

FISCAL YEAR 2021-2022

REQUEST FOR PROPOSALS

COMMUNITY DEVELOPMENT BLOCK GRANT
Public Facilities & Infrastructure Improvement Projects (CDBG-PF)



ISSUED BY: THE CITY OF
STEVEN M. FULOP, MAYOR

JERSEY CITY

DIVISION OF COMMUNITY DEVELOPMENT
CARMEN GANDULLA, DIRECTOR



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I. OVERVIEW

RFP OVERVIEW AND PURPOSE

The City of Jersey City Division of Community Development (DCD) seeks impactful proposals to produce, expand or enhance community facilities, which may include service-oriented facilities (e.g. housing counseling centers, small business technical), urban agriculture, facilities targeted to special needs populations (e.g. day centers, senior centers) and maker spaces designed to promote the creative economy targeted in the City's Consolidated Action Plan. Under the leadership of Mayor Steven M. Fulop, the Division of Community Development has continued to develop viable, urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, primarily for low- and moderate-income people. While federal regulations broadly define community facilities, for the purpose of this RFP, DCD will consider a broad range of services including: a new facility, renovation of an existing facility that expands services to a wider range of demographics, retrofit that eliminates health and safety problems, rehabilitation of residential and non-residential structures, activities relating to energy conservation and renewable energy resources, provision of assistance to profit-motivated businesses to carry out economic development, and job creation/retention activities.

The City of Jersey City anticipates receiving roughly \$5 million Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for Public & Community Facilities Projects.

This Request for Proposals (RFP) solicits competitive proposals for services under the CDBG Public & Community Facilities Projects umbrella. The Division of Community Development will handle all questions concerning this RFP, review all submissions and prepare funding recommendations.

PRIORITIES FOR FUNDING

The priorities for funding were developed through a five (5) year consolidated action plan which targeted the immediate needs in the community. A broad range of individuals and community organizations participated in a hearing, providing valuable commentary which helped to further focus priorities for this funding. Comments received there were taken into consideration in finalizing the policy principles, which can be found on the City's website at www.cityofjerseycity.com.

For this program year, the City of Jersey City will consider the applicants servicing residents of Jersey City and addressing public and community projects identified in the Consolidated Plan. Preference will be given to improvement in Youth Centers, Educational Facilities and Community Facilities for Abused, Abandoned & Neglected Children, Parks & Recreation, Homeless Facilities, Drop-in Day Care Centers and Senior Centers. Other targeted public improvement activities will include, but are not limited to: Libraries, Homeless Shelter or Group Homes for Special Needs Populations, Street and Sidewalk Improvements, Curbs, and Handicapped Ramp Repair.



FUNDING AVAILABILITY AND PERIOD OF PERFORMANCE

At the issuance of this RFP, the City has not been informed by the U.S. Department of Housing and Urban Development (HUD) of funding approval or funding allocation. Therefore, this RFP will be a highly competitive procurement for limited funds.

The City of Jersey City anticipates receiving approximately \$5 million in CDBG funding. The City does not predetermine the amount of funds to be dedicated toward each program model. The type and quality of proposals submitted will determine the funds awarded. The selection process of applications for funding will be contingent upon an evaluation of the organizational capacity, program performance, quality of application, and the availability of federal funding.

Community Development Block Grant-Public Facilities & Infrastructure Improvement Projects (CDBG-PF) contracts resulting from this RFP are anticipated to commence April 1, 2021 and end on March 31, 2022. Contracts are awarded for a one (1) year period.

II. ELIGIBILITY CRITERIA

WHO SHOULD APPLY

ELIGIBLE APPLICANTS UNDER THIS RFP:

- Non-Profit 501(c)(3)
- For-Profit Corporation (Who Serves Low-Moderate Income Clients)
- City Department/Division
- Autonomous Organization

INELIGIBLE APPLICANTS UNDER THIS RFP:

- Private Individuals
- Individual Homeowners or Landlords
- Individual Businesses
- Religious Institutions/Churches for Religious Purposes

The City of Jersey City gives priority to community-based organizations with a track record of providing services to low and low-moderate income residents of the City while maintaining high standards of program management and accountability. Faith-based organizations proposing to provide services in a secular manner are eligible to apply; however, **public resources cannot be used to promote a particular religious point of view.**



ALLOWABLE USES OF CDBG-PF

Community Development Block Grants-Public & Community Facilities Projects

All grant funds must be used to provide services as outlined in this RFP, and:

- Funds may be used to provide new or expanded services.
- Funds must benefit a clientele who are generally presumed to be principally low and low-moderate income persons.
- Funds must serve primarily low- and moderate- income Jersey City residents

Eligible Uses of Funding:

- Rehab/Construction-Electric
- Rehab/Construction-Plumbing
- Rehab/Construction-Carpentry
- Rehab/Construction-Drywall/Wall Tile
- Rehab/Construction-Paint
- Rehab/Construction-Flooring
- Rehab/Construction-Windows/Doors
- Rehab/Construction-Cement/Masonry
- Rehab/Construction-General Repairs
- Rehab/Construction-Contingency
- Rehab/Construction-Permit Fees
- Professional & Consultant Services
- Financing Costs (Points, Fees, Interest)
- Other: HVAC
- Other: Fire Protection
- Other: Network, FFE, Move-in
- 03A Senior Center
- 03B Handicapped Center
- 03C Homeless Facilities (not operating cost)
- 03D Youth Center
- 03E neighborhood Facilities
- 03F Parks, Recreational Facilities
- 03G Parking Facilities
- 03H Solid Waste Disposal Improvements
- 03I Flood Drainage Improvements
- 03J Water/Sewer Improvement
- 03k Street Improvement
- 03L Sidewalks
- 03M Child Care Centers
- 03N Tree Planting
- 03P Health Facilities
- 03Q Facilities for Abuse and Neglected



- 03R Asbestos Removal
- 03S Facilities for Aids Patients (not operating cost)
- 03 Other Public Facilities/Improvements, explain
- 14B Rehab Multi-Unit Residential
- 14C Rehab Public Housing Modernization
- 14D Rehab Other Publicly Owned Residential Buildings
- 14F Rehab Energy Efficiency Improvement
- 14G Rehab Acquisition
- 14H Rehab Administration
- 14I Lead Based Paint/ Lead Hazards Testing Abatement

Under the CDBG-PF program, administrative costs are prohibited.

Agencies will be expected to incorporate sustainable building technologies and standards, such as those in the Leadership in Energy and Environmental Design (LEED) Building Rating System, into their projects (usgbc.org/leed).

CDBG Ineligible Activities (either completely or generally):

- Direct income payments to an individual or family, which are used to provide basic services such as food, shelter (including payment for rent, mortgage or utilities) or clothing.
- Buildings or building maintenance in the case of buildings used for the general conduct of government
- General government expenses
- Political activities (including voter registration)
- Purchase of equipment (except firefighting equipment, or equipment needed by local government to administer the CDBG program, etc.)

PARTICIPANT ELIGIBILITY AND TARGET POPULATIONS

All participants served with CDBG funds must meet all of the following eligibility characteristics:

- All persons served must be documented residents of the City of Jersey City. **Non-residents cannot be served with these funds.**
- Individuals, including youth, adults and seniors, with household incomes below the 80% area median income (AMI) for Jersey City, as defined by HUD, can be serviced with these funds. At least 51% of the clientele must be persons whose family income does not exceed the low-moderate income limit. CDBG funds are required by law to benefit individuals with this income level. Programs are also required to report on how many participants fall below 50% AMI and 30% AMI.

All participants served with CDBG-PF funds must meet ONE of the following CDBG National Objectives:



- Low Mod Benefit: Project targets clients residing in distinct low-income census tracts, or clients that are ‘presumed’ to be low-income: elderly, severely disabled adults, abused children or homeless individuals, persons with AIDS, migrant farm workers, illiterate adults, battered spouses.
- Slum/Blight: Project is focused on eliminating slums and blight on an area basis, on a spot basis or in an urban renewal area.
- Urgent Need: Designed only for activities that alleviate emergency conditions; use of this category is rare.

III. HOW TO APPLY

GET STARTED WITH NEIGHBORLY SOFTWARE

All proposals in response to this RFP must be created and submitted on the Division of Community Development’s (DCD) online submission system (Neighborly Software). The system is currently available for all organizations interested in applying for funding under this RFP. Only applications submitted in Neighborly will be considered. No other form of submission will be acceptable. Neighborly can be located at the following web address:

<https://portal.neighborlysoftware.com/jerseycitynj/Participant>

CREATING A NEIGHBORLY SOFTWARE ACCOUNT

1. If you **DO NOT** already have a Neighborly account, you will have to create a new account. Please go to <https://portal.neighborlysoftware.com/jerseycitynj/Participant> and enter the following information:
 - a. **Email:** Enter an email that is (preferably) issued by your agency and easy to remember. Please keep this information in a safe and secure location. After creating your Neighborly account, you will be asked for this email every time you log in.
 - b. **Password:** The password must be at least 8 characters, and contain one (1) letter and one (1) number. Please keep this information in a safe and secure location. After creating your Neighborly account, you will be asked for this password every time you log in.
 - c. **First Name:** Enter your first name; initial capitalization is fine (e.g., John).
 - d. **Last Name:** Enter your last name; initial capitalization is fine (e.g., Smith).
2. Click the **“New Account”** button. A new window should appear which confirms your successful account creation. Toward the bottom of this window, click on “City of Jersey City, Division of Community Development” as your “Available Programs” choice.



IF YOU ALREADY HAVE A NEIGHBORLY SOFTWARE ACCOUNT

Go to <https://portal.neighborlysoftware.com/jerseycitynj/Participant> and log in at the top right-hand corner of the screen. Go to “Available Programs” and click on “City of Jersey City - DCD.”

THE LIBRARY SECTION

The Library Section provides a listing of documents that may be useful to you as you prepare all the sections of your Neighborly application for this particular RFP: i.e. the Summary Section, the Pre-Application Section, the Application Section, the Budget Section, the Tables Section and the Documents Section.

1. Once you click on “City of Jersey City - DCD” (per instructions above), you will be brought to a page with the following tabs at the top: “Intro,” “Requirements,” “Restrictions,” “Library” and “Contact Admin.”
2. Please familiarize yourself with the overview information provided in the “Intro,” “Requirements” and “Restrictions” tabs.
3. The “Library” tab contains this RFP and other documents that will help you proceed through the Neighborly application process.
4. No matter where you are electronically as you move through the Neighborly application process, you will be able to scroll to the top of whatever page you are on, and be able to view the “Library” headline and access its contents.

Below are the current Library resources available:

- Sample Grantee Risk Analysis Criteria
- Grant Evaluation Criteria Summary FAQ Sheet
- Making Davis-Bacon Work Contractor Guide
- Davis-Bacon NJ Wage Rate Decision
- CDBG Public Facilities Manual
- 2020-2024 City of Jersey City Consolidated Plan
- 2020 City of Jersey City Consolidated Annual Performance and Evaluation Report (CAPER)
- 2020 City of Jersey City Annual Action Plan
- City of Jersey City Citizen Participation Plan
- 2020 City of Jersey City HUD Income Limits
- 2019-2020 CDBG Public and Community Facilities RFP

IV. APPLICATION REVIEW

PROPOSAL SPECIFICATIONS

Applicants should ensure their proposals comply with the following requirements:



- A response to each section of the RFP is required and should follow the guidelines and sequences as specified in the Proposal Guidelines in Neighborly, as stated in section III of this RFP.
- Every section of the RFP should be completed in full. If funded, the proposal will provide the basis for contract negotiations, and final negotiated terms will be incorporated within the contract as the Statement of Work.
- Proposals should include all requested documents uploaded as attachments as requested in Neighborly. Failure to comply may result in non-recommendation of funding.

EVALUATION AND SCORING

Proposals will be evaluated on the basis of the quality of the proposal, congruence with the goals of this RFP, past program performance, geographic distribution of services, and service to the target population. Point values are allocated to each section of the proposal narrative as indicated in the section below. Applicants and proposals must meet the following minimum threshold requirements:

- Applicant and its affiliates or subsidiaries are current in all financial obligations with the City of Jersey City. The City will not fund an organization or agency with outstanding disallowed costs, defaulted loans, tax arrearages, debarment actions or any other legal encumbrances, regardless of the merits of the submitted proposal.
- Applicant organization must certify that it complies with the Americans with Disabilities Act of 1990 (ADA), as amended (P.L. 110-325).
- Applicants must have their Board of Directors certify that it has a three (3) month cash flow reserve.
- Currently, CDBG-funded applicants must meet the following additional minimum threshold requirements:
 - Agency must be in compliance with all terms of its most recent CDBG contract requirements.
 - Agency must not have a serious unresolved HUD or City monitoring finding or audit findings of a material nature regarding any of the agency's CDBG-funded projects or other federally funded projects.

PROPOSAL THRESHOLD REQUIREMENTS:

ORGANIZATIONAL REQUIREMENTS	<input checked="" type="checkbox"/>
1. Organization/Business Articles of Incorporation	<input type="checkbox"/>
2. Organization/Business By-Laws	<input type="checkbox"/>
3. Current Board of Directors List	<input type="checkbox"/>
4. Certificate of Good Standing	<input type="checkbox"/>
5. System Award Management (SAM) Registration	<input type="checkbox"/>
6. Most Recent Audited Financial Statements	<input type="checkbox"/>



7. Most Recent Tax Return (for-profit) or Form 990 (non-profit)	
8. IRS 501(c)(3) Exemption Determination Letter (non-profit)	
THRESHOLD ELIGIBILITY REQUIREMENTS	
1. Eligible Project Type	
2. Low/Moderate-Income Benefit/HUD National Objective	
3. Site Control	
4. Zoning	
5. Development and Operating Budget	
6. Project Timeline and Draw Schedule	
7. Appraisal	
8. Market Study	
9. Phase I	
10. Architectural Plans and Cost Estimate	
11. Green Design and Building	
12. Development Team Threshold	
13. Facility Operations Plan	
14. Relocation and Anti-Displacement Strategy	
15. Financing Letters	
UNDERWRITER SCORING	
Market Demand and Needs Analysis: What is the reason for the project?	15
Financial and Economic Feasibility of Applicant: Is the project financially sustainable? Is the request appropriate?	15
Development Team Capacity and Experience: Is the applicant capable of completing the project?	20
Site Selection and Design Characteristics: Does the project fit the neighborhood and served population?	10
Cost Reasonableness: Are costs reasonable?	10
Leverage	5
Preference for Community Amenities Located in Underserved Neighborhoods	10
Project Readiness	5
Green Building Prioritization	5
Preference for Longer-Term Projects	5
TOTAL	100

V. COMPLIANCE AND MONITORING REQUIREMENTS

In accordance with Federal, State and local regulations, DCD is required to monitor the use of the funds distributed under this RFP. Compliance and monitoring requirements are necessary for evaluation of program performance, needs assessments and use of federal funds. At the time of



proposal submission, applicants will be prompted and required to present documents that project clientele outcomes, target population and source of documentation collected to verify patrons. The Division of Community Development will consider these reports during the review process. Compliance and monitoring will be categorized in three parts as follows:

- Threshold Review Phase
- Scoring Phase
- Recommendation Phase

All of the information and instructions that an applicant needs to meet this requirement and build a responsive, high scoring application is contained in the Request for Proposal and can be uploaded into Neighborly at the initial application phase. Applicants awarded funding are required to comply with the rules and regulations that govern the Division of Community Development.

CDBG-PF grants are federal funds provided and regulated by HUD. Detailed information on CDBG-PF can be found on the internet at <https://www.hudexchange.info/programs/cdbg-entitlement/>

VI. TERMS OF PROCUREMENT

This solicitation is offered in accordance with City requirements governing procurement of professional services. Accordingly, The City of Jersey City reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses that no application received is either feasible, meets a local need, or serves eligible or intended beneficiaries.

*Funds for both CDBG and CSBG grants may **not** be used to replace local or state government funds; or for specific activities which have lost local or state funds within the past twelve (12) months; or be used to fund political activities.*

APPLICATION DEADLINE

It is the sole responsibility of the applicant to ensure their proposal is complete, submitted and uploaded into DCD's online system at <https://portal.neighborlysoftware.com/jerseycitynj/Participant> in a timely manner.

Only electronic submission in Neighborly will be accepted. Facsimiles and mailed applications will not be considered.

Questions regarding the Request for Proposals should be directed to:

**Carmen Gandulla, Director
Division of Community Development
4 Jackson Square, 39 Kearny Ave
Jersey City, NJ 07302**

