



**NEWPORT NEWS REDEVELOPMENT
AND HOUSING AUTHORITY
227 27TH STREET
NEWPORT NEWS VA 23607**

1. Amendment Number 03 of Solicitation Number: RFP #CS-07-26 dated: 08/07/2026
2. Issued by: Felicia Simmons
3. The above numbered solicitation is amended as set forth below. Responders must acknowledge receipt of this amendment by signing this form below and submitting it with their response.
4. This addendum supplements, modifies, changes, deletes from, or adds to the original bid documents, dated 08/07/26, for Consulting Services for Community Development Block Grant (CDBG) and HOME Investment Partnerships Program Administration, and is herein part of the bid documents.
5. Description of amendment:

Responses to questions submitted on or before Friday, August 28, 2026:

The following submitted questions and their corresponding answers are included in this addendum and are made part of the bid documents.

Q1. The RFP requires the fee schedule to include the “total aggregate cost” of performing the scope of work; however, the scope is structured as on-call assistance and does not identify a contract term, anticipated number of hours or assignments, or estimated level of effort. Should we provide only hourly rates and reimbursable-cost terms, or does NNRHA expect an annual or total not-to-exceed amount? If an aggregate amount is required, could you please provide the anticipated contract term and estimated level of effort?

A1. *The contract will be structured for a two-year term, with the option for annual or biennial renewals based on performance. This engagement is not*



considered an as-needed basis. Rather, we are looking to establish a defined scope of responsibilities that would typically be expected of a Grants Administrator supporting our CDBG and HOME programs. Fee schedule to include the “total aggregate cost” of performing the scope of work.

Q2: Page 2 of the RFP states “This form must be signed, as well as subsequent addenda, and all pages returned in a sealed envelope.” Should the signed RFP document with each page initialed, including completed and signed forms (Attachments D-G), and addenda be submitted separately from the proposal in a sealed envelope?

A2: Fee Schedule should be separate in a sealed envelope

Q3: On page 5, Section V. Proposal Preparation & Submission, B. Mandatory Proposal Sections, there is an outline provided of the required sections for the proposal response. Should these be organized within the Tab A-D specifications for submission outlined on page 8 (Section IV. Evaluation and Selection Process, A. Evaluation Criteria)?

A3: Yes

Q4: Can the following sections required be submitted as appendices: Proposal of Terms, Conditions, and Other Requirements, and Litigation & Regulatory Issues?

A4: Yes

Q5: Will NNRHA accept requested redlines of the Terms and Conditions with the proposal?

A5: It is not the Authority's current practice to accept redlined changes to the posted terms and conditions. However, Respondents may submit proposed changes for consideration, and the Authority will review any proposed modifications as part of the procurement process. Submission of proposed



changes does not guarantee that they will be accepted or incorporated into the final agreement.

Q6: Based on what is listed in the RFP regarding proprietary information on page 5, will NNRHA accept a redacted copy of a submission?

A6: trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act.

However, to prevent disclosure the offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

Q7: Pages 44-47, Instructions of Offerors Non-Construction, should this form be completed, signed, and returned with the proposal?

A7: Yes, it needs to be completed

Q8. Are respondents to include only one copy of the Fee Schedule in the separate sealed envelope?

A8. Yes

Q9. Given the deadline for submission of questions and the time required for offerors to evaluate and incorporate NNRHA's responses into their proposals, would NNRHA consider extending the proposal due date from September 8, 2026, to September 11, 2026 (or later) to allow adequate time for respondents to address any clarifications provided through the question-and-answer process?



A9. *Bid Due date has been extended from September 8, 2026 at 2:00 PM to September 11, 2026 at 2:00 PM.*

Q10. Please provide the current annual CDBG and HOME allocations administered by NNRHA, including approximate annual expenditure levels and number of active projects funded through each program.

A10. *For Program Year/Fiscal Year 2026–2027, NNRHA will administer approximately \$1,434,472 in CDBG funds and \$839,531.21 in HOME funds, for a combined total of approximately \$2.27 million in federal housing and community development resources.*

For CDBG, the 2026–2027 projected allocation is \$1,434,472. Funds will support Public Services, Other Eligible Activities, housing rehabilitation and residential repair, economic development, clearance and demolition, public facilities, and program administration. NNRHA anticipates administering approximately 18 CDBG activities/projects, subject to final activity commitments and project status. Public Services are budgeted at approximately \$215,170, consistent with the applicable 15% cap.

For HOME, NNRHA will administer \$789,531.21 in HOME entitlement funds, along with approximately \$50,000 in anticipated program income, for a total of \$839,531.21. The HOME program is expected to support approximately 30 housing units through the following activities:

- *HOME DPA: \$200,000 – approximately 9 first-time homebuyers.*
- *HOMEcare: \$100,000.21 – approximately 4 owner-occupied rehabilitation units.*
- *HOMEvestor II: \$155,078 – approximately 13 multifamily rental housing units.*
- *CHDO: \$300,500 – approximately 4 affordable housing units.*
- *HOME Administration: \$83,953 – program planning, marketing, monitoring, and administration.*

Combined, NNRHA will administer approximately \$2,274,003.21 in CDBG and HOME resources for 2026–2027, supporting community development, affordable housing, homeowner rehabilitation, first-time homeownership, rental housing preservation and development, public services, and economic development activities.



Q11. How many active subrecipients, contractors, CHDOs, developers, and other funded entities are currently being monitored under the CDBG and HOME programs?

A11. *NNRHA currently monitors 17 active funded entities under the CDBG and HOME programs.*

- *CDBG: 16 active entities, including 9 Public Service subrecipients and 7 contractors participating in the Residential Rehabilitation Program.*
- *HOME: 1 active CHDO currently participating in the HOME program.*

These entities are monitored for compliance with applicable federal program requirements, executed agreements, eligible expenditures, performance and deliverables, financial management, and other applicable CDBG and HOME requirements.

Q12. What level of monitoring assistance is anticipated annually (e.g., number of monitoring reviews, file reviews, risk assessments, monitoring letters, corrective action plans, and follow-up reviews)?

A12. *NNRHA anticipates ongoing monitoring assistance throughout the year from the City of Newport News Development Department, which serves as the CDBG and HOME grantee. Formal monitoring reviews are scheduled with advance written notice through a monitoring letter. In addition to formal monitoring, NNRHA participates in biweekly coordination meetings with the Development Department to provide program updates, address compliance matters, discuss expenditures and project progress, and identify potential issues before they become findings.*

Annually, NNRHA anticipates:

- *At least one formal monitoring review by the City of Newport News Development Department, with additional reviews as determined by risk or program needs.*
- *File and document reviews of CDBG and HOME activities, including financial, programmatic, procurement, eligibility, and performance documentation.*
- *Risk assessments as part of the City's monitoring process and NNRHA's internal oversight of subrecipients and funded entities.*
- *Written monitoring correspondence/letters following formal reviews, when applicable.*
- *Corrective Action Plans (CAPs) when monitoring identifies deficiencies requiring resolution.*
- *Follow-up reviews to verify that any findings or corrective actions have been addressed.*



- *Biweekly coordination and technical assistance with the City throughout the year to monitor project status, expenditures, compliance, and upcoming program requirements.*

NNRHA also conducts ongoing monitoring of its 17 active CDBG and HOME-funded entities, including subrecipients, contractors, and the active HOME CHDO. The level and frequency of monitoring is adjusted based on risk, funding level, project status, prior performance, and identified compliance concerns.

Q13. Is the consultant expected to perform monitoring activities directly, assist NNRHA staff with monitoring, or both?

A13. *The consultant is expected to provide both direct monitoring support and assistance to NNRHA staff. The consultant may conduct or participate in monitoring reviews, file reviews, risk assessments, and follow-up activities as needed, while also assisting NNRHA staff with the preparation, documentation, and resolution of monitoring activities.*

The consultant will work collaboratively with NNRHA staff and coordinate, as appropriate, with the City of Newport News Development Department, which serves as the grantee and provides oversight of NNRHA. The consultant's role will supplement NNRHA's existing monitoring capacity and provide additional technical expertise to ensure compliance with applicable CDBG and HOME requirements.

Q14. Please provide the approximate number of active HOME projects currently under compliance monitoring and the number of projects anticipated during the contract term.

A14. *NNRHA currently has approximately 1 active HOME project under compliance monitoring, associated with its active CHDO-funded affordable housing activity.*

During the contract term, NNRHA anticipates monitoring approximately 5 HOME-funded activities/projects, corresponding to the primary HOME activities planned for FY 2026–2027: HOME DPA, HOMEcare, HOMEvestor II, CHDO activities, and HOME Administration. The level of monitoring will vary based on the type of activity, project status, funding, and applicable HOME requirements.

The anticipated HOME activities are expected to support approximately 30 housing units through homebuyer assistance, owner-occupied rehabilitation, multifamily rental housing, and CHDO-supported affordable housing development.



Q15. Approximately how many CDBG and HOME policies, procedures, templates, checklists, and risk assessment tools currently exist, and how many are anticipated to require development versus update during the contract term?

- a. If unable to approximate the question above, can NNRHA provide an inventory of existing policies, procedures, monitoring tools, and templates that will be available to the selected consultant?

A15. NNRHA does not currently have a formal CDBG and HOME policies and procedures manual. NNRHA does utilize various program documents, forms, agreements, and monitoring materials.

The selected consultant will assist with developing comprehensive CDBG and HOME policies and procedures, including supporting monitoring tools, templates, checklists, and risk assessment tools.

a. NNRHA will provide the consultant with existing program documents and materials to serve as a foundation for developing the policies and procedures framework. The anticipated work will primarily involve development, with updates to existing documents as needed.

Q16. Is NNRHA anticipating preparation of a new Consolidated Plan during the contract period, or only Annual Action Plans, CAPERs, amendments, and related citizen participation activities?

- a. If a Consolidated Plan update is anticipated, please identify the expected schedule and level of consultant involvement.

A16. *A. NNRHA's 2024–2029 Consolidated Plan has already been approved by HUD, and a new Consolidated Plan is not anticipated during the contract period. NNRHA anticipates preparation of the 2027–2028 Annual Action Plan, along with CAPERs, amendments, and related citizen participation activities.*

a. Not applicable, as a new Consolidated Plan is not currently anticipated. The selected consultant will assist NNRHA with the 2027–2028 Annual Action Plan, the CAPER currently in process, and other required amendments and citizen participation activities as needed.

Q17. The Scope of Services references on-call advisory support, audit support, responses to monitoring findings, corrective action plans, training materials, presentations, written reports, and other HUD- or City-related inquiries. Can NNRHA provide an estimate of the anticipated annual level of effort associated with these activities?

A17. NNRHA anticipates an ongoing, as-needed level of effort throughout the contract period for on-call advisory support, audit assistance, responses to monitoring findings, corrective action plans, training materials and presentations, written reports, and HUD- or City-related inquiries. The level of effort will vary based on program activity,



monitoring and audit schedules, compliance issues, and emerging HUD or City requirements. NNRHA anticipates that these services will be provided periodically throughout the year, with increased support as needed during monitoring, audit, Annual Action Plan, CAPER, and other reporting periods.

Q18. Does NNRHA anticipate a defined number of annual training sessions, workshops, board presentations, or staff technical assistance meetings? If so, please provide estimated quantities.

A18. NNRHA anticipates approximately two training sessions annually. Board presentations will be provided as needed, particularly when resolutions require Board approval. Staff technical assistance meetings will be conducted as needed based on program requirements, compliance matters, monitoring findings, and HUD or City-related requirements.

Q19. Are there any known HUD monitoring findings, audit findings, compliance concerns, or corrective action plans currently requiring consultant assistance?

A19. NNRHA is not currently aware of any outstanding HUD monitoring findings, audit findings, compliance concerns, or corrective action plans that require consultant assistance. The selected consultant may be called upon to provide support if any findings or compliance matters arise during the contract period.

Q20. Section V.C.4 requires Respondents to provide hourly rates, while also requesting the "total aggregate cost of all labor, workspace, equipment, hardware, supplies, travel, reimbursable expenses and any other costs associated with performing the Scope of Work." Additionally, Attachment B references a Fee Schedule but does not include a pricing template. Please clarify the required fee proposal format and the information necessary to be considered responsive, including whether NNRHA seeks hourly rates only, a not-to-exceed amount, a total estimated contract value, or another pricing structure.

- a. Should travel costs be included within hourly rates, billed separately, or excluded from proposed pricing?
- b. Is there an anticipated contract value, annual budget, funding allocation, or spending ceiling established for these consulting services?

A20. NNRHA anticipates this to be a full-time consulting position requiring approximately 40 hours per week. Respondents should provide the proposed hourly rate(s) and an estimated total annual and contract-period cost based on a 40-hour-per-week level of effort. The fee proposal should include all costs associated with performing the Scope of Services, including labor, workspace, equipment, supplies, travel, and other applicable expenses.



a. Travel costs should be identified separately from the proposed hourly rate and clearly itemized in the fee proposal. Any travel-related reimbursement will be subject to NNRHA's approval and applicable policies.

b. NNRHA anticipates a full-time level of effort of approximately 40 hours per week. Respondents should use this level of effort when developing their estimated annual and total contract value. NNRHA has not established a separate fixed annual spending ceiling for these services; however, the proposed fee should reflect the expected full-time level of service.

Q21. Is the consultant expected to attend meetings on-site in Newport News, and if so, approximately how many on-site visits are anticipated annually?

A21. *Yes. The consultant is expected to attend meetings on-site in Newport News as needed to support NNRHA's CDBG/HOME programs. Given that this is a full-time position, the consultant should anticipate regular on-site participation throughout the contract period. Specific on-site meeting frequency will vary based on program needs, including staff meetings, monitoring activities, training, Board presentations, and meetings with the City of Newport News or other stakeholders.*

Q22. Section V.B identifies an "Estimated timeline to complete the Scope of Work" as a mandatory proposal element. However, the Scope of Services appears to contemplate ongoing, on-call consulting support tied to program needs, regulatory requirements, and HUD reporting cycles rather than a discrete project with defined start and end dates. Please clarify NNRHA's expectations for the required timeline, including whether offerors should provide a transition/start-up schedule, a sample annual workplan, milestone schedule for recurring activities, or another format to satisfy this requirement.

A22. *NNRHA recognizes that the Scope of Services involves ongoing, full-time support rather than a discrete project with a single completion date. To satisfy the estimated timeline requirement, offerors should provide a proposed transition/start-up schedule and sample annual workplan that demonstrates how the consultant will address recurring program requirements, HUD reporting cycles, monitoring, training, technical assistance, and other deliverables throughout the contract period.*

The proposed timeline should identify anticipated milestones and timeframes for recurring activities, including the Annual Action Plan, CAPER, monitoring and compliance activities, training, Board presentations, and other HUD- or City-related requirements. The timeline may be adjusted throughout the contract period based on NNRHA's program needs, regulatory changes, and applicable HUD and City deadlines.

Q23. Section V.C.8 requests references for governmental entities for which "PRE-MORs" have been conducted within the past five years. Given that the Scope of Services focuses on CDBG and HOME program administration, compliance, monitoring, planning, and technical assistance, please clarify whether the reference to PRE-MORs was intentional or whether NNRHA intended to request references for engagements



involving similar CDBG, HOME, grants management, compliance monitoring, and program administration services.

A23. *The wording in that line was unintentional. It should read, "Provide names, contact person(s) and phone numbers for any governmental entity for which similar consulting services have been conducted within the past five years (2022-2026)"*

Q24. The Scope of Services references "environmental review coordination, as applicable." Please clarify NNRHA's expectations regarding this activity, including whether the selected consultant may be expected to: (a) prepare or complete environmental review records and related documentation, (b) coordinate with a separately procured environmental review consultant or responsible entity, or (c) provide administrative support related to environmental review compliance. If environmental review services are anticipated, please describe the expected role and responsibilities of the selected consultant.

A24. NNRHA anticipates that the selected consultant may provide administrative and coordination support related to environmental review compliance, as applicable to CDBG and HOME activities. The consultant may be expected to coordinate with NNRHA staff, the City of Newport News, and/or a separately procured environmental review consultant or responsible entity, as appropriate.

The consultant may assist with tracking environmental review requirements, coordinating documentation, maintaining records, monitoring completion and clearance status, and ensuring environmental review requirements are addressed prior to the commitment or expenditure of funds, as applicable. NNRHA does not anticipate that the selected consultant will independently perform specialized environmental assessments or technical environmental studies unless specifically requested and within the consultant's qualifications and scope of services.

Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

Acknowledged by: _____

Contractor

Felicia Simmons, Director of Administrative Services