

DEPARTMENT OF FINANCE

**CDBG Administrative Planning Services
& 5-Year Consolidated Plan
Questions & Answers for
RFP # F00125**

To: All Potential Offerors
Date: June 18, 2025
Subject: Questions & Answers for RFP #F00125 dated June 11, 2025
Title: CDBG Administrative Planning Services & 5-Year Consolidated Plan

Questions & Answers

This update is issued to address the following **Questions & Answers**:

1. **Will the selected consultant be responsible for preparing both the PY2025 AAP and the full Consolidated Plan for 2026–2030?**
City staff is currently preparing the FY2025 AAP. The Consolidated Plan will not need to be updated for several years, until 2029 to cover FY2029 - FY2033. The current plan covers 2024 – 2028.
2. **Does the City already have recent housing and community development data or will the consultant need to conduct new surveys or studies?**
The Consultant will gather new data for the update of the Consolidated Plan but that will not happen until 2029.
3. **How many public hearings and community engagement events are required or expected?**
City Staff can cover the public hearings needed for the annual CAPERs and the Consolidated Plan. In 2029, with the update of the Consolidated Plan, the Consultant will be involved in the round of stakeholder and public engagement sessions.
4. **Are there existing advisory boards or committees the consultant will work with?**
No

5. **Does the City have an existing citizen participation plan or will this need to be developed or updated?**

The City has an existing Citizen Participation Plan and the Consultant will not need to develop or update it.

6. **Is there a current consultant performing these services, and if so, are they eligible to reapply?**

Yes, and yes.

7. **Will the consultant be responsible for data entry and submission in HUD's IDIS and eCon Planning Suite platforms?**

Yes, as part of the technical assistance they will provide.

8. **Are there defined budget limits or not-to-exceed amounts for the requested services?**

CDBG grant requirements allow that no more than 20% of the funding of each year's CDBG allocation be spent for grant administration. This 20% cap for each year's annual allocation will be used for a blend of services provided by the consultant and City staff to administer the CDBG program. An exact ratio of who will receive what administrative funds has not been determined and will be based on distribution of tasks between City Staff and the Consultant.

9. **What level of support should the consultant expect from City staff during plan development?**

In 2029 during development of the Consolidated Plan, City staff will support the Consultant by helping to organize the stakeholder and public engagement sessions, help with advertising/publicizing the engagement sessions and required public hearings, and serve as a liaison between the Consultant and local organizations to connect them, enabling the Consultant to gather needed data and information to update the Consolidated Plan.

10. **Are there any anticipated changes in local priorities, demographics, or funding that should be reflected in the Consolidated Plan?**

That will not be known until we get closer to 2029 when the update of the Consolidated Plan will occur.

11. **Will travel costs or other direct expenses be reimbursed separately or should they be included in hourly rates?**

They should be included in hourly rates. Travel will be limited to possibly an introductory visit and maybe one or possibly two other trips during the contract period. Each trip would last approximately two-three days at the most. For the most part, communication between City staff and the Consultant can be done through email and virtually through platforms like zoom or by telephone.

12. **Are firms outside Virginia eligible if they demonstrate familiarity with the region and HUD programs?**

Yes.

End of Q & A