



## REQUEST FOR PROPOSALS

### Administration and Implementation of the Single-Family New Construction Program Community Development Block Grant – Disaster Recovery (CDBG-DR 2025)

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#### INTRODUCTION

The Arkansas Development Finance Authority (ADFA) is seeking proposals from qualified firms to administer and oversee the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant – Disaster Recovery (CDBG-DR) 2025 Single-Family New Construction (SFNC) Program.

The successful firm must demonstrate direct experience in the design and implementation of CDBG-DR or other HUD-funded housing programs, including housing development, construction oversight, environmental compliance, and long-term recovery program management. Expertise in federal requirements established under 2 CFR Part 200, 24 CFR Part 58, 24 CFR Part 570, and 24 CFR Part 75 will be viewed as an added benefit.

The selected firm will be responsible for assisting the State in the design and for implementation of all aspects of the Single-Family New Construction Program in alignment with the Arkansas CDBG-DR 2025 Action Plan and the HUD Universal Notice (90 FR 1754, March 19, 2025 [as amended](#)).

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#### INSTRUCTIONS

Responses to this Request for Proposals (“RFP”) shall be submitted electronically via email to:

[lori.brockway@arkansas.gov](mailto:lori.brockway@arkansas.gov)

Proposals shall be prepared simply and economically, providing a straightforward description of the respondents’ capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness, clarity, and compliance with all instructions, including required attachments and work samples.

There is no express or implied obligation for ADFA to reimburse firms for any expenses incurred in preparing proposals in response to this request.

**All proposal prices must remain valid through 1/15/2027.**

**Deadline for Submission: 4:30 p.m. (CST), 1/16/2026**

Proposals received after the deadline will not be considered.

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## **SCOPE OF WORK**

ADFA, in its capacity as the state grantee for HUD's CDBG-DR 2025 funds, seeks a qualified entity to manage and implement the Single-Family New Construction Program as authorized under the Disaster Relief Supplemental Appropriations Act (2025).

The Single-Family New Construction (SFNC) Program is designed to provide affordable, resilient housing for low- and moderate-income households whose homes were destroyed or severely damaged by the 2023 and 2024 disaster events (DR-4698 and DR-4788).

The total CDBG-DR 2025 allocation to Arkansas is \$59,048,000, of which \$20 million is dedicated to Single-Family New Construction in Benton, Cross, and Pulaski Counties (excluding the City of Little Rock). ADFA will serve as the lead agency for this program distributing funding directly to developers through a competitive process.

The selected firm shall:

### **a. Program Design, Administration and Management**

- Develop and implement written program policies, procedures, and operating manuals consistent with HUD's CDBG-DR and ADFA requirements.
- Coordinate program design and delivery for ADFA's CDBG-DR 2025 activities, including application development, intake, eligibility reviews, and environmental reviews under 24 CFR Part 58. Responsibilities include designing the program application process, managing the solicitation and selection of developers, overseeing application processing, and supporting ADFA in awarding and contracting with selected developers to ensure full compliance with federal and state requirements.
- Maintain data tracking in ADFA's online CDBG-DR Programs Portal.

### **b. Construction Oversight and Quality Control**

- Provide comprehensive oversight and management of the Single-Family New Construction Program. This includes administering and monitoring the procurement and performance of selected developers; ensuring developers procure and manage their subcontractors in accordance with federal, state, and local procurement requirements; and overseeing all aspects of site preparation, construction activities, inspections, and compliance with local building codes, HUD resiliency standards, and all required mitigation measures.
- Ensure designs incorporate floodplain management, energy efficiency, and resilient construction techniques.

### **c. Financial Oversight**

- Assist and support the State in monitoring and managing disbursements, draw requests, and documentation consistent with 2 CFR Part 200 (Uniform Guidance).
- Maintain records and financial controls to ensure compliance with federal audit standards.

### **d. Compliance and Monitoring**

- Conduct internal monitoring of subrecipients, contractors, and beneficiaries to ensure full compliance with CDBG-DR 2025 program requirements.
- Ensure adherence to:
  - **National Objectives** (benefit to low- and moderate-income households).
  - **Section 3** (24 CFR Part 75).
  - **Davis-Bacon Act** (if applicable).
  - **Fair Housing and Equal Opportunity** requirements.
  - Cross-cutting federal requirements such as procurement standards, financial management, duplication of benefits, Uniform Administrative Requirements (2 CFR Part 200), Uniform Relocation Act (URA), environmental compliance, and other HUD-mandated protections.
  - Ensure all projects meet applicable state and local building codes, zoning ordinances, construction standards, and HUD-required resilience and mitigation standards for CDBG-DR 2025.

### **e. Reporting and Technical Assistance**

- Provide quarterly progress reports and performance metrics to ADFA.
- Offer technical assistance to local partners on eligibility, construction, and compliance.
- Document and report all compliance activities, findings, and corrective actions to ADFA.

### **f. Grant Closeout**

The contractor will assist ADFA with all HUD-required closeout tasks for the CDBG-DR 2025 grant, including:

- Verifying completion of all eligible activities and confirmation that each met a National Objective.
- Confirming all grant funds are fully expended or identifying balances to be returned to HUD.
- Completing all submitting required closeout reports and documentation.
- Ensuring all grant conditions, performance requirements, and special conditions are satisfied.

- Assisting with resolution of all audit findings, monitoring findings, and compliance issues.
- Supporting ADFA to ensure developers and subrecipients retain all records for five (5) years after HUD officially closes the State's CDBG-DR grant.

All program materials, policies, manuals, and data systems produced under this engagement shall become the sole property of ADFA.

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## **ITEMS TO BE INCLUDED WITH YOUR PROPOSAL**

### **A. Transmittal Letter**

A letter on company letterhead signed in ink by an authorized representative, binding the firm to the proposal.

### **B. General Firm Information**

Include:

- Name of principal(s)
- Authorized contact name, title, phone, and email
- Address(es) of all offices
- Number of employees
- Disclosure of any ongoing or pending legal actions

### **C. Professional Capacity**

1. Describe the firm's expertise in CDBG, HOME, or federal housing development programs.
2. Provide examples of prior work developing federal housing development program procedures, policies, or manuals.
3. Identify key personnel and describe their qualifications (minimum 5 years of federal housing program experience required).
4. Provide three references for comparable federal grant projects (include contact name, email, and phone).
5. Disclose any potential or perceived conflicts of interest.

## D. Fee Structure

Provide a detailed cost proposal outlining:

- Fixed fee amount
- Staff billing rates by position
- Expected reimbursable expenses (if any)

## E. Approach, Plan of Work, and Timeline

Explain the proposed methodology, project milestones, and anticipated timeline from program initiation through closeout.

Include a proposed implementation schedule consistent with ADFA's Action Plan timelines.

## F. Miscellaneous

Include work samples, prior manuals, and completed Exhibit A: Certifications, Guarantees, and Warranties.

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## EVALUATION AND SELECTION

ADFA will evaluate proposals using the following criteria:

| <b>Evaluation Factor</b>   | <b>Scale Value</b> |
|--|--------------------|
| Technical Approach and Work Plan                                   | 25                 |
| Cost Proposal  | 20                 |
| Demonstrate Successful Experience in CDBG-DR SFNC Housing Programs | 20                 |
| Key Personnel and Organizational Capacity                          | 20                 |
| Financial Management and Internal Controls                         | 15                 |
| <b>Total Possible Points</b>                                       | <b>100</b>         |

ADFA may request interviews or presentations from finalists before making a final selection. The Authority reserves the right to reject any or all proposals, negotiate scope or fees, and award the contract deemed most responsive to the State's needs.

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## TERMS AND CONDITIONS

- The selected firm must maintain all required licenses and insurance as outlined in **Exhibit A**.
- ADFA reserves the right to amend, cancel, or reissue this RFP at any time.
- All proposals become the property of ADFA and will not be returned.
- The firm may not subcontract responsibilities without prior written consent from ADFA.
- All activities must comply with federal, state, and local regulations governing HUD-funded programs.

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## CONTACT INFORMATION

### **Lori Brockway**

Federal Housing Programs Manager

Arkansas Development Finance Authority (ADFA)

Phone: (501) 682-3339

Email: [lori.brockway@arkansas.gov](mailto:lori.brockway@arkansas.gov)

Website: <https://adfa.arkansas.gov>

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## **EXHIBIT A**

### **CERTIFICATIONS, GUARANTEES, AND WARRANTIES**

By signing below, the Firm certifies to the following:

1. The person signing the proposal and this certification is entitled to represent the Firm, empowered to submit the bid, and authorized to sign a contract with ADFA.
2. The Firm maintains or will obtain Workers' Compensation Insurance as required by Arkansas state law and Employer's liability insurance, including deliberate intent, with a minimum limit of \$1,000,000 for each accident for any employees.
3. The Firm maintains Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage.
4. The Firm agrees to furnish all equipment, tools, and fully trained personnel necessary to properly perform the services specified in the RFP and agrees to perform all said services in a timely, professional, and competent manner.
5. The Firm has successfully completed a minimum of three (3) projects of similar nature and scope to those in the RFP within the past five (5) years.
6. The Firm certifies it can and will provide and make available, at a minimum, all services set forth in this Request for Proposals.
7. The Firm warrants that it is willing and able to comply with the State of Arkansas laws with respect to foreign (non-state of Arkansas) corporations.
8. The Firm warrants that it has an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts or omissions of any officers, employees, or agents thereof.
9. The Firm warrants that it will not delegate or subcontract its responsibilities under any agreement resulting from the award of the RFP without the prior written permission of ADFA.
10. The Firm warrants that all information provided by it in connection with this proposal is true and accurate.

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Authorized Signature and Date

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Printed Name and Title

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