work with staff and a series of stakeholders to evaluate size and demographic composition of qualifying populations to assess unmet needs and identify any gaps within current shelter and housing inventory and service delivery systems.

### **PROCESS AND DEADLINES:**

#### Submission:

- Proposal submissions should be sent via email to:  
\_\_\_\_\_
- Phone: \_\_\_\_\_
- *Note:* The TJPDC reserves the right to reject any or all proposals wherever it is in the best interest of the Planning District Commission. The TJPDC is an Equal Opportunity Employer. Minority and Women-owned businesses are encouraged to submit a proposal.
- Proposals will be received until \_\_\_\_\_.  
Late Proposals: Proposals received after the stated closing time and date will not be considered.

#### Decision:

- Proposals will be reviewed within \_\_\_\_\_ business days of the closing date and notification of decision will be made by \_\_\_\_\_.

#### Proposals must include the following:

- Cover letter introducing the consultant team;
- Qualifications to include a brief history of the consultant's business and services, consultant team members and relevant experience, and the identification and contact information for the primary point of contact;

- A minimum of three (3) references from clients for whom you have completed similar work products in the past, including the time period services were provided. Please provide a summary of the work performed and client contact information;
- Cost Estimate not to exceed \$\_\_\_\_\_;
- A work plan that specifically addresses all elements in the Scope of Work described below including a project schedule of required and recommended tasks and milestones

Period of Performance:

- The time period for the work described in the scope is approximately \_\_\_\_\_ months from issuance of Notice to Proceed.

**BACKGROUND:**

The Thomas Jefferson Planning District Commission (TJPDC) was formed in 1972 to provide a forum for discussion of issues localities have in common, or on which there is disagreement; to work to decrease fragmentation in government; to plan cooperatively for the future; and to provide planning services to local governments as requested. The TJPDC is guided by a locally appointed, twelve-member Commission, of which at least 51% are local elected officials. Member localities include the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson.

The TJPDC administers the Thomas Jefferson Regional HOME Consortium, the first regional HOME Investment Partnership Consortium in the Commonwealth. This program provides annual entitlement funding through HUD for housing rehabilitation, down-payment assistance, or new construction for qualifying households in the region.

The funding amount from the US Department of Housing and Urban Development (HUD) varies year to year based on Congressional allocation. Funds are distributed locally as follows:

- 10% for administration and planning
- 15% to a Community Housing Development Organization (CHDO) for development of new affordable units through construction or acquisition and rehabilitation
- The remaining 75% is split evenly between the six localities

On March 11, 2021, President Biden signed the American Rescue Plan Act (ARP). ARP provides over \$1.9 trillion in relief to address the continued impact of the COVID-19 pandemic. To address the need for homelessness assistance and supportive services, Congress appropriated \$5 billion in ARP funds to be administered through participating jurisdictions (PJs) with a HOME Investment Partnership Program (HOME) to perform the four eligible activities listed below. The Thomas Jefferson Planning District Commission (TJPDC) has been allocated \$2,452,270 of HOME-ARP funds. The TJPDC HOME Consortium's Cooperative Agreement designates that each locality will be awarded \$347,404.92 to spend on eligible activities for qualifying populations. This even split does not preclude collaboration between two or more localities, but each reserves the right to engage in formal partnerships or use the money in its jurisdiction.

HOME-ARP funds must be used to primarily benefit individuals or families from the following qualifying populations (QP): Homeless; At-risk of homelessness; Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; Populations where providing supportive services or assistance would prevent the family's homelessness or would serve those with the greatest risk of housing instability; Veterans and families that include a veteran family member that meet one of the preceding criteria.

HOME-ARP funds can be used for four eligible activities: Acquire, construct, and rehabilitate rental housing for qualifying populations; Tenant-Based Rental Assistance (TBRA); Supportive Services, including Homeless Prevention Services, and Housing Counseling; Purchase and Development of Non-Congregate Shelter. These structures can remain in use as non-congregate shelter or can be converted to 1) emergency shelter under the Emergency Solutions Grants (ESG) Program; 2) permanent housing under the Continuum of Care (CoC) Program; or 3) affordable housing under the HOME Program.

#### **SCOPE OF WORK:**

The successful consultant should have experience working with affordable housing production, homeless assistance, and federal planning.

- Consultation with agencies and stakeholders whose clientele include HOME-ARP qualifying populations to identify unmet needs and gaps in housing or service delivery systems. At a minimum, this will include regional COC; homeless and domestic violence service providers; veterans' groups; public housing agencies; public agencies that address needs of qualifying populations; and, public or private organizations that address fair housing, civil rights, and the needs of persons with disabilities
- Conduct a needs assessment and gap analysis to evaluate size and demographic composition of qualifying populations to assess unmet needs and identify any gaps within current shelter and housing inventory and service delivery systems.
- Recommend HOME-ARP activities based on results of consultation, participation and needs assessment, and determine production goals by activity.
- Assessment of intake and tracking software for income and demographic data through national, state, and local research.
- Recommend how to regionally align data related to these populations.
- Creation of a toolkit for intake and tracking of individuals who need supportive services for localities and partner agencies to use in the future.

**DELIVERABLES:**

1. Facilitated discussions with staff, agencies, and stakeholders whose clientele include HOME-ARP qualifying populations
2. Minutes and notes from facilitated discussions and meetings
3. Written needs assessment and gap analysis report with full statistics and demographic composition of qualifying populations in region
4. Recommendation of HOME-ARP eligible activities for each locality and/or region

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## **EVALUATION CRITERIA:**

Each proposal will be evaluated based upon the following published criteria, including compliance with the RFP instruction and the mandatory terms and conditions set forth within the RFP document. The objective of the evaluation will be to select the consultants who, in the sole discretion of the TJPDC, offers the best value and fit for the needs of the TJPDC. Each proposal will be evaluated on the following criteria:

1. **Project Understanding:** The proposal demonstrates that the consultants understand the needs of the TJPDC HOME Consortium and its member jurisdictions.
2. **Approach and Methodology:** The proposal demonstrates that the consultant team has a well-developed plan to satisfy all items in the Scope of Work.
3. **Experience and Qualifications:** The members of the consultant team and any sub-contractors possess the necessary skills and experience to successfully complete the Scope of Work.
4. **References:** The consultant team is able to demonstrate that it has successfully completed similar projects for previous clients.
5. **Cost:** The proposal includes reasonable details of cost estimates broken out by project task and deliverables.