



Request for Proposals (RFP)

Development of Refugee & Immigrant Housing

Lincoln, Nebraska

Issuing Organization: Good Neighbor Community Center for Cultural Centers
of Lincoln Collaborative.

RFP Number: 22-PRH-007

Date Issued: February 28, 2025

Deadline for Submission: March 28, 2025

Contact for Inquiries and Submission: Tom Randa | tom@gncclincoln.org

I. Introduction

Executive Summary

The Good Neighbor Community Center (GNCC), as the fiscal sponsor for the Cultural Centers of Lincoln Collaborative (CCL Collaborative), seeks a qualified developer to construct at least six (6) rowhome-style, four-bedroom affordable rental units in Lincoln, Nebraska, for refugee and immigrant households. Funded by a \$790,000 grant from the Pandemic Relief Housing Program, this project prioritizes accessibility, affordability, and cultural sensitivity.

The selected developer will secure additional funding, provide a dedicated grant manager, ensure compliance with federal and state regulations, implement a professional property management strategy, and partner with local organizations to provide comprehensive support services to residents. Proposals will be evaluated based on project impact, readiness, developer experience, financial capacity, grant management capability, and the effectiveness of the proposed property management plan

This initiative aligns with the CCL Collaborative's mission to enhance housing and community resources for underserved populations in Lincoln. It prioritizes equitable access and addresses the unique needs of historically underserved groups while complying with all federal, state, and local laws and regulations. The project will adhere to key compliance obligations, including:

- *Title VI of the Civil Rights Act of 1964*
- *Fair Housing Act*
- *Rehabilitation Act of 1973*
- *Nebraska Contractor Registration Act*
- *Federal provisions under the American Rescue Plan Act*
- *Uniform Guidance under 2 CFR § 200, including federal procurement standards, financial management, and reporting*

Developers are encouraged to review the governing provisions included in this RFP to fully understand the compliance requirements for the development, funding, and operation of this housing project. The development and selection processes will adhere to federal conflict-of-interest standards under 2 CFR § 200.318 and promote full and open competition as required by 2 CFR § 200.319.

Overview of the Cultural Centers of Lincoln Collaborative Project

The CCL Collaborative represents a partnership among four Lincoln-based organizations:

- Asian Community & Cultural Center
- Malone Center
- El Centro de las Américas



- Good Neighbor Community Center

The CCL Collaborative is committed to fostering inclusivity, cultural connection, and community growth. GNCC, acting as the fiscal sponsor, oversees funding distribution and compliance to align with the Collaborative's mission to support underserved populations, including New Americans, refugees, and immigrants.

For more about the CCL Collaborative, visit <https://culturalcentersoflincolncollaborative.com>. For more information about the GNCC, visit <https://gncclincoln.org>.

A. Purpose of the RFP

This RFP invites qualified developers to construct a minimum of six (6) rowhome-style, four-bedroom affordable rental housing units in Lincoln, Nebraska. The project, funded by a \$790,000 Pandemic Relief Housing Program grant (Subaward 22-PRH-007) under the American Rescue Plan Act (ARPA), focuses on creating sustainable housing solutions for refugee and immigrant households.

The selected developer will:

- **Build:** Construct at least six (6) units incorporating visitability standards. Proposals for additional units are encouraged, provided the developer secures independent funding.
- **Grant Management:** Provide a dedicated grant manager with federal grant expertise to ensure compliance with reporting and financial requirements.
- **Compliance:** Meet federal and state regulations throughout the project lifecycle.
- **Funding:** Any additional funds required for project completion beyond the \$790,000 grant must be secured.
- **Property Management:** Provide or facilitate professional property management services to ensure long-term maintenance, tenant support, and compliance with program requirements.

This project directly supports the CCL Collaborative's vision of enhancing housing and community resources for underserved populations in Lincoln. This project prioritizes equitable access and addresses the unique needs of historically underserved populations.

B. Funding Source

This project is funded through the American Rescue Plan Act (ARPA) via the Nebraska Department of Economic Development (DED). ARPA was enacted to provide fiscal recovery funds to support state and local governments in addressing the health and economic impacts of the COVID-19 pandemic.

Pandemic Relief Housing Program

Under Nebraska Legislative Bill (LB) 1014, the DED allocated \$8 million specifically for the [Pandemic Relief Housing Program](#) to fund nonprofit organizations developing affordable housing. This program emphasizes the creation of housing for vulnerable populations, particularly refugees, immigrants, and underserved communities.

The project received a subaward under this program, totaling \$790,000. These funds are designated for the development of affordable rental housing units that adhere to the following key criteria:

- Designed for refugee and immigrant households, ensuring accessibility and inclusivity.
- Compliant with federal and state regulations, including a 20-year compliance period during which rents will be restricted to 30% of household income for tenants earning at or below 185% of Federal Poverty Guidelines.

II. Project Requirements

A. Development Specifications

1. Scope and Location

This project involves the development of a minimum of six (6) rowhome-style rental units in Lincoln, Nebraska. The project must align with the following objectives:

- **Community Accessibility:**
The site location should provide residents with convenient access to essential resources, including public transportation, schools, grocery stores, healthcare facilities, and community centers. Proposals must describe how the selected location meets these accessibility criteria. Consideration should also be given to nearby community partnerships that can enhance resident access to support services.
- **Completion Timeline:**
All units must be constructed and obtain a Certificate of Occupancy by September 30, 2026. Lease-up will commence immediately after the Certificate of Occupancy is issued. Developers are expected to achieve project stabilization (90% occupancy) as soon as feasible after lease-up, with all final closeout activities completed by September 30, 2026.

Proposals should include a detailed construction schedule highlighting all key milestones, such as permitting, groundbreaking, inspections, and project closeout. Monthly progress reports will be required to ensure alignment with the timeline.

2. Visitability Standards

The development must comply with visitability standards to ensure accessibility for individuals with mobility limitations. These standards, based on the Nebraska Assistive Technology Partnership guidelines, include:

- **Entry Accessibility:**
 - At least one no-step or zero-grade entrance.
 - Doors with a minimum width of 36 inches at the main entry.
- **Interior Design:**
 - **Doorways:** Minimum 32-inch clearance for all interior doors.
 - **Hallways:** Minimum width of 36 inches to allow easy passage of mobility devices.
- **Bathroom Accessibility:**
 - Bathrooms on the main floor must provide sufficient maneuvering space for wheelchairs.
 - Reinforced walls for grab bar installation.
 - Adjustable and reachable environmental controls, such as light switches and thermostats.

Developers must submit floor plans that clearly illustrate these design features. Any requests for exceptions to these standards must be detailed in the proposal and include justification based on financial or structural limitations.

3. Permits and Licenses

The selected developer is responsible for obtaining all necessary permits, licenses, and approvals required for project execution. Proposals should demonstrate familiarity with local, state, and federal permitting processes and provide a timeline for securing these approvals.

4. Affordability and Compliance Requirements

Eligibility Criteria

Potential tenants must meet at least one of the following eligibility criteria:

- Be a refugee or immigrant as defined under federal resettlement programs.
- Be a resident of Lancaster County, which has been designated by the Nebraska Department of Economic Development as a disproportionately impacted area due to COVID-19.

Rent Calculation

- Rent for all units will be capped at 30% of the income of a household earning 185% of the Federal Poverty Guidelines (FPG).

Compliance Adjustments

- Annual income verification is not required under the program's guidelines. However, developers must still ensure adherence to program eligibility criteria and maintain proper tenant records for monitoring and reporting purposes.

5. Performance Milestones

To ensure progress aligns with project goals, developers must submit monthly progress reports to GNCC. These reports should outline completed milestones, potential risks, and mitigation strategies. Key performance metrics include:

- Timely completion of construction phases.
- Compliance with visitability standards.
- Submission of tenant screening and income verification reports.

B. Financial Terms

1. Funding and Financing Requirements

This project is supported by a \$790,000 grant from the Nebraska Department of Economic Development's Pandemic Relief Housing Program (Subaward 22-PRH-007). Developers must:

- **Secure Additional Funding:**
Proposals must outline strategies for securing additional funding to cover any costs exceeding the grant amount.
- **Budget Documentation:**
 - Submit a detailed development and operating budget.
 - Provide a comprehensive sources and uses of funds statement.
 - Include a project feasibility analysis that demonstrates financial sustainability and readiness.

C. Grant Management Responsibilities

1. Dedicated Grant Manager

The selected developer must include a dedicated grant manager with expertise in federal grant compliance (2 CFR § 200) to support the GNCC and CCL Collaborative.

The grant manager's responsibilities include:

- Ensuring full compliance with federal regulations governing procurement, reporting, and expenditure tracking.
- Preparing and submitting detailed financial reports to meet state and federal deadlines.
- Serving as the primary liaison with funding agencies, ensuring seamless communication, and addressing compliance issues proactively.
- Coordinating with the GNCC, CCL Collaborative team, and DED to ensure all grant-related documentation, including monitoring and performance reports, is accurate and complete.

D. Reporting and Monitoring

1. Performance Indicators

Developers must track and report on the following performance metrics:

- The number of affordable housing units developed.
- Impact metrics, such as resident participation in community services or employment programs.

2. Annual Reporting

Reports must include:

- Updated performance data.
- Narratives explaining key project outcomes.
- Documentation of compliance with visitability and affordability requirements.
- Data disaggregated to highlight equitable outcomes for underserved populations.

E. Support Services Coordination

The developer is expected to collaborate with local agencies, including the Cultural Centers of Lincoln and the New Americans Task Force, to provide essential services that support tenant success.

These services include:

- **Housing Stability Support:** Assistance with budgeting, case management, and financial literacy to ensure tenants can maintain stable housing.
- **Employment and Immigration Assistance:** Access to job training programs, employment placement services, and immigration support resources.
- **Community Engagement Activities:** Initiatives promoting social inclusion, such as cultural events, workshops, and resident councils.

Proposals should describe strategies for integrating these services into housing development and leveraging partnerships with community organizations.

F. Property Management

The selected developer will be responsible for ensuring professional property management services that uphold the quality, affordability, and compliance of the housing units. The property management plan should address the following key areas:

1. Property Maintenance & Repairs

- Implement a regular maintenance schedule to ensure the longevity and habitability of the units.
- Provide timely responses to repair requests and establish emergency maintenance protocols.
- 2. Tenant Screening & Lease Management**
 - Implement fair, transparent, and consistent tenant screening procedures in compliance with federal, state, and local fair housing laws.
 - Manage lease agreements, renewals, and enforcement of lease terms in accordance with Nebraska landlord-tenant laws.
- 3. Rent Collection & Financial Management**
 - Establish clear procedures for rent collection, payment processing, and financial reporting.
- 4. Regulatory Compliance & Reporting**
 - Maintain accurate tenant records and documentation to demonstrate compliance with program eligibility criteria.

Developers may choose to manage the property directly or contract a qualified third-party property management firm. Proposals should include a detailed property management strategy.

III. Proposal Requirements

This section outlines the necessary components for both the technical and financial proposals. Developers must ensure that their submissions comprehensively address each requirement to demonstrate their ability to meet project goals effectively.

A. Technical Proposal

1. Project Approach and Timeline

The technical proposal must demonstrate your firm's understanding of the project scope, the proposed approach to development, and your ability to meet all project requirements, particularly accessibility, affordability, and grant management.

- **Key Dates**
 - a. **February 28, 2025:** RFP is officially published and accessible to the public.
 - i. <https://gncclincoln.org>
 - ii. <https://culturalcentersoflincolncollaborative.com>
 - iii. <https://www.lincolnasiancenter.org>
 - b. **March 28, 2025:** Proposal submission deadline (12:00 PM CST).
 - c. **April 4, 2025:** Notification of selected proposal.
 - d. **April 7, 2025 - May 2, 2025:** Due diligence (contracts, permits, closings).

- e. **May 5, 2025:** Construction begins.
- f. **March 1, 2026:** Certificate of Occupancy issued.
- g. **March 10, 2026:** Lease-up begins.
- h. **May 1, 2026 - September 30, 2026:** Project closeout.
- **Detailed Timeline:**

Provide a comprehensive project timeline that aligns with the outlined **Key Dates**. The timeline must identify all key phases of the project lifecycle, including:

 - Design completion.
 - Permitting and licensing approvals.
 - Groundbreaking and construction phases.
 - Inspections and compliance milestones.
 - Marketing and lease-up activities.
 - Achievement of 90% occupancy and issuance of the Certificate of Occupancy.

Developers are encouraged to include a Gantt chart or other visual representation of the timeline to illustrate alignment with the Key Dates provided and demonstrate overall project readiness.

- **Approach to Timely Completion:**

Detail strategies to mitigate potential delays and ensure all deadlines are met. Examples include proactive coordination with contractors, addressing supply chain risks, and maintaining consistent communication with key stakeholders.
- **Milestone Monitoring:**

Include tools and processes for tracking progress, managing compliance with federal deadlines, and addressing potential scheduling conflicts proactively.

2. Design Concepts

Submit detailed architectural renderings and floor plans demonstrating compliance with visitability standards, including:

- **Entry Accessibility:**
 - No-step entrances (at ground level or via ADA-compliant ramps).
 - Doors with a minimum width of 36 inches.
- **Interior Design:**
 - Doorways: Minimum 32-inch clearance for all interior doors.
 - Hallways: Minimum width of 36 inches to allow easy passage of mobility devices.
- **Bathroom Accessibility:**
 - Bathrooms on the main floor must provide sufficient maneuvering space for wheelchairs.
 - Reinforced walls for grab bar installation.
 - Adjustable and reachable environmental controls (e.g., light switches, thermostats).

Additionally, describe how the design will foster inclusivity, privacy, and cultural relevance for refugee and immigrant families, including the integration of shared spaces or amenities.

3. Management Plan

Provide a detailed plan illustrating your firm's organizational capacity and experience in managing similar projects, including:

- **Overview of Key Personnel:**
Include qualifications and relevant experience in affordable housing development, construction, and grant administration. Resumes for key staff must be included.
- **Clear Organizational Structure:**
Outline roles, responsibilities, and communication protocols within your project team.
- **Coordination Strategy:**
Detail how construction and grant management teams will work together to ensure seamless compliance with all applicable regulations.
- **Dedicated Grant Manager:**
Identify a qualified grant manager with extensive knowledge of federal grants under 2 CFR § 200, responsible for:
 - Accurate reporting of grant funds.
 - Financial and compliance audits.
 - Comprehensive documentation for monitoring purposes.
- **Property Management Plan:**
Provide a strategy for the ongoing management and maintenance of the housing units, either through in-house staff or a third-party property management firm. The plan should address:
 - Tenant screening and lease administration.
 - Rent collection and financial oversight.
 - Routine maintenance and emergency repair protocols.
 - Compliance with fair housing laws and reporting requirements.

4. Quality Control Procedures

Provide an overview of your quality assurance processes to ensure consistent construction standards and compliance throughout the project lifecycle.

B. Financial Proposal

1. Budget Breakdown

Provide a detailed budget that includes cost estimates for all project components, including:

- Construction costs (broken down by trades).
- Labor and materials costs.
- Permitting, inspection, and licensing fees.
- Architectural and engineering fees.
- Contingency funds.

2. Funding Plan

Developers are required to address the following components in their proposals:

- **Sources and Uses of Funds:**
Provide a "Sources and Uses of Funds" statement, detailing:
 - All funding sources for the project, including the \$790,000 grant and additional funding (e.g., private loans, equity investments, or other funding mechanisms).
 - Allocation of funds to specific project costs such as construction, permitting, or management.
- **Evidence of Funding:**
Demonstrate financial readiness by including:
 - Evidence of secured or anticipated funding sources.
 - Letters of commitment from partners or financial institutions, if available.
- **Budget and Financial Sustainability:**
Submit a detailed development and operating budget, showing:
 - Long-term financial sustainability of the project.
 - A feasible plan for meeting affordability and compliance requirements.

3. Project Feasibility Analysis

Submit a feasibility analysis illustrating the project's financial viability, addressing:

- Anticipated rental income versus operating expenses.
- Projected cash flow.
- Potential risks and mitigation strategies to ensure financial sustainability.

4. Grant Management Plan

Include a plan detailing how the grant funds will be utilized, monitored, and reported in compliance with federal and state regulations. This plan must:

- Emphasize accountability and transparency in fund management.
- Outline specific measures for maintaining compliance with reporting deadlines, audit requirements, and performance indicators.
- Demonstrate the role of the grant manager in coordinating these efforts effectively.

IV. Evaluation and Selection Criteria

The proposal review process is tailored to select a developer with the expertise, vision, and capacity to successfully implement a housing project that aligns with the mission of the GNCC and CCL Collaborative. The evaluation will prioritize innovative, sustainable solutions that meet community needs, maintain affordability, and comply with federal, state, and local requirements.

Proposals will be assessed using a scoring system that emphasizes technical proficiency, financial readiness, and the ability to deliver on project goals within the specified timeline. The review process ensures fairness and accountability by adhering to established criteria, which include developer qualifications, project impact, and alignment with the Collaborative’s objectives of fostering equity, inclusion, and community well-being.

Each submission will undergo rigorous review to identify proposals that demonstrate strong project feasibility, adherence to compliance standards, and a clear understanding of the GNCC and CCL Collaborative’s mission to create equitable housing opportunities for underserved populations.

Proposals will be evaluated based on the following weighted criteria:

Evaluation Criteria	Weighting
Project Impact	30%
Project Readiness	25%
Developer Experience	20%
Financial and Administrative Readiness	15%
Grant Management Capability	10%

Detailed Evaluation Criteria

1. Project Impact (30%)

- **Alignment with GNCC and CCL Collaborative’s Mission:**
How well the proposal aligns with the GNCC and CCL Collaborative's mission to support New Americans, refugees, and underserved populations.

- **Community Benefits:**

The anticipated community benefits, including the quality of housing provided and the inclusion of additional units beyond the minimum requirements.

- **Support for Local Plans:**

How the proposal supports local government plans for affordable housing and/or neighborhood-level revitalization.

2. Project Readiness (25%)

- **Timeline Feasibility:**

Feasibility of the proposed timeline to achieve completion by September 30, 2026.

- **Preparedness for Compliance:**

Preparedness to meet federal and state compliance requirements promptly.

- **Efficiency and Effectiveness:**

The ability of the developer to complete the program activities within the performance period and demonstrate efficient and effective use of funds.

3. Developer Experience (20%)

- **Track Record with Federally Funded Projects:**

Previous experience with federally funded housing projects, particularly compliance with federal regulations.

- **Project Delivery:**

Demonstrated ability to deliver projects on time and within budget.

- **Support for Underserved Communities:**

Specific examples of projects that supported underserved communities or included elements of affordability and accessibility.

4. Financial and Administrative Readiness (15%)

- **Additional Funding:**

Demonstrate secured funding or plans to secure additional funding sources beyond the \$790,000 grant to cover additional cost.

- **Budget Transparency:**

Comprehensive and transparent budget documentation, including detailed cost estimates and financial plans.

- **Sound Financial Practices:**

Evidence of sound financial practices and administrative oversight.

5. Grant Management Capability (10%)

- **Qualified Grant Manager:**
Inclusion of a qualified grant manager on the developer's team with demonstrated experience managing federal funds and ensuring compliance with 2 CFR § 200.
- **Compliance Strategy:**
Clear strategies for adhering to federal reporting and audit requirements, including timely submission of all required documentation.

Evaluation Process

1. **Initial Screening:**
Proposals will be reviewed to ensure completeness and compliance with submission requirements. Incomplete or non-compliant proposals may be disqualified.
2. **Detailed Review:**
Eligible proposals will be evaluated based on the criteria outlined above, with reviewers assigning scores to each category.
3. **Scoring and Ranking:**
Proposals will be ranked based on the total weighted score. The highest-ranked proposal(s) will move forward for final consideration.
4. **Interviews and Clarifications (if necessary):**
Shortlisted developers may be invited for interviews or asked to provide clarifications on their proposals.
5. **Final Selection:**
The developer with the highest overall score, demonstrating the ability to meet project goals and compliance requirements, will be selected.
6. **Notification of Results**
All applicants will be notified of the selection decision via email by April 4, 2025.
7. **Conflict of Interest Disclosure**
Developers must disclose any potential conflicts of interest that could impact the evaluation process or the implementation of the project. Failure to disclose conflicts may result in disqualification.
8. **Evaluation Panel Composition**
An evaluation panel composed of representatives from the GNCC and CCL Collaborative (Asian Community & Cultural Center, Malone Center, El Centro de las Américas, and GNCC) will review and score the proposals. To ensure impartiality and a thorough assessment, the panel may consult with the Nebraska Department of Economic Development to verify that the selection process and proposed outcomes comply with applicable federal and state regulations.
9. **Tie-Breaking Procedure (if applicable)**
In the event of a tie between two or more proposals, the evaluation panel will give preference to the proposal with the strongest demonstrated community impact, such as the inclusion of additional affordable housing units or innovative partnerships to support underserved populations.

V. Terms and Conditions

This section outlines the key legal, operational, and compliance expectations for the project. Developers must review these terms carefully and confirm their ability to adhere to them as a condition of participation.

A. Federal Compliance Requirements

1. **§ 200.318 General Procurement Standards**

Developers must comply with federal procurement standards, ensuring full and open competition, avoiding conflicts of interest, and maintaining robust procurement procedures.

Key provisions include:

- Documented procurement procedures consistent with federal, state, and local laws.
- Oversight to ensure contractor compliance with contract terms.
- Written standards of conduct covering conflicts of interest.

2. **§ 200.319 Competition**

Developers must ensure full and open competition in all procurement transactions. Practices that restrict competition, such as noncompetitive awards or unreasonable qualification requirements, are prohibited.

3. **§ 200.327 Financial Management**

Developers are required to maintain financial management systems that ensure accurate tracking, reporting, and oversight of all grant-related expenditures.

4. **Audit Requirements**

Developers expending \$750,000 or more in federal funds annually must conduct audits in compliance with **§ 200.501** and submit results promptly.

5. **Non-Discrimination Laws**

Developers must adhere to federal non-discrimination statutes, including:

- Title VI of the Civil Rights Act of 1964
- Title VIII of the Fair Housing Act
- Section 504 of the Rehabilitation Act
- Title III of the Americans with Disabilities Act

B. Nebraska State Requirements

1. **State Labor Standards**

Developers must adhere to Nebraska labor laws, including:

- Prevailing wage requirements.
- Worker classification regulations.
- Workplace safety standards.

2. **Environmental Requirements**

Compliance with the Nebraska Environmental Protection Act and state-specific permitting requirements is mandatory. Developers must implement proper waste management and resource conservation practices.

3. **Contractor Registration**

Developers and subcontractors must comply with the Nebraska Contractor Registration Act and provide valid registration documentation upon request.

4. **Permits and Licenses**

Developers are responsible for obtaining all necessary permits and licenses required for the project.

5. **Zoning Compliance**

Developers must ensure compliance with local zoning ordinances and obtain any required variances before initiating work.

C. GNCC Standards and Policies

As the fiscal sponsor and subrecipient under Agreement Number: 22-PRH-007, GNCC has policies and procedures that developers must adhere to:

Good Neighbor Community Center Procurement Policies

1. Introduction

The Good Neighbor Community Center (GNCC) is committed to conducting all procurement activities in a manner that promotes transparency, accountability, and compliance with applicable federal, state, and local regulations. These policies provide a framework for GNCC staff, partners, and stakeholders to ensure that procurement practices are fair, competitive, and aligned with organizational goals.

2. Purpose

These procurement policies aim to:

1. Ensure compliance with **2 CFR §§ 200.318 - 200.327** and other relevant federal, state, and local laws.
2. Promote full and open competition in all procurement activities.
3. Establish clear procedures for evaluating bids, awarding contracts, and monitoring vendor performance.
4. Safeguard against conflicts of interest and unethical practices.
5. Provide guidelines for GNCC's role as a fiscal sponsor in collaborative projects.

3. General Procurement Standards

GNCC will:

- Conduct all procurement activities in a manner that ensures full and open competition.
- Document all procurement procedures, including methods of solicitation, selection criteria, and evaluation processes.
- Maintain oversight to ensure that contractors and vendors comply with the terms of their agreements.
- Avoid unnecessary or duplicative purchases by consolidating or breaking out procurements where appropriate.

4. Procurement Methods

GNCC may utilize the following procurement methods based on the size and scope of the purchase:

1. **Micro-Purchases:** For purchases below the federal micro-purchase threshold, GNCC may award contracts without soliciting competitive quotations if the price is reasonable. [2 CFR 200.320\(a\)\(1\)](#)
2. **Small Purchases:** For purchases below the simplified acquisition threshold, GNCC will obtain price or rate quotations from at least three qualified sources. [2 CFR 200.320\(a\)\(2\)](#)
3. **Sealed Bids:** For purchases exceeding the simplified acquisition threshold, GNCC will use a formal advertising process with publicly solicited sealed bids. [2 CFR 200.320\(b\)\(1\)](#)
4. **Competitive Proposals:** For complex procurements, GNCC will evaluate proposals based on pre-established criteria to select the most advantageous option. [2 CFR 200.320\(b\)\(2\)](#)
5. **Noncompetitive Proposals:** GNCC may use this method only under specific circumstances, such as when the item is available from a single source or during emergencies. [2 CFR 200.320\(c\)](#)

5. Conflict of Interest

GNCC will:

- Maintain written standards of conduct to address conflicts of interest.
- Prohibit employees, officers, and agents from participating in procurement decisions where they have a real or apparent conflict of interest.
- Require disclosure of any financial or other interest that could compromise impartiality.
- Enforce disciplinary actions for violations of conflict-of-interest policies.

6. Bid Evaluation and Award Process

GNCC will follow these procedures to evaluate bids and award contracts:

1. **Request for Proposals (RFP):** GNCC will issue RFPs with clear specifications, evaluation criteria, and submission deadlines.
2. **Evaluation Committee:**
 - Establish a Bid Evaluation Committee composed of GNCC staff and, if applicable, Board Members or external advisors with relevant expertise.
 - Ensure no member of the committee has a conflict of interest with any bidders.
3. **Bid Evaluation Criteria:**
 - Evaluate bids based on factors such as price, quality, experience, and compliance with regulatory requirements.
 - Use a scoring system to ensure objectivity and consistency.
4. **Award Notification:**
 - Notify the successful bidder in writing and provide a summary of the evaluation process.
 - Notify unsuccessful bidders and provide feedback upon request.

7. Contract Management and Oversight

GNCC will:

- Maintain oversight to ensure that contractors perform in accordance with contract terms.
- Require contractors to submit progress reports, invoices, and other documentation as specified in their agreements.
- Conduct periodic site visits or audits to verify compliance.

8. Documentation and Record Retention

GNCC will retain all procurement records for a minimum of five years after the final expenditure report. Records will include:

- RFPs and solicitation documents.
- Bid proposals and evaluation summaries.
- Contracts and amendments.
- Payment records and invoices.
- Correspondence with vendors.

9. Fiscal Sponsorship Projects

For projects where GNCC acts as a fiscal sponsor, the following procedures will apply:

1. **Collaboration with Partner Agencies:**

- GNCC will involve representatives from the sponsored agency in procurement decisions to ensure alignment with their goals.
 - Partner agencies may participate in the selection committee and provide input on contractor performance.
2. **Selection of Developers or Lead Companies:**
- GNCC will conduct a competitive bidding process to select developers, architects, or lead companies for large-scale projects.
 - The selected entity will handle procurement activities on GNCC's behalf, following GNCC's procurement policies, the sponsored agency's policies, and all federal and state regulations.
3. **Oversight of Delegated Procurement:**
- GNCC will require the developer or lead company to submit procurement plans, bid evaluations, and compliance documentation.
 - GNCC will retain the right to audit procurement activities and address non-compliance.

10. Emergency Procurement

In emergency situations where immediate action is required, GNCC may:

- Waive competitive bidding requirements to address urgent needs.
- Document the circumstances and justification for using emergency procurement procedures.
- Notify the Board of Directors and funding agencies of the actions taken.

11. Monitoring and Compliance

GNCC will:

- Conduct periodic reviews of procurement practices to ensure compliance with policies and regulations.
- Provide training for staff involved in procurement activities.
- Address non-compliance through corrective actions, including contract termination or legal remedies.

12. Review and Updates

These procurement policies will be reviewed annually and updated as needed to reflect changes in federal, state, or local regulations.

Developers must confirm their ability to comply with GNCC's policies as part of the proposal process. Failure to adhere may result in disqualification or termination.

D. Reporting and Compliance Obligations

1. **Recovery Plan**

Developers may be required to submit an annual Recovery Plan summarizing funding uses, outcomes, and challenges.

2. **Mandatory Disclosures**

Developers must disclose violations of federal criminal law involving project funds, as required by § 200.113.

3. **Notification of Project Staff Changes**

Any changes in project staffing must be communicated to GNCC and DED promptly.

E. Remedies for Non-Compliance

Failure to comply with these terms may result in:

- Suspension or termination of the agreement.
- Repayment of disbursed funds.
- Legal action to recover funds or enforce compliance.
- Disqualification from future funding opportunities.

F. Transparency and Accountability

1. **Record Retention and Accessibility**

Records must be retained for five years after the final expenditure report and made accessible for federal, state, or local inspections.

2. **Data Format and Transfer**

Records must be maintained in open, machine-readable formats.

3. **Audit Access**

Federal, state, and local agencies must have full access to records and project sites for monitoring and inspection.

VI. Financial Terms

This section provides a comprehensive overview of the financial obligations, funding parameters, and requirements for the developer to successfully execute the project.

A. Grant Funding Details

1. **Funding Source**

The project is funded by a \$790,000 grant provided by the Nebraska Department of Economic Development under the Pandemic Relief Housing Program (PRHP). For more information, visit the Nebraska DED Pandemic Relief Housing Program.

2. Grant Usage

Grant funds are restricted to eligible expenses as defined in the grant agreement. These include:

- Construction materials and labor.
- Architectural and engineering services.
- Permits, licenses, and other project-related fees.
- Grant administration costs directly tied to the project.

Ineligible Expenses: Expenses unrelated to the development of affordable housing units or ones incurred outside the performance period will not be reimbursed.

B. Additional Funding Responsibility

1. Securing Supplemental Funding

The \$790,000 grant is designed to support core project costs; developers must secure additional funding to cover expenses exceeding this amount. Sources may include:

- Private loans or lines of credit.
- Equity investments.
- Grants from public or private entities.
- Partnerships with financial institutions or community organizations.

2. Documentation for Supplemental Funding

Proposals must include a sources and uses of funds statement detailing:

- All funding sources for the project, including the \$790,000 grant.
- Allocation of funds to specific costs (e.g., construction, permitting, etc.).

Optional but Encouraged: Letters of commitment from partners or financial institutions to strengthen the proposal.

C. Payment Terms and Reimbursement

1. Reimbursement Basis

The Good Neighbor Community Center will reimburse the developer using grant funds on a reimbursement basis for documented and approved eligible expenses. Developers must submit:

- Proof of payment (e.g., invoices, receipts, payroll records).
- Detailed expense reports itemizing costs incurred.
- Supporting documentation (e.g., contracts, purchase orders).

2. Performance Period

Eligible expenses must be incurred between **April 4, 2025** (expected developer selection date) and **September 30, 2026**. Expenses outside this period will not be reimbursed.

D. Compliance Requirements

1. Compliance Period

The Compliance Period for the units developed under this program is 20 years, as mandated by the Nebraska Department of Economic Development. During this period, all units must remain in compliance with the program's regulations.

2. Tenant Eligibility

Eligible tenants must meet at least one of the following criteria:

- Be a refugee or immigrant as defined under federal resettlement programs.
- Be a resident of Lancaster County.

3. Rent Calculation

Rent will be capped at 30% of income of a household earning 185% of the Federal Poverty Guidelines.

4. Program Compliance & Reporting

Developers are responsible for ensuring leasing procedures comply with fair housing regulations and maintaining tenant records as required for program monitoring and reporting. Compliance with the 20-year period will be enforced through monitoring and reporting to ensure continued adherence to the terms of the grant funding agreement.

5. Priority Consideration

Priority consideration for refugee and immigrant households will be implemented through a structured tenant selection process that aligns with the project guidelines and fair housing regulations. The selection process will include:

1. Referral System:

- The CCL Collaborative will serve as a primary referral source for prospective tenants, ensuring that eligible refugee and immigrant households are aware of the housing opportunity.
 - CCL Collaborative will collaborate with local service organizations and resettlement agencies to reach newly arrived and established refugee families in need of stable housing.
- 2. Tenant Screening Process:**
- All applicants must meet the eligibility criteria outlined in the project guidelines, which include being a refugee, immigrant, or resident of Lancaster County.
 - The screening process will be conducted fairly and consistently, adhering to federal fair housing laws and local landlord-tenant regulations.
- 3. Application Prioritization:**
- Applications will be processed on a first-come, first-served basis, with refugee and immigrant households receiving priority placement on the waiting list.
 - If multiple eligible applicants apply simultaneously, preference will be given based on factors such as housing need, and family size matching unit availability.

E. Grant Management

1. Grant Manager Responsibilities

The selected developer must provide a dedicated grant manager with expertise in federal grant compliance to ensure the project aligns with federal, state, and local regulations. Responsibilities include:

- Preparing and submitting accurate financial reports to meet state and federal deadlines.
- Coordinating financial audits and compliance monitoring.
- Liaising with GNCC and funding agencies to address grant-related issues.
- Ensuring proper documentation of all project expenses and activities.
- Managing milestones to meet compliance deadlines, including periodic and final project reports.

F. Risk Mitigation

1. Financial Stability

Developers must demonstrate financial stability through:

- Evidence of sound financial practices.
- Adequate insurance coverage, including:
 - Commercial General Liability Insurance.
 - Builder's Risk Insurance to protect the project during construction.

2. Contingency Planning

Proposals should include a contingency plan to address potential risks such as:

- Construction delays.
- Material cost fluctuations.
- Unforeseen expenses.

G. Consequences of Non-Compliance

Failure to adhere to financial terms, including affordability and reporting requirements, may result in:

- **Suspension or Termination:** Immediate suspension or termination of funding.
- **Repayment of Funds:** Requirement to repay disbursed grant funds.
- **Disqualification:** Exclusion from future funding opportunities with Nebraska DED or federal programs.

VII. Governing Provisions for Developers

The selected developer must comply with the following federal, state, and local regulations and guidelines throughout the development, construction, and operation of the project. These provisions are essential to ensure compliance with the Pandemic Relief Housing Program funding requirements and the CCL Collaborative's standards.

A. Civil Rights and Non-Discrimination

The developer must adhere to all applicable non-discrimination laws, including:

1. **Title VI of the Civil Rights Act of 1964:**
Prohibits discrimination based on race, color, or national origin in federally assisted programs.
2. **Title VIII of the Civil Rights Act of 1968 (Fair Housing Act):**
Ensures fair housing practices and prohibits discrimination based on race, color, religion, sex, disability, familial status, or national origin.
3. **Section 504 of the Rehabilitation Act of 1973:**
Ensures accessibility for individuals with disabilities in federally funded programs.
4. **Title III of the Americans with Disabilities Act of 1990:**
Mandates accessibility in public spaces and facilities for individuals with disabilities.
5. **Affirmatively Furthering Fair Housing (AFFH):**
Developers must actively promote inclusive practices by eliminating barriers to housing access and implementing outreach strategies to underserved populations.

B. Accessibility and Design Standards

Developers must meet all federal and state accessibility requirements, including:

1. **Architectural Barriers Act of 1968:**
Requires federally funded facilities to be accessible.
2. **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970:**
Governs property acquisitions and relocation assistance.
3. **Visitability Standards:**
Projects must incorporate features such as:
 - o No-step entrances.
 - o 36-inch-wide doorways and hallways.
 - o Accessible bathrooms with reinforced walls for grab bar installation.

Developers must submit plans illustrating compliance with these standards. Requests for exceptions must include detailed justifications.

C. Labor Standards

1. **Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (E-Verify):**
Developers must verify employment eligibility for all workers.
2. **Drug-Free Workplace Act of 1988:**
Requires developers to maintain a drug-free environment for all project personnel.
3. **Hatch Act of 1939:**
Prohibits political activities by employees funded through federal programs.
4. **Prevailing Wage Requirements:**
Developers must comply with applicable federal, state, or local wage standards.

D. Environmental Standards

The project must adhere to environmental regulations, including:

1. **Pollution Prevention and Waste Management:**
Developers must implement sustainable practices to minimize environmental impacts, including waste disposal, water usage, and energy conservation.
2. **Nebraska Environmental Protection Act:**
Developers must comply with all state-specific environmental laws and secure necessary permits.

E. Transparency and Accountability

1. **Federal Funding Accountability and Transparency Act (FFATA):**
Developers must accurately report the use of federal funds and maintain transparency.
2. **Uniform Administrative Requirements (2 CFR § 200):**
Includes provisions on procurement, cost eligibility, financial management, and record retention.
3. **Record Retention:**
All project records must be retained for at least **five years** after the submission of the final expenditure report. Records should be:
 - Accessible to federal, state, and local authorities.
 - Stored in open, machine-readable formats.
4. **Audit Access:**
Agencies such as the U.S. Treasury, Government Accountability Office (GAO), and Nebraska Auditor of Public Accounts must have full access to records and project sites for monitoring and inspections.

F. Grant and Financial Management

1. **Financial Practices:**
Developers must:
 - Establish robust financial systems to manage grant expenditures.
 - Maintain accurate records for audits and monitoring.
2. **Lobbying Restrictions (31 U.S.C. § 1352):**
Federal funds may not be used for lobbying activities.
3. **Audit Requirements:**
Developers expending \$750,000 or more in federal funds during a fiscal year must:
 - Conduct a single or program-specific audit in compliance with Subpart F of 2 CFR § 200.
 - Submit audit results promptly to address findings through corrective actions.

Acknowledgment and Adherence

By submitting a proposal, developers affirm that they have reviewed, understand, and agree to fully comply with these provisions throughout the duration of the project.

VIII. Additional Information

This section provides supplementary details and resources for developers, emphasizing the broader mission of the CCL Collaborative and the requirements for federal grant compliance.



A. About the Cultural Centers of Lincoln Collaborative

The **Cultural Centers of Lincoln Collaborative** represents a focused initiative that builds upon decades of shared partnership and purpose among Lincoln’s cultural centers. Together, these centers continue to work cohesively under the broader framework of the **Cultural Centers of Lincoln** to address the diverse needs of the community while pursuing both collective and individual goals.

History of the Cultural Centers of Lincoln

The journey of collaboration began in **1999** with the formation of the **Cultural Centers Coalition**, comprising the **Asian Community and Cultural Center**, **Malone Center**, **El Centro de las Américas**, and the **Indian Center**. This coalition was rooted in a commitment to foster inclusivity, diversity, and social justice for Lincoln and Lancaster County’s underserved communities.

Over the years, the Coalition expanded to include the **Good Neighbor Community Center** and the **Ponca Tribe of Nebraska**, solidifying its role as a collective voice for Lincoln’s culturally diverse populations. In **2019**, the group rebranded as the **Cultural Centers of Lincoln**, a 501(c)(3) organization. That same year marked the start of strategic meetings among four of these agencies, leading to the establishment of the **Cultural Centers of Lincoln Collaborative**.

While the **Indian Center** and **Ponca Tribe of Nebraska** are not actively engaged in the day-to-day CCL Collaborative discussions, a dedicated Ponca Tribe member ensures that Native American perspectives are represented in all planning efforts. This inclusion highlights the broader commitment of the Cultural Centers of Lincoln to maintain cultural representation and unity in its initiatives.

Cultural Centers of Lincoln: Ongoing Collaboration

While the CCL Collaborative focuses on specific strategic projects, the Cultural Centers of Lincoln agencies continue to work together as a unified collective. This broader coalition serves as a model of multicultural cooperation, leveraging shared strengths to deliver impactful outcomes centered on diversity, social justice, and cultural competency. Together, the centers:

- Engage in ongoing initiatives to enhance equity and inclusion across Lincoln.
- Share resources and expertise to support underserved communities.
- Promote cultural awareness and understanding through education, advocacy, and events.

Mission and Goals of the CCL Collaborative

The Cultural Centers of Lincoln Collaborative is a distinctive initiative within the Cultural Centers of Lincoln that focuses on:

- Fostering inclusivity, cultural connection, and community growth.



- Addressing the housing, resource, and service needs of underserved populations, including New Americans, refugees, and immigrants.
- Celebrating Lincoln’s diversity while amplifying voices and perspectives that have historically been excluded.
- Developing community-centered solutions that reflect the values of diversity, equity, and cultural competence.

A Vision for the Future

A key milestone in the Collaborative’s strategic plan is the development of a shared community campus—a facility envisioned as a hub for social services, cultural exchange, and cross-cultural relationships. Anticipated to open by the **end of 2026**, this center will:

- Provide affordable, accessible, and culturally sensitive services to Lincoln’s diverse populations.
- Foster collaboration among the cultural centers and with external partners to maximize impact.
- Symbolize Lincoln’s commitment to diversity, equity, and inclusion.

This shared space is designed to empower the Collaborative to address community needs more effectively, providing the infrastructure necessary for enhanced programming, service delivery, and community engagement.

Through these collective and individual efforts, the Cultural Centers of Lincoln continue to embody its founding vision: creating a stronger, more inclusive community where every voice is valued, and every individual has the opportunity to thrive.

For more about the Cultural Centers of Lincoln Collaborative and its ongoing projects, visit: <https://culturalcentersoflincolncollaborative.com>

B. About Good Neighbor Community Center

As the fiscal sponsor for the Cultural Centers of Lincoln Collaborative under Agreement Number: 22-PRH-007, GNCC plays a pivotal role in ensuring the success of this project. Founded in 1973, GNCC has a long-standing history of serving Lincoln’s underserved communities through programs focused on food security, resettlement, education, and self-sufficiency.

GNCC’s Responsibilities as Fiscal Sponsor:

- **Oversight:** GNCC ensures compliance with all federal, state, and local laws, including procurement standards, financial controls, and grant reporting requirements.
- **Partnership Management:** GNCC works collaboratively with the CCL Collaborative partners, ensuring alignment with the shared mission of promoting inclusivity and equity.

- **Procurement Leadership:** In projects requiring external expertise, such as construction or renovations, GNCC leads or collaborates on the selection of developers, architects, or other key stakeholders through competitive bidding processes.
- **Advocacy for Affordability:** GNCC enforces affordability covenants and ensures tenant eligibility aligns with federal poverty guidelines.
- **Capacity Building:** GNCC supports its partners and selected contractors by providing access to resources and guidance on compliance matters.

For more information about GNCC, visit gncclincoln.org.

C. Federal Compliance Resources

Developers are encouraged to familiarize themselves with federal grant compliance requirements and relevant regulations. Key resources include:

1. **2 CFR § 200 Overview:**
Provides guidance on the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
Access the full document: [2 CFR § 200](#)
2. **HUD Section 3 Compliance:**
Details obligations to provide economic opportunities to low-income individuals and businesses.
Learn more: **HUD Section 3 Overview**
3. **Affirmatively Furthering Fair Housing (AFFH):**
Resources for implementing fair housing policies and eliminating barriers to inclusivity.
Access tools: **AFFH Resource Page**
4. **Nebraska Environmental Regulations:**
Explore state-specific environmental compliance requirements.
Visit: **Nebraska DEQ Environmental Guidance**

D. Glossary Terms

- **AFFH (Affirmatively Furthering Fair Housing):** A legal requirement for entities receiving federal funding to actively promote fair housing and equal housing opportunities. [Learn more](#)
- **ARPA (American Rescue Plan Act):** A federal law enacted in 2021 to provide COVID-19 relief and economic recovery funds. [Read more](#)
- **Certificate of Occupancy (CO):** A legal document issued by a local government agency certifying that a building complies with applicable building codes and is safe for occupancy.
- **CFR (Code of Federal Regulations):** The official codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. [Explore the CFR](#)
- **Compliance Period:** The time frame during which the project must adhere to specific regulatory requirements, such as tenant eligibility criteria.

- **DED (Nebraska Department of Economic Development):** A state agency responsible for promoting economic development and growth in Nebraska. [Visit DED](#)
- **Developer:** The entity or individual responsible for the planning, financing, and execution of the affordable housing project.
- **FPG (Federal Poverty Guidelines):** A measure used to define income eligibility for various federal programs, updated annually by the U.S. Department of Health and Human Services. [Check current FPG](#)
- **FFATA (Federal Funding Accountability and Transparency Act):** A law requiring transparency and accountability in the reporting of federal funding usage. [Details on FFATA](#)
- **Gantt Chart:** A visual project management tool used to outline timelines, tasks, and milestones for efficient project tracking.
- **GAO (Government Accountability Office):** An independent, nonpartisan agency that works for Congress to ensure that taxpayer dollars are spent effectively. [Learn more about GAO](#)
- **GNCC (Good Neighbor Community Center):** A Lincoln-based organization and fiscal sponsor of the Cultural Centers of Lincoln Collaborative, responsible for overseeing this project. [Visit GNCC](#)
- **HUD (Department of Housing and Urban Development):** A federal agency responsible for national housing policies and programs. [Visit HUD](#)
- **LB 1014 (Nebraska Legislative Bill 1014):** State legislation allocating funding for the [Pandemic Relief Housing Program](#). View [Nebraska Legislature](#)
- **PRHP (Pandemic Relief Housing Program):** A Nebraska program funded by ARPA to support the development of affordable housing for vulnerable populations.
- **RFP (Request for Proposal):** A document that solicits proposals from qualified vendors to complete a specific project or service.
- **Title VI (Title VI of the Civil Rights Act of 1964):** A federal law that prohibits discrimination based on race, color, or national origin in programs and activities receiving federal financial assistance. [Learn about Title VI](#)
- **Visitability Standards:** Design principles that promote basic accessibility in residential construction, ensuring that units can be easily visited by individuals with mobility impairments.

E. Submission Checklist

1. Project Approach and Timeline
 - Detailed timeline with key phases and milestones (including Gantt chart or visual representation)
 - Strategies for mitigating delays and ensuring timely completion
 - Milestone monitoring tools and processes
2. Design Concepts
 - Architectural renderings and floor plans demonstrating compliance with visitability standards
 - Description of how the design fosters inclusivity, privacy, and cultural relevance
3. Management Plan
 - Overview of key personnel qualifications and resumes
 - Clear organizational structure and communication protocols

- Coordination strategy between construction and grant management teams
- Identification of a qualified grant manager with federal grant expertise
- 4. Quality Control Procedures
 - Overview of quality assurance processes
- 5. Budget Breakdown
 - a. Detailed cost estimates for all project components
- 6. Funding Plan
 - Sources and Uses of Funds statement
 - Evidence of secured or anticipated funding sources
 - Detailed development and operating budget
- 7. Project Feasibility Analysis
 - Analysis addressing anticipated rental income, operating expenses, cash flow, and risk mitigation
- 8. Grant Management Plan
 - Plan for utilizing, monitoring, and reporting grant funds in compliance with regulations
- 9. Property Management Plan
 - Identification of whether the developer will manage the property directly or contract a third-party property management firm.
- 10. Conflict of Interest Disclosure
 - Disclosure of any potential conflicts of interest
- 11. Proof of Compliance with Nebraska Contractor Registration Act
 - Documentation of compliance for developers and subcontractors
- 12. Other Relevant Documentation (if applicable)
 - Any additional documentation required by federal, state, or local regulations.

F. Questions and Clarifications

For any inquiries or clarification regarding this RFP, developers should contact the following representatives of the Cultural Centers of Lincoln Collaborative:

1. **Tom Randa**
Executive Director, Good Neighbor Community Center
Email: tom@gncclincoln.org
Phone: **402.477.4173**
2. **Sheila Dorsey Vinton**
Executive Director, Asian Community and Cultural Center
Email: sheila@lincolnasiancenter.org
Phone: **402.477.3446**

G. Submission Deadlines for Questions



Questions must be submitted via email no later than **March 15, 2025**. Responses will be provided to all applicants to ensure transparency and equal access to information.

H. Proposal Submission Confirmation

Upon submission, applicants will receive a confirmation email acknowledging receipt of their proposal.

- **Submission Method:** Email proposals, including all required attachments and supporting documents, to:
tom@gncclincoln.org
- **Verification:** If no confirmation is received within 24 hours, contact **tom@gncclincoln.org** or **sheila@lincolnasiancenter.org** to verify submission status.

This concludes the **Request for Proposals for Development of Refugee & Immigrant Housing – Lincoln, Nebraska**. Developers are encouraged to carefully review all sections of this document to ensure compliance and the successful submission of their proposal.

Thank you for your interest in supporting the mission of the Cultural Centers of Lincoln Collaborative.