

CITY OF VINELAND
VINELAND, NEW JERSEY
REQUEST FOR PROPOSALS
FOR
GRANT CONSULTING SERVICES -
CDBG/HOME AND AFFORDABLE HOUSING
PROGRAM

COV RFP # 2026-26

RFP OPENING: FRIDAY, JUNE 26, 2026
PREVAILING TIME: 1:00 P.M.

PURCHASING DIVISION
640 E WOOD STREET
P.O. BOX 1508
VINELAND, NJ 08362-1508

Miguel A. Mercado, QPA
Purchasing Agent
(856) 794-4040 Phone
(856) 405-4605 Facsimile
mmercado@vinelandcity.org

GENERAL REQUIREMENTS/INSTRUCTIONS

Proposal Submission Information

Submission Date and Time:

Friday, June 26, 2026, by 1:00 P.M.

Submission Office:

City of Vineland Purchasing Department
City Hall, 5th Floor
640 E. Wood Street
Vineland, NJ 08360

Respondents shall clearly mark their submittal package with the title of this RFP and the name of the responding firm, addressed to the Purchasing Agent. The original proposal shall be marked to distinguish it from the copies.

Respondents are required to submit their expressions of interest, qualifications and experience. **One (1) original and three (3) copies of the Proposal, INCLUSIVE OF ALL information,** must be provided to the City's Purchasing Agent. Proposals are scheduled to be opened at **1:00 PM on Friday, June 26, 2026.** Any proposals received after said opening, whether by mail or otherwise, will be returned unopened. The City assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, e-mail or telephone is NOT PERMITTED. Delivery of a proposal to any other City of Vineland Department or office is not acceptable and may result in your bid arriving late in the Purchasing Department. It is the bidder's responsibility to make sure the proposal is delivered to the proper office as listed above.

Only those RFP responses received prior to or on the submission date & time will be considered. Responses delivered before the submission date and time specified above may be withdrawn upon written application of the respondent who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the proposal. After the submission date and time specified above, responses must remain firm for a period of sixty (60) days.

City Representative for this Solicitation

Please direct all questions in writing to:

Miguel A. Mercado, QPA
Purchasing Agent
Voice: (856) 794-4040
Fax: (856) 794-4327
Email: PurchasingOffice@vinelandcity.org

NOTE: All Questions must be submitted in writing no later than noon on Tuesday, June 9, 2026. Questions received after this day and time will not be accepted.

Interpretations and Addenda

Respondents are expected to examine the RFP with care and observe all its requirements. All questions about the meaning or intent of this RFP, all interpretations and clarifications considered necessary by the owner's representative in response to such comments and questions will be issued by Addenda mailed or delivered to all parties recorded as having received the RFP package. Only comments and questions responded to by formal written Addenda will be binding. Oral interpretations, statements or clarifications are without legal effect.

Cost Liability and Additional Costs

The owner assumes no responsibility and liability for costs incurred by the respondents prior to the issuance of an agreement. The liability of the owner shall be limited to the terms and conditions of the contract.

Respondents will assume responsibility for all costs not stated in their proposals. All unit rates either stated in the proposal or used as a basis for its pricing are required to be all-inclusive. Additional charges, unless incurred for additional work performed by request of the owner, are not to be billed and will not be paid.

Statutory and Other Requirements

Compliance with Laws

Any contract entered into between the contractor and the owner must be in accordance with and subject to compliance by both parties with the New Jersey Local Public Contracts Law. The contractor must agree to comply with the non-discrimination provisions and all other laws and regulations applicable to the performance of services there under. The respondent shall sign and acknowledge such forms and certificates as may be required by this section.

Mandatory Affirmative Action Compliance

No firm may be issued a contract unless it complies with the Affirmative Action requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 as identified in the documents attached hereto. The form enclosed herein shall be properly executed.

Americans with Disabilities Act of 1990

Discrimination on the basis of disability in contracting for the delivery of services is prohibited. Respondents are required to read American with Disabilities language that is part of the documents attached hereto and agree that the provisions of Title II of the Act are made part of the contract. The contractor is obligated to comply with the Act and hold the owner harmless.

Stockholder Disclosure

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods, unless, with receipt of the proposal of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or greater interest therein. Respondents shall complete and submit the form of statement included herein.

N.J. Business Registration Certificate

Pursuant to C57, PL2004, all New Jersey and out of state business organizations must obtain a Business Registration Certificate from the New Jersey Department of the Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Respondents shall be required to submit proof of their valid Business Registration prior to contract award. Questions regarding Business Registration may be directed to the Division of Revenue at (609) 292-1730. Online filing is available at www.state.nj.us/treasury/revenue/taxreg.htm.

Insurance and Indemnification

If it becomes necessary for the contractor, either as principal or by agent or employee, to enter upon the premises or property of the owner in order to construct, erect, inspect, make delivery or remove property hereunder, the contractor hereby covenants and agrees to take use, provide and make all proper, necessary and sufficient precautions, safeguards, and protection against the occurrence of happenings of any accident, injuries, damages, or hurt to person or property during the course of the work herein covered and his/her sole responsibility.

The contractor further covenants and agrees to indemnify and save harmless the owner from the payment of all sums of money or any other consideration(s) by reason of any, or all, such accidents, injuries, damages, or hurt that may happen or occur upon or about such work and all fines, penalties and loss incurred for or by reason of the violation of any owner regulation, ordinance or the laws of the State, or the United States while said work is in progress.

The contractor shall purchase and maintain during the entire period of this contract, professional liability insurance which shall protect the contractor and the City from any and all claims that may arise out of or result from the contractor's performance of this contract. A Certificate of Insurance in the amount of one million (\$1,000,000.00) dollars per occurrence/three million (\$3,000,000.00) annual aggregate shall be provided to the City prior to contract award.

Multiple Proposals Not Accepted

More than one proposal from an individual, a firm or partnership, a corporation or association under the same or different names, shall not be considered.

Failure to Enter Contract

Should the respondent, to whom the contract is awarded, fail to enter into a contract within ten

(10) days, Sundays and holidays excepted, the owner may then, at its option, accept the proposal of another respondent.

Termination of Contract

If, through any cause, the contractor shall fail to fulfill in a timely and proper manner obligations under the contract or if the contractor violates any requirements of the contract, the owner shall thereupon have the right to terminate the contract by giving written notice to the contractor of such termination at least thirty (30) days prior to the proposed effective date of the termination. Such termination shall relieve the owner of any obligation for the balances to the contractor of any sum or sums set forth in the contract.

The contractor agrees to indemnify and hold the owner harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the contract by the owner under this provision. In case of default by the contractor, the owner may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.

Challenge of Specifications

Any respondent who wishes to challenge a specification shall file such challenge in writing with the Director of Purchasing no less than three (3) business days prior to the opening of the RFP's. Challenges filed after that time shall be considered void and having no impact on the owner or the award of contract.

Payment

Invoices shall specify, in detail, the period for which payment is claimed, the services performed during the prescribed period, the amount claimed and correlation between the services claimed and the Proposal Document.

The City may withhold all or partial payments on account of subsequently discovered evidence including but not limited to the contractor not complying with the terms of the contract.

When the above grounds are removed, payment shall be made for amounts withheld because of them.

Contractors shall be required to sign a City voucher for payment.

Ownership of Material

The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the contractor for the purpose of assisting the contractor in the performance of this contract. All such items shall be returned immediately to the owner at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent

of the owner, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract.

Ownership of all data, materials and documentation originated and prepared for the owner pursuant to this contract shall belong exclusively to the owner. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the owner upon completion of the project. The contractor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the owner. All information supplied to the owner may be required to be supplied on CD-ROM media compatible with the owner's computer operating system, MS Windows based, Lotus Suite.

Annual Disclosure Statement on Political Contributions

The contractor is hereby advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c. 271, s.3) if the contractor receives contracts in excess of \$50,000.00 from public entities in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at (888) 313-3532 or at www.elec.state.nj.us.

Proposal Forms

The following forms are contained in the attachments. All forms are required and shall be completed and made part of the proposal submitted.

Statement of Ownership Disclosure
Affirmative Action Compliance Statement
Acknowledgment of Receipt of Addenda, if
any. Disclosure of Investment Activities in Iran
Prohibited Activities in Russia or Belarus

Proposals to Remain Subject to Acceptance

RFP responses shall remain open for a period of sixty (60) calendar days from the stated submittal date. The owner will either award the Contract within the applicable time period or reject all proposals. The owner may extend the decision to award or reject all proposals beyond the sixty (60) calendar days when the proposals of any respondents who consent thereto may, at the request of the owner, be held for consideration for such longer period as may be agreed.

Rejection of Proposals

The owner reserves the right to reject any or all proposals, or to reject any proposals if the evidence submitted by, or investigation of such respondent fails to satisfy the owner that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The owner reserves the right to waive any minor informality in the RFP.

Evaluation Process

An evaluation team will review all proposals to determine if they satisfy the Proposal Requirements, determine if a proposal should be rejected and evaluate the proposals based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the governing body for award of contract, based on price and other factors.

Evaluation Criteria

The criteria considered in the evaluation of this proposal shall be as follows. The arrangement of the criteria is not meant to imply order of importance in the selection process. All criteria will be used to select the successful respondent or respondents.

Understanding of the Requested Work

The proposals will be evaluated for general compliance with instructions and requests issued in the RFP. Non-compliance with significant instructions shall be grounds for disqualification of proposals.

Knowledge and Technical Competence

This includes the ability of the respondent to perform all of the tasks and adequately fulfill the requirements specified herein.

Management, Experience and Personnel Qualifications

Expertise of the firm shall be demonstrated by past contract successes providing government agencies with similar services.

The respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to that requested in this RFP. In addition to relevant experience, respondents shall provide personnel qualifications in the Proposal.

Ability to Complete the Services in a Timely Manner

This is based on the estimated duration of the tasks and the respondent's ability to accomplish these tasks as stated.

Cost to Provide Services

Provide your costs for the services requested on the Cost Proposal page provided in RFP.

Notice of Award

The successful respondent will be notified of the award of contract upon a favorable decision by the governing body at which time the respondent shall be required to execute a Vineland City contract.

Contract Records

As per N.J.A.C. 17:44-2.2 Vendor shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

City of Vineland

Revised Contract Language for BRC Compliance

Goods and Services Contracts (including Purchase Orders)

***Construction Contracts (including Public Works related Purchase Orders)**

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

1. The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
2. Subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
3. Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers or attest that none was used;
4. During the term of this contract, the contractor and its affiliates shall collect and remit and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sale of tangible personal property delivered into this State.

Pursuant to J.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

NEW JERSEY BUSINESS REGISTRATION

Pursuant to P.L. 2004, c.57, all consultants (both in-state and out-of-state) must obtain a Business Registration Certificate (BRC) from the New Jersey Department of the Treasury, Division of Revenue prior to conducting business with the NJTPA. A consultant or sub-consultant who fails to submit a copy of a valid BRC in accordance with the statute will be held liable for monetary penalties in accordance with N.J.S.A. 54:49-4.1. Questions regarding how to obtain a BRC can be directed to the New Jersey Division of Revenue at (609) 292-1730. The business registration form (Form NJ-REG) can be found online at:

<http://www.state.nj.us/treasury/revenue/busregcert.shtml> or

<http://www.state.nj.us/treasury/revenue/gettingregistered.shtml>

Sample New Jersey Registration Certificates:

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:	<i>John S. Tully</i> Acting Director	
FORM-BRC(08-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
20041014112823533	

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127)

N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICE AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at http://www.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase and Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase and Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **N.J.A.C. 17:27-1 et seq.**

**AMERICANS WITH DISABILITIES ACT OF
1990
Equal Opportunity for Individuals with
Disability**

The contractor and the City of Vineland, (hereafter "City") do hereby agree that the provisions of Title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. SJ 21 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the City pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the City in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the City, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the City's grievance procedure, the contractor agrees to abide by any decision of the City which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the City, or if the City incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The City shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, if any action or administrative proceeding is brought against the City or any of its agents, servants, and employees, the City shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the City or its representatives.

It is expressly agreed and understood that any approval by the City of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the City pursuant to this paragraph.

It is further agreed and understood that the City assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the City from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

NEW JERSEY ANTI-DISCRIMINATION PROVISIONS
NJ.S.A.10:2-1 ET SEQ.

Pursuant to NJ.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

- A. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- B. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- C. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- D. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

TECHNICAL SPECIFICATIONS

1.0 PURPOSE

The City of Vineland is seeking proposals from qualified consultants for the provision of technical assistance in the following aspects of the Community Development Block Grant Program and HOME Program ("Programs") and Affordable Housing Program.

CDBG/HOME:

- 1.1 Preparation of Annual Update to 5-Year Consolidated Plan (current plan covers the period July 1, 2019 to June 30, 2023) for the City of Vineland CDBG and Vineland Millville-Bridgeton-Fairfield- Pittsgrove HOME Consortium. Consultant shall work with the City team in developing the Annual Action Plan update to the Five-Year Consolidated Plan in accordance with applicable guidelines published by HUD and shall include the Vineland-Millville-Bridgeton-Fairfield-Pittsgrove HOME Consortium's Annual Plan on behalf of Vineland, the Lead Entity.
- 1.2 Preparation of Consolidated Annual Performance Report
- 1.3 Preparation of the Environmental Review Record
- 1.4 **Preparation of a new 5-Year Consolidated Plan (July 1, 2024 to June 30, 2028) for the City of Vineland CDBG and Vineland Millville-Bridgeton-Fairfield- Pittsgrove HOME Consortium and first year Action Plan.**
- 1.5 **Preparation and update to the Analysis of Impediments to Fair Housing for the City of Vineland.**
- 1.6 **Residential Rehabilitation Services for the City of Vineland HOME program.**

2.0 TIME OF PERFORMANCE

All services of the consultant shall be completed in accordance with timing requirements of the program and the directives of HUD. The period of the contract shall run concurrently with the City's Program Year (July 1 to June 30) and be effective for the length of the contract term. **This will be a two (2) year contract commencing July 1, 2022 ending June 30, 2024 with the option to renew for one (1) additional two (2) year term or two (2) additional one (1) year terms.**

3.0 PROPOSAL REQUIREMENTS

- 3.1 The consultant shall provide to the City the name or names of employees that will be assigned to service the City of Vineland's account. Said employee(s) must have a minimum of five (5) years' experience in the Community Development Block Grant and HOME

Programs and related State and Federal community and economic development programs. Examples of work completed by the assigned employee(s) must be listed as part of the proposal. A list of clients that said employee(s) service must be submitted with name and address of said clients furnished so that they may be contacted for verification of the employee's credentials and ability to perform. The consultant shall also provide to the City a list of communities and grants in which they have been successful for housing and urban development, environmental preservation and planning assistance, with particular emphasis on New Jersey communities.

3.2 Description of any other factors the proposing party believes is relevant to its ability to provide the City of Vineland with superior service.

3.3 Proof of Professional Liability Insurance maintained.

4.0 DATA TO BE FURNISHED TO CONSULTANT

The City shall provide the Consultant with information and documentation which the Consultant may require to render properly the services provided for in this Agreement. Such information or documentation may include planning, economic and engineering studies, reports or analyses; codes and ordinances; environmental assessments; property appraisals; capital improvement and other development plans and programs; data on housing conditions; and current community development activities, maps, correspondence and other pertinent materials.

5.0 SCOPE OF WORK

The consultant shall, as authorized, undertake the necessary analyses, applications and related activities to accomplish the following tasks:

5.1 ANNUAL ACTION PLAN

Consultant shall prepare the Annual Action Plan consisting of the following information, to be submitted using **the required IDIS system and eCon Planning Suite data and submission formats** in accordance with instructions prescribed by HUD. Consultant to hold an appropriate number of community meetings/public hearings, as determined in consultation with City CD staff.

The annual planning process will result in an Annual Action Plan that addresses the following IDIS/eCon Planning Suite components:

- A. Expected Resources - a description of how state, local and private funding will be leveraged with CDBG, HOME and ESG funds, including how match requirements will be met, during the program year.
- B. Annual Goals and Objectives – enumeration of the specific outcomes expected during the program year.
- C. Projects – a listing of the annual projects and reasons for allocation priorities.

- D. Geographic Distribution – a description of the basis for allocating investments geographically within the City.
- E. Affordable Housing – a description of the types and amounts of affordable housing activities to be undertaken during the program year.
- F. Public Housing – discussion of the actions planned during the program year to address public housing needs and to encourage public housing residents to become more involved in management and participate in homeownership.
- G. Homeless and Other Special Needs Activities – a discussion of one-year goals for reducing and ending homelessness.
- H. Barriers to Affordable Housing - a description of the activities planned to remove or ameliorate negative effects of public policy that are barriers to affordable housing.
- I. Other Actions – Actions planned to address the overall mission of the Community Development Program, including addressing obstacles to meeting underserved needs, fostering and maintaining affordable housing, reducing lead-paint hazards, developing institutional structure and reducing the number of poverty level families.
- J. Program Specific Requirements – Assurances of compliance with requirements that are specific to the CDBG, HOME and ESG programs.

5.2 ENVIRONMENTAL REVIEW RECORD

The Consultant shall prepare an Environmental Review Record for the community acceptable for HUD approval and release of Community Development Program funds. The Environmental Review Record will include as applicable:

- A. A description of the project to which it relates
- B. A Documentation showing each step in the Environmental Review process as follows:
 - 1. Determination of existing conditions;
 - 2. Identification of environmental impacts;
 - 3. Examination of identified impacts;
 - 4. Consideration of project modification;
 - 5. Consideration of alternative projects.
- C. Documentation that the findings have been made and are supported by the Environmental Review Record
- D. Documentation that the required steps in the Environmental Review process have been followed.
- E. Description of existing environmental conditions
- F. A copy of publication of Notice to Request Release of Funds
- G. A copy of the Request for Release of Funds
- H. The Consultant may meet with the Community's Certify Officer to review the Environmental Review Record prior to the Certifying Officer executing the Environmental Certification.

5.3 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

Consultant will assist in the preparation of the Consolidated Annual Performance and Evaluation Report (CAPER) for the community using **the required IDIS system and eCon Planning Suite data and submission formats** acceptable for HUD approval including the following:

- A. General
 - 1. Executive Summary
 - 2. General Questions
 - 3. Managing the Process
 - 4. Citizen Participation
 - 5. Institutional Structure
 - 6. Monitoring
 - 7. Lead-based Paint
- B. Housing
 - 1. Housing Needs
 - 2. Specific Housing Objectives
 - 3. Public Housing Strategy
 - 4. Barriers to Affordable Housing
 - 5. HOME
- C. Homeless
 - 1. Homeless Needs
 - 2. Special Prevention Elements
- D. Non-Homeless Special Needs Housing
 - 1. Non-Homeless Special Needs
- E. Community Development
 - 1. Community Development
 - 2. Antipoverty Strategy

5.4 Residential Rehabilitation Services

Assist in the implementation of the City's HOME Residential Rehabilitation Program. The services will include per project:

- 1. Initial inspection
- 2. Bidding
- 3. Pre-Con job site conference with homeowner and contractor
- 4. Interim inspection
- 5. Final inspection
- 6. Project close-out

5.5 Five Year Consolidated Plan

The Five Year Consolidated Plan will be prepared in the most current version of the HUD eCon Planning tool for IDIS as required by HUD. The consultant will assist the City of Vineland through the steps required for preparation of the Five Year Consolidated Plan, which include assisting in determining needs, setting priorities, identifying resources, and setting goals. The Consultant shall be responsible for all consultation required as part of the planning process and shall assist the City of Vineland with fulfilling the citizen participation requirements including attendance at hearings, and preparation of hearing announcements. The Consultant shall be responsible for uploading the Five Year Plan in HUD's eCon Planning Suite using the most current template in IDIS, run a quality check and verify the status final submission of the Plan in the eCon Planning Suite in IDIS. The Five Year Plan components shall include:

1. Administrative Element
2. Executive Summary
3. The Process
4. Needs Assessment
5. Market Analysis
6. Strategic Plan

5.6 Analysis of Impediments to Fair Housing

The Analysis will encompass the City of Vineland only. The scope of work shall include the following:

1. Evaluation of the City of Vineland's current Analysis of Impediments and HUD requirements.
2. An examination of pertinent data including demographic, income, employment and housing data, as well as studies that have been completed that relate to fair housing
3. A review of prior and current activities that promote fair housing, including an assessment of agencies currently providing fair housing programs in the area.
4. An examination of private market issues that relate to the sale or rental of housing, the provision of brokerage services, mortgage lending, insurance sales and underwriting, property appraisal and property management.
5. An evaluation of public policies and practices which affect the provision of fair housing including, but not limited to, public services, state and local laws, ordinances and regulations, planning and zoning laws and decisions, land use regulations, community development funding policies and practices in areas of low and high opportunity, procedures and practices of the local public housing authority and property tax policies including, but not limited to, tax exemptions.
6. Identification of impediments to fair housing listed in order of priority with proposed methods of corrective actions to address identified impediments.
7. The following are expected to be completed as a part of the Scope of Services:
 - a. Identify the public meetings needed in the endeavor of gathering information and the potential groups needed to participate. The Consultant will be responsible for preparing agendas, handouts, and other presentation materials as appropriate, as well as maintain notes and results of each public meeting.
 - b. Provide a draft of the AI report in progress for review and comment by City prior to submission of final document.
 - c. Provide one (1) hard copy of the final AI report and one (1) digital copy to the City.

SCOPE OF WORK FOR AFFORDABLE HOUSING PROGRAM

AFFORDABILITY ASSISTANCE PROGRAM IMPLEMENTATION SERVICES

A. Process Applications and provide approvals or denials to the City of Vineland for the following programs that were identified in the Operating Manual:

1. **Down Payment Assistance** - The Down Payment Assistance Program is designed to help low- and moderate-income households achieve the goal of homeownership. Funds provided to title company and secured by mortgage and mortgage note.

MARKET TO AFFORDABLE FOR SALE – IMPLEMENTATION

A. **MARKET TO AFFORDABLE – FOR SALE PROGRAM:** The Consultant will provide services to implement the Market to Affordable program in accordance with the provisions of the Fair Housing Act and the Uniform Housing Affordability Control (UHAC) regulations (N.J.A.C. 5:80-26.1 et seq.). A municipality should also consider the statutory requirements set forth in P.L. 2008, c.46 to reserve at least 13 percent of the affordable housing units for very low-income households at or below 30 percent of median income. All Market to Affordable program guidelines are subject to the review and approval of Fair Share Housing Center.

1. **Program Guidelines and Operating Manuals:** The Consultant will review and update Market to Affordable Program Guidelines, including Affirmative Marketing plan, Operating Manual for Sale Units and all program forms, as needed.

The Consultant can implement the program through Direct Purchase by Certified Household or Property Acquisition and Substantial Rehab.

2. **Direct Purchase by Certified Household:** The City will provide a subsidy from its Affordable Housing Trust Funds to the title company for a certified household at closing on a market rate home, placing 30-year deed restrictions on the unit making it part of the Municipality's Affordable Housing portfolio. Title will be transferred directly to the qualified Affordable Housing buyer. In these cases, the Consultant will provide project management and oversight services, as is outlined in more detail below:

- a. **Property Identification:** On behalf of, and in consultation with the City, Consultant will identify units that are on the MLS to be acquired by a pre-qualified buyer. Consultant shall utilize a systematic approach to evaluating and screening potential target properties to ensure optimum utilization of available funds.
- b. **Property Rehabilitation, if applicable:** Upon acquisition by the Affordable buyer, Consultant will; directly or through a sub-consultant, act as manager for the rehabilitation of the project. Consultant will complete the rehabilitation process by preparing and assessing housing rehabilitation work-writeups, inspections, bids and other construction coordination efforts. Rehabilitation will comply with applicable laws, codes and requirements related to safety, quality and habitability. Consultant will ensure all properties are brought up to code. Consultant and/or it's delegated sub-contractor will coordinate all pre-construction conferences, construction contract signings, inspections, interacting with code officials

and historic review boards, performing site visits, and preparing all legal construction documentation. Consultant will review proposed rehabilitation scope with City and Owner and obtain authorization prior to proceeding with proposed scope.

- c. Closing Documents: Consultant will prepare all closing documents, to include deed restriction, recapture mortgage, mortgage note and Form of Certificate For Applicants Certified To Ownership Unit, Required By Section 5:80-26.18(C)(2).
 - d. Records Maintenance: Consultant shall prepare and maintain such records and accounts, including program records, project records, financial records, program administration records, equal opportunity and fair housing records, and affirmative marketing records.
 - e. Reporting: Consultant shall advise the City on a quarterly basis with respect to the status of its identification of suitable units and progress of the program.
 - f. Time Frame: The City will provide authorization to the Consultant on an annual basis of the number of units to be completed.
3. **Property Acquisition and Substantial Rehab**: Upon request and in consultation with the City, Consultant will identify units that are in need of substantial rehab (over \$20,000). Consultants Associates' will provide technical assistance to the City for the City to acquire the property (through such strategies as tax foreclosure, purchase from real estate market, etc.). The City shall hold title to units acquired under this agreement. The proceeds from the resale of the unit, with an affordable housing deed restriction, will be returned to the City's Housing Trust Fund.
- a. Property Acquisition: Consultant shall utilize a systematic approach to evaluating and screening potential properties to ensure optimum utilization of Housing Trust Funds. Properties listed on the City's Abandoned Properties List will receive first priority. City may subcontract with a licensed real estate professional to assist in the acquisition process. Consultant will present viable options to the City for property acquisition.
 - b. Property Management/Rehabilitation: Upon acquisition by the City, Consultant will, directly or through a sub-contractor, carry-out property management tasks and corresponding responsibilities and will act as manager for the rehabilitation of the project. Consultant will complete the rehabilitation process by preparing and assessing housing rehabilitation work-write-ups, inspections, bids and other construction coordination efforts. Rehabilitation will comply with applicable laws, codes and requirements related to safety, quality and habitability. Consultant will ensure all properties are brought up to code and be in compliance with the Municipality's basic minimum standards for exterior treatments and interior quality. Consultant and/or its delegated sub-contractor will coordinate all pre-construction conferences, construction contract signings, inspections, interacting with code officials and historic review boards, performing site visits, and preparing all legal construction documentation. Consultant will

review proposed rehabilitation scope with Principal and obtain authorization prior to proceeding with proposed scope.

- c. *Sale of Unit*: Consultant will calculate affordable sales price and identify a certified applicant to purchase the unit and place 30-year deed restriction on property, making it part of the Municipality's Affordable Housing portfolio. Please note, the Municipality will receive 1 COAH credit for each unit, however, the unit will not count towards the Municipality's Housing Rehabilitation obligation.
- d. *Records Maintenance*: Consultant shall maintain such records and accounts, including program records, project records, financial records, program administration records, equal opportunity and fair housing records, and affirmative marketing records.

B. ADMINISTRATIVE AGENT SERVICES FOR THE MARKET TO AFFORDABLE PROGRAM

The Consultant, upon the request of the City and with DCA/Court requirements, shall assist the City to perform the duties and responsibilities of an administrative agent as are governed by the New Jersey Fair Housing Act (N.J.S.A. 52:27D-301, et seq., (the Act) and Section 5:80-26.1 et seq. of the regulations promulgated there under (the Rules) **for the administration of units approved through the Fair Share Settlement Agreement and the Housing Element and Fair Share Plan**, which include:

1. Affirmative Marketing

- a. Assisting the Municipality with the preparation of an updated Affirmative Marketing Plan consistent with the provisions of N.J.A.C. 5:80-26.15;
- b. Conducting an outreach process to ensure affirmative marketing of affordable housing units in accordance with the Affirmative Marketing Plan of the Municipality and the provisions of N.J.A.C. 5:80-26.15;
- c. Ensure that new development/waiting lists are posted on the New Jersey Housing Resource Center website (www.njhrc.gov) at least 60 days prior to holding a lottery, pursuant to P.L.2020, c.51 (C.52:27D-321.3 et seq.);
- d. Market units in accordance with the Fair Chance in Housing Act (enacted 1/1/2022);
- e. Attending continuing education opportunities on affordability controls, compliance monitoring, and affirmative marketing as offered or approved by FSHC; and
- f. Providing counseling or referrals to counseling services to low- and moderate-income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law.

2. General Administrative/Waitlist Management

- a. Maintain an applicant pool and waiting list for sale/resale and/or rental units;
- b. Waiting lists may be closed when there are sufficient number of applicants to fill approximately two years' worth of vacant units. Wait lists will be re-opened when the applicant pool is not sufficient to fill vacant units. Additional marketing may be required;

- c. Sending annual mailings to all owners of affordable dwelling units, reminding them of the notices and requirements outlined in N.J.A.C. 5:80-26.18(d)4; and
- d. Sending annual notices of maximum affordable rent allowed to tenants of affordable units.

3. Household Certification

- a. Conducting interviews and obtaining sufficient documentation of gross income and assets upon which to base a determination of income eligibility for a very-low, low- or moderate-income unit;
- b. Providing written notification to each applicant as to the determination of eligibility or non-eligibility;
- c. Requiring that all certified applicants for restricted units execute a certificate substantially in the form, as applicable, of either the ownership or rental certificates set forth in Appendices J and K of N.J.A.C. 5:80-26.1, et. seq.; and
- d. Employing a random selection process as provided in the Affirmative Marketing Plan of the Municipality when referring households for certification to affordable units.

4. Affordability Controls

- a. Furnishing to attorneys or closing agents' forms of deed restrictions, mortgage, mortgage note and Certificate for Applicants Certified to Ownership Unit (required by section 5:80-26.1(c)(2) for recording at the time of conveyance of title of each restricted unit;
- b. Creating and maintaining a file on each restricted unit for its control period, including the recorded deed with restrictions, recorded mortgage and note, as appropriate;
- c. Ensuring that the removal of the deed restrictions and cancellation of the mortgage note are effectuated and properly filed with the appropriate county's register of deeds or county clerk's office after the termination of the affordability controls for each restricted unit;
- d. Communicating with lenders regarding foreclosures; and
- e. Ensuring the issuance of Continuing Certificates of Occupancy or certifications pursuant to N.J.A.C. 5:80-26.10 et. seq.

5. Resales

- a. Instituting and maintaining an effective means of communicating information between owners and the Administrative Agent regarding the resale of restricted units;
- b. Instituting and maintaining an effective means of communicating information to very-low, low- and moderate-income households regarding the availability of restricted units for resale or rental; and
- c. Ensuring ongoing compliance with N.J.A.C. 5:80-26.7(a) and those set forth in 5:80-26.18 et seq.

6. Processing Requests from Unit Owners

- a. Reviewing and approving requests from owners of restricted units who wish to take out home equity loans or refinance during the term of their ownership;

- b. Reviewing and approving requests to increase sales prices from owners of restricted units who wish to make capital improvements to the units that would affect the selling price, such authorizations to be limited to those improvements resulting in additional bedrooms or bathrooms and the cost of central air conditioning systems;
- c. Notifying the Municipality of an owner's intent to sell a restricted unit; and
- d. Processing requests and making determinations on requests by owners of restricted units for hardship waivers.

7. Enforcement

- a. Securing annually from municipalities lists of all affordable housing units for which tax bills are mailed to absentee owners, and notifying all such owners that they must either move back to their unit or sell it;
 - b. Securing from all developers and sponsors of restricted units, at the earliest point of contact in the processing of the project or development, written acknowledgement of the requirement that no restricted unit can be offered, or in any other way committed, to any person, other than a household duly certified to the unit by the Administrative Agent;
 - c. Providing reports to Principal and/or DCA, as requested.
- 8.** Records received, retained, retrieved, or transmitted under the terms of this contract may constitute public records of the municipality as defined by N.J.S.A. 47:3-16, and are legal property of the municipality. The Administrative Agent named in this contract must agree to administer and dispose of such records in compliance with the State's public records laws and associated administrative rules.

HOUSING REHABILITATION SERVICES

1. Housing Rehabilitation Program General Oversight

Consultant shall represent the Municipality in carrying out all aspects of the proposed Rental Housing Rehabilitation Program in accordance with the guidelines and regulations included in the New Jersey Fair Housing Act (N.J.S.A. 52:27D-301, et seq., (the Act) and Section 5:80-26.14 of the regulations promulgated there under (the Rules), Services will include the following to complete an authorized number of cases in accordance with the time schedule determined by the Municipality:

- a. Market the Housing Rehabilitation Program;
- b. Maintain eligible contractor list including valid licenses and insurance;
- c. Attend meetings as requested/required by the Municipality during the term of this engagement;
- d. Present information to Municipality officials regarding cases processed, waitlists, program marketing, and opportunities to increase the scope of the Housing Rehabilitation Program; and
- e. Prepare Status and Financial Reports, as requested.

2. Prepare or Update Operating Manual

Manual will include the following policy/procedures for Housing Rehab:

- a. Eligible Participants

- b. Program Funding Terms
- c. Subordination Policy
- d. Property Improvements
- e. Rehabilitation Standards
- f. Administrative Procedures
- g. Contractor Requirements
- h. Maintenance of Records and Client Files
- i. Sample Forms and Agreements

3. Rental Housing Rehabilitation Case Management Services

- a. Coordinate all aspects of the Housing Trust Fund Housing Rehab Program. This includes project file set-up, forms and contract review, application intake and processing procedures, file maintenance, eligibility criteria, etc.;
- b. Initial Application review, client file initiation, preliminary documentation of work-up;
- c. Respond to email and phone requests from applicants during waiting period;
- d. Refresh application information when due for rehab;
- e. Final review of intake process determining eligibility and letter of approval/denial to client;
- f. Create and maintain case management tracking spreadsheet;
- g. Document initial inspection with Housing Rehabilitation Inspector and client;
- h. Secure Work Write-Ups from Housing Rehabilitation Inspector outlining deficiencies and work necessary to correct serious code violations;
- i. Prepare and submit Section 106 Historic Preservation review documentation;
- j. Prepare Bid Announcement and send to eligible contractors;
- k. Conduct bid opening including tabulate and analyze bids, provide recommendation for selection of contractor, and email bid awards;
- l. If two bids are not obtained, Consultant staff will prepare re-bid – This will be billed hourly outside of per case fee;
- m. Prepare construction contracts and loan documents;
- n. Schedule and conduct contract signing and pre-construction conference with Consultant staff, homeowner and contractor (if needed);
- o. Coordinate a job-site conference between homeowner, Housing Rehabilitation Inspector and contractor in conjunction with the City's construction Code Official;
- p. Track progress of project and keep lines of communication open between homeowner, contractor, municipality and inspectors;
- q. Coordinate interim and Final inspections with homeowner, contractor and Housing Rehab Inspector;
- r. Obtain signatures from homeowners and contractors (see Forms Section of Housing Rehab Manual);
- s. Update project file during the contract period;

- t. Consultant Rehabilitation Specialist will provide direct assistance in resolving contractor/ homeowner disputes that may arise during implementation, prepare Change Orders, attend project construction meetings, etc.;
- u. Verify and obtain municipal code official approval of close-out of project, including permitting; and
- v. Prepare Mortgage and Cover Sheet for City to file.

4. Emergency Rehabilitation Case Management Services:

- a. Emergency Rehabilitation Case Management follows the same procedures as non-emergency Housing Rehab with the exception of the bidding process; Consultant staff will obtain a minimum of two quotes from qualified contractors. If two quotes are not received, Consultant staff will obtain approval from the City to accept the sole quote;
- b. Consultant Housing Rehabilitation staff may recommend full Housing Rehabilitation for cases where adequate funds have been retained for Emergency Rehabilitation needs but non-emergency code violations have been identified; and
- c. Housing Rehabilitation cases in which emergency conditions are identified will be phased to address the emergency first followed by the remainder of the rehabilitation process.

5. THIRD-PARTY INSPECTION SERVICES (Billed separately per case)

- a. Inspect dwellings being considered for the program funding, take required photographs and prepare a work write-up with an estimate of cost.
- b. Conduct lead inspections and risk assessments of participating properties as required.
- c. Conduct interim and final inspections of contracted work for release of payments to contractors.

Agency Enforcement and Delegation. City delegates to the Consultant, and the Consultant accepts, the primary responsibility for enforcing the substantive provisions of the Act and the Rules. However, if the Consultant fails to Act, the City shall retain ultimate responsibility for ensuring effective compliance with the Rules and the Consultant will come under the supervision of the City.

Assignment of Affordable Housing Units. Provision of affordability control services for the following affordable housing units located within the municipality that fall under the jurisdiction of the Act: Units to be specified upon receipt of Substantive Certification for the municipality's Third Round Plan.

Public Records – Records received, retained, retrieved, or transmitted under the terms of this contract may constitute public records of the City as defined by N.J.S.A. 47:3-16, and are legal property of the City. The Consultant named in this contract must agree to administer and dispose of such records in compliance with the State's public records laws and associated administrative rules.

MUNICIPALITY’S RESPONSIBILITIES: The Municipality shall:

1. Provide to the name, title and telephone number of the municipal official designated as the Municipal Housing Liaison and primary contact person for all matters related to this Scope of Work to the Administrative Agent;
2. Review applicable local ordinances to ensure they are not in conflict with, and will enable efficient implementation of, the Scope of Work;
3. Monitor the status of all restricted units in the City's Fair Share Plan based on the information supplied and reports submitted by the Administrative Agent;
4. Review and verify monthly/annual reports, manuals, Affirmative Marketing Plans and other documents supplied by the Administrative Agent, and submit, if required, to the Court or FSHC;
5. Attend meetings with affordable housing providers as arranged by the Administrative Agents, as applicable;
6. Monitor that all restricted affordable units are identified as affordable within the tax assessor's office and any Municipal Utility Authority (MUA) database. The City and MUA shall promptly notify the Administrative Agent of a change in billing address, payment delinquency of two billing cycles, transfer of title, or institution of a writ of foreclosure on all affordable units;
7. Provide all reasonable and necessary assistance to the Administrative Agent in support of efforts to enforce provisions of the City Fair Share Plan, the Fair Housing Act Rules and regulations, as amended, deed covenants, mortgages, court decisions or other authorities governing the affordability control services to be provided under this Scope of Work and subsequent Agreements.

**PLEASE USE THE
FOLLOWING DOCUMENTS
WHEN SUBMITTING YOUR
PROPOSALS.**

STATEMENT OF AUTHORITY

RFP SUBMITTED FOR:

COMPANY: _____

ADDRESS: _____

RFP SUBMITTED BY: _____

(Print Name of Company Officer)

SIGNATURE: _____

(Signature of Company Officer)***

TITLE: _____ DATE: _____

TELEPHONE: _____ EXT: _____

FACSIMILE: _____

EMAIL ADDRESS: _____

TAXPAYER IDENTIFICATION NUMBER: _____

***** The RFP must be signed by a Company Officer in order to be accepted by the City as a valid RFP. Failure to sign the RFP shall cause the RFP submission to be rejected as non-responsive.**

PROPOSAL
COV RFP # 2026-26
GRANT CONSULTING SERVICES – CDBG/HOME AND
AFFORDABLE HOUSING PROGRAM

CDBG/HOME SERVICES:

- a) Preparation of Annual Action Plan update to 5-Year Consolidated Plan \$ _____
- b) Preparation of Consolidated Annual Performance Report \$ _____
- c) Preparation of Environmental Review Record \$ _____
- d) Preparation of new 5-Year Consolidated Plan \$ _____
- e) Preparation of Analysis of Impediments \$ _____
- f) Residential Rehab Services (per project) \$ _____
- g) Hourly rates for any additional services which may be required in connection with CDBG/HOME Programs or other grant consulting services. \$ _____

AFFORDABILITY ASSISTANCE PROGRAM IMPLEMENTATION SERVICES:

Down Payment Assistance Program \$ _____

MARKET TO AFFORDABLE PROGRAM ADMINISTRATION: FOR-SALE PROGRAM (IMPLEMENTATION OF ESTABLISHED PROGRAM):

- a) Operating Manual \$ _____
- b) Property Identification & Acquisition, Developer Services, Case Management through Property Sale Services. \$ _____
- c) Affirmative Marketing \$ _____
- d) General Administration/Wait List Management \$ _____
- e) Household Certification – Sales \$ _____
- f) Affordability Controls \$ _____
- g) Refinancing & Home Equity Transactions - Owner Occupied Units Only. \$ _____
- h) Enforcement \$ _____
- i) Additional Services to carry out responsibilities Of an administrative agent, as requested. \$ _____
- j) MTA Substantial Rehab Case Management Services (per case fee) as described in the scope of services. NOTE: Case Management Fee does not include inspection fees. \$ _____

HOUSING REHABILITATION PROGRAM – RENTAL UNITS:

- a) Fee for Preparation/Review of Policy & Procedure Manual to include affordability controls for COAH credit for compliance with court judgement and homeowner assistance. \$ _____
- b) Market and outreach for Rental Rehab Program, maintain Wait List and qualify and maintain eligible contractor list. \$ _____
- c) Case Management Services (per case fee) as described In the scope of services. NOTE: Case Management does not include inspection fees. \$ _____
- d) Property Inspection Services \$ _____
- e) Lead Inspections \$ _____

- f) Technical assistance and attendance at meetings with City as required. \$ _____

FEE CHARGED TO PROPERTY OWNER:

For Re-Sales Only \$ _____

NOTES:

- a. Include with your proposal any additional services not listed above for Affordable Housing Program Services.
- b. No services for the Affordable Housing Program are to be provided without approval of the Community Program Director or her designated representative.
- c. The City may award one contract for both the CDBG/HOME and Affordable Housing Program or separate contracts for each of the Programs.

PROPOSAL CHECKLIST

The following checklist is provided as assistance to the development of the RFP response. It in no way supersedes or replaces the requirements of the RFP. Please initial on the lines below for each document/section attesting to the fact that you have read and/or included the documents with your RFP.

General Requirements/Instructions	_____
Scope of Work	_____
Proposal requirements	_____
Evaluation Criteria	_____
Acknowledgment of Receipt of Addenda	_____
Statement of Ownership Disclosure	_____
Statement of Authority	_____
EEO/Affirmative Action Compliance Notice	_____
Affirmative Action Mandatory Language	_____
Americans with Disabilities Act Mandatory Language	_____
Disclosure of Investment Activities in Iran	_____
Certification of Non-Involvement in Prohibited	_____
Activities in Russia or Belarus	_____

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I

Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type)
- ☐ Limited Liability Company (LLC)
- ☐ Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

Part II

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address

Part III**DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

Part IV**Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the _____ is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with _____ to notify the _____ in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the _____ to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

**FAILURE BY BIDDER TO COMPLETE AND RETURN THIS NOTICE WITH THEIR BID SUBMISSION
SHALL BE CAUSE FOR THEIR BID TO BE REJECTED AS NON-RESPONSIVE**

CITY OF VINELAND
ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

Pursuant to N.J.S.A. 40A:11-23.1a, the undersigned bidder hereby acknowledges receipt of the following notices, revisions, or addenda to the bid advertisement, specifications or bid documents. By indicating date of receipt, bidder acknowledges the submitted bid takes into account the provisions of notice, revision or addendum. Note that the local unit's record of notice to bidders shall take precedence and that failure to include provisions of changes in a bid proposal may be subject for rejection of the bid.

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Dated	Acknowledge Receipt (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ **No addenda were received:**

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: _____

VENDOR NAME: _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

☐ I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

☐ I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities
Relationship to Vendor/ Bidder
Description of Activities

Duration of Engagement
Anticipated Cessation Date

**Attach Additional Sheets If Necessary.*

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title



CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

- ☐ A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).
- OR**
- ☐ B. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).
- OR**
- ☐ C. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative

Date

Print Name and Title of Vendor's Authorized Representative

Vendor's FEIN

Vendor's Name

Vendor's Phone Number

Vendor's Address (Street Address)

Vendor's Fax Number

Vendor's Address (City/State/Zip Code)

Vendor's Email Address

ⁱ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).