

**City of Vista
Redevelopment and Housing Department**

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

FAIR HOUSING SERVICES

**Request for Proposals
FY 2011-2012**



RFP GUIDELINES

**Applications available – April 8, 2011
Proposal Due Date – May 6, 2011, 5:30 pm**

Redevelopment and Housing Department
200 Civic Center Drive
Vista, CA 92084
www.cityofvista.com

Table of Contents

Background.....	3
Eligibility Information.....	3
Accessibility to Persons with Disabilities.....	3
Insurance Requirements.....	3
Scope of Work.....	3
Reporting Requirements.....	4
Evaluation Criteria.....	4
Application Process.....	5
Proposal Instructions.....	5
Deadline.....	5
Application Worksheet.....	6
Project Narrative.....	7
Project Budget.....	8
Budget Narrative.....	8
Budget Worksheet.....	9
Application Checklist.....	10
Supplemental Documents Checklist.....	11
Attachment I – AI Summary Matrix, San Diego Region Impediments.....	12

Background

The City of Vista is soliciting proposals from qualified organizations for the development, implementation, and administration of a Fair Housing Program. The program shall include a Fair Housing educational element, a Fair Housing outreach element, a Fair Housing Testing component, and a Fair Housing referral element. The program will be funded through U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds and is required to be operated in compliance with all pertinent federal regulations, including but not limited to 24 CFR Part 570 and OMB Circular A122 and A133.

The initial term of the contract shall be for a period of one year (July 1, 2011 through June 30, 2012), with an option for the City to extend the contract for two additional one-year periods, at the discretion of the City, depending upon determination by the City of satisfactory performance by the contractor and availability of funding. The maximum proposal request for a one-year period may not exceed \$40,000.

Eligibility Information

Open to all agencies, non-profit and for-profit. Applicant must demonstrate a thorough knowledge of fair housing laws and regulations, as well as experience in implementing fair housing programs. Agencies must have, or commit to provide, a location in North San Diego County that is easily accessible by public transportation.

Accessibility to Persons with Disabilities

Programs, information, participation, communications, and services must be accessible to persons with disabilities and comply with the Americans with Disabilities Act (ADA).

Insurance requirements

If awarded the contract, applicant must have or acquire \$1,000,000 in liability coverage, automobile coverage, workers compensation coverage, and must list the City of Vista as an additional insured on their policy.

Scope of Work

The contractor shall be responsible for the development, implementation, and administration of an ongoing Fair Housing Program, which shall include at a minimum, the following components:

Fair Housing Education

1. Develop a seminar on Fair Housing law and issues for private sector, non-profit agency, government agency, and/or other appropriate audience as directed by the City and conduct a minimum of four times per year.
2. Provide training and technical assistance to City staff and others as requested regarding Fair Housing issues, laws, reasonable accommodation, resources, and current events.

Fair Housing Outreach

1. Develop, produce, and distribute as required, Fair Housing brochures and/or pamphlets to the public regarding fair housing law and regulatory issues. These materials shall be available in both English and Spanish.
2. Annually conduct and/or participate in a regional San Diego Fair Housing Fair intended to educate the public on fair housing issues, laws and resources.
3. Participate in the San Diego County Fair Housing Resource Board (FHRB).
4. Conduct a Fair Housing Poster Contest during Fair Housing Month.
5. Address findings and activities identified in the 2010-2015 San Diego County Regional Analysis to Impediments, as noted in the AI Summary Matrix (Exhibit I)

Fair Housing Testing

1. Develop and be responsible for conducting fair housing testing. This will include a minimum of 10 testing sites (paired test format) based on criteria as directed by the City, as well as additional testing sites as needed based on complaints.

Fair Housing Referral

1. Develop and maintain a well-publicized system to receive fair housing complaints, to resolve or refer such complaints to the appropriate source for resolution, and to maintain and provide to the City complete statistical records on all complaints and their resolution.
2. Counsel, advise, provide mediation services, or refer at least 50 individuals/families with Fair Housing related issues annually.

Reporting requirements

The contractor selected will be required to submit regular financial and performance reports as follows:

Financial Reports/Reimbursement Claims due:	Performance reports due:
October 15 th	October 15 th
January 15 th	January 15 th
April 15 th	April 15 th
July 15 th	July 15 th

Please note that this is a cost reimbursement program and that no funds will be provided up-front. Back-up documentation will be required for all costs submitted for reimbursement. Only those items included in the approved budget, or through an approved budget amendment, will be eligible for reimbursement.

Evaluation Criteria

Proposals will be reviewed by program staff for completeness, incomplete and late proposals will be disqualified. A review panel, including program staff and outside experts, will evaluate eligible proposals. Proposals will be judged on their responsiveness to this RFP, the applicant's experience and ability to perform the required work, and the cost effectiveness of the program. The contractor will be approved by City Council at a regularly scheduled City Council meeting (anticipated to be June 14, 2011). Decisions by the City Council are final.

Application Process

There will be no applicant workshop for this Request for Proposals. Requests for clarification related to definition or interpretation of the RFP shall be made in writing prior to Tuesday, May 3, 2011 at 5:30 PM. Questions must be submitted in writing via email to Kathy Valdez at kvaldez@cityofvista.com. No questions will be accepted via telephone. Questions and answers will be posted on the City's website (www.cityofvista.com), on the Redevelopment and Housing page, within 2 business days of staff receiving the inquiry. Applicants are encouraged to check the website often to view posted questions and responses.

Proposal Instructions

1. Review the RFP Guidelines carefully
2. Obtain Board approval to submit an application
3. Complete the Application Worksheet
4. Complete a Project Narrative – be sure to include all requested information
5. Complete the Budget Summary Worksheet
6. Complete a Budget Narrative
7. Utilize the Application Checklist to ensure that all components have been included
8. Utilize the Supplemental Documents Checklist to ensure that all required documents have been included

Deadline

Proposals must be received by 5:30 p.m., Friday, May 6, 2011. Submit an **original and four copies** of the complete application (each copy should include all sections of the application, see application checklist on page 10) **and one copy** of the supplemental documents (see supplemental documents checklist on page 11). Supplemental documents may be provided on a CD in lieu of paper. If submitting a CD, please label the CD and clearly name all of the files.

The proposal package can be mailed or hand delivered to:

Kathy Valdez, Program Manager
Redevelopment & Housing Department
City of Vista
200 Civic Center Drive
Vista, CA 92084

**City of Vista
2011-2012 Fair Housing Services
Application Worksheet**

<i>Applicant Information</i> Agency Name: Street: City/State/Zip: Phone Number: Fax Number: Tax ID Number:
<i>Authorized Official</i> Name: Title: Email address:
<i>Contact Person (If other than above)</i> Name: Title: Phone Number: Email Address:
<i>Total Project Budget:</i>

Applicant Certification,

To the best of my knowledge and belief, the information contained in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with all assurances, federal, state and local laws and regulations if funding is approved.

Typed Name and Title

Signature of Authorized Official

PROJECT NARRATIVE

The project narrative portion of the application is limited to 20 pages (maximum), double-spaced, 12 point font, and must include the following sections.

- a. Project Description
Describe the proposed Fair Housing Program, to include a Fair Housing educational element, a Fair Housing outreach element, a Fair Housing Testing component, and a Fair Housing referral element, as described in the RFP.
- b. Performance Measurements and Timeline
Provide a detailed scope of work for the program. For each activity list the objective, outcome, and outcome measurement. Describe how data will be collected, tracked, and stored. Prepare a timeline for implementation/completion of the program activities.
- c. Organizational Capacity
Describe your organization's knowledge of fair housing laws and regulations, as well as related services. Discuss your experience in providing Fair Housing services, specifically as it relates to: education, outreach, testing, and referral. If you are proposing to subcontract in portion of this program, describe the work to be completed by the subcontractor and their experience in providing that/those services. Include a letter of commitment from any proposed subcontractors.

Describe the experience of the staff that will work on the program, including subcontractors (if applicable) and those that will be providing program oversight. If proposing to subcontract, describe lines of authority and oversight. Include an organizational chart that includes the proposed program.

Describe the financial system utilized by the agency, including how CDBG funds will be tracked separately from other funding sources. Identify whether your organization has sufficient funds to sustain the program for a minimum of three months until reimbursement of expenditures are received. Please submit documentation detailing your organization's reserves. Documentation may include cash and/or credit reserves.

Identify whether your agency has a personnel policy manual with an affirmative action plan and grievance procedure. If not, explain why not. Attach a list of the Board of Directors and resumes of key staff including program manager and fiscal officer.

Identify whether or not the agency has liability insurance coverage, in what amount, and with what insuring agency. Also identify whether or not the agency pays all payroll taxes and workers' compensation as required by Federal and State Law. Additionally, identify whether or not the agency has fidelity bond coverage for principal staff who handles the agency's accounts, in what amount, and with what insuring agency.

PROJECT BUDGET

On a separate page, prepare a detailed budget summarizing the use of proposed funding. A suggested budget summary worksheet is included on the following page. Please revise the form and annotate budget items as they relate to your project.

BUDGET NARRATIVE

Provide a detailed explanation of each line item in the project budget, indicating how the amounts were determined and justifying the need for the item.

BUDGET SUMMARY WORKSHEET

Budget Category	Description/Computation	Cost
a. Salaries and Wages		
b. Fringe Benefits		
c. Consultant/Contract Services		
TOTAL PERSONNEL		\$
d. Office Rent		
e. Utilities		
f. Telephone		
g. Office Supplies		
h. Equipment		
i. Printing/Duplication		
j. Travel/Conferences		
k. Other (specify)		
TOTAL NON-PERSONNEL		\$
TOTAL PROJECT BUDGET		\$

* Please revise this form and annotate budget items as needed.

APPLICATION CHECKLIST

Submit one (1) original and four (4) copies* of the application (Items number 1 through 9)

___ **1. Application Worksheet** (signed by the authorized official)

___ **2. Application Checklist**

___ **3. Project Narrative** (*Maximum 20 pages*)

___ Project Description

___ Performance Measurements and Timeline

___ Organizational Capacity

___ **4. Budget**

___ **5. Budget Narrative**

___ **6. Organizational Chart**

___ **7. Resumes of key staff**

___ **8. Letter of commitment from proposed subcontractor(s)** (if applicable)

___ **9. Supplemental Documents Checklist**

SUPPLEMENTAL DOCUMENTS CHECKLIST

Submit one (1) copy of each of the following. (Any or all of the items may be Submitted on a CD. If submitting on CD, please label the CD and clearly name the individual files.)

- A. Board of Directors' authorization to submit CDBG application***
- B. Board of Directors' designation of authorized official***
- C. List of Board of Directors** (include telephone number, address, occupation/affiliation of each member; identify principal officers)
- D. Articles of Incorporation**
- E. Bylaws**
- F. State and Federal Tax Exemption Determination Letters**
- G. 2009/2010 Year-End Agency Operating Budget**
- H. 2010/2011 Agency Operating Budget**
- I. 2011/2012 Proposed Agency Operating Budget**
- J. Most recent Audited Financial Statement, with notes**
- K. Documentation of reserves** (bank statement, access to line of credit, etc)

* Items A and B may be provided in one action/document or two separate documents (Documentation may be a copy of the minutes of the meeting in which the governing body's resolution, motion, or other official action is recorded; standing resolution/policy regarding grant applications; signed letter from the Chairperson; etc. Must include the name, title, address and telephone number of each authorized official.)

Please identify the format in which documents are being submitted:

Hard Copy On CD Combination of Hard Copy and CD

EXHIBIT 1

2010-2015 San Diego County Regional Analysis to Impediments

**AI Summary Matrix
San Diego Region Impediments**

AI SUMMARY MATRIX - SAN DIEGO REGION IMPEDIMENTS

IMPEDIMENT(S) TO BE ADDRESSED	GOALS	ACTIVITIES OR STRATEGIES TO MEET THE GOALS	RESPONSIBLE ENTITIES ASSIGNED TO MEET GOALS
1. Limited educational and outreach literature regarding fair housing issues, rights, and services on websites/public counters	Increase availability of media regarding fair housing issues, rights, and services	<p>Ensuring ease of access to information about fair housing on websites and prominently display information on public counters</p> <p>Increase knowledge of the process of reporting complaints</p>	While this impediment applies to all jurisdictions, the cities of Chula Vista, Coronado, Del Mar, Imperial Beach, Lemon Grove, San Diego, Solano Beach, National City, La Mesa, and Escondido should provide additional links and detailed information about fair housing on their websites.
2. Lack of knowledge pertaining current laws for new homeowners becoming landlords	Increase knowledge among small property owners about fair housing	<p>Coordination of education efforts between fair housing service providers and all entitlement and participating jurisdictions</p> <p>Target education and outreach materials to the small property owner market population</p>	Service providers and all entitlement and participating jurisdictions
3. Fair housing violations committed by predominantly small “mom and pop” rental operations	Decrease fair housing violations committed by small rental operations	<p>Coordination of education efforts between fair housing service providers and all entitlement and participating jurisdictions</p> <p>Target education and outreach materials to the small property owner market population</p>	Service providers and all entitlement and participating jurisdictions
4. Underrepresentation among Hispanics and Blacks in the homebuyer market and observed large disparities in loan approval rates	Increase representation among minorities in the homebuyer market and reduce observed disparities in loan approval rates	<p>Collaboration with the San Diego Reinvestment Task Force to implement the recommendations contained in the Three Year Plan</p> <p>Homebuyer programs increasing outreach efforts and homeownership opportunity awareness to minority communities</p>	Service providers and all entitlement and participating jurisdictions
5. Reoccurring rental/home market application denial due to credit history and financial management factors	Reduce rental/home market application denial due to credit history and financial management factors	<p>Provide findings of this AI and other related studies to the Community Reinvestment Initiative (CRI) Task Force</p> <p>Homebuyer programs should continue providing education and outreach on Credit History and Financial Management</p> <p>Collaboration with the CRI to implement the recommendations contained in the Three Year Plan</p>	Service providers and all entitlement and participating jurisdictions
6. Persistent and increasing housing discrimination based on race, disability, national origin, and familial status	Reduce housing discrimination based on race, disability, national origin, and familial status	<p>Conduct comprehensive, countywide random testing regularly to identify issues, trends, and problem properties</p> <p>Expand testing to cover other protected classes, especially those with emerging trends of suspected discriminatory practices</p> <p>Support stronger and more persistent enforcement activity by fair housing service providers</p> <p>Expand education and outreach efforts, especially to small rental property owners</p>	Service providers and all entitlement and participating jurisdictions

IMPEDIMENT(S) TO BE ADDRESSED	GOALS	ACTIVITIES OR STRATEGIES TO MEET THE GOALS	RESPONSIBLE ENTITIES ASSIGNED TO MEET GOALS
7. Racial segregation—significant patterns of racial and ethnic concentration	Reduction of racial segregation to create a more diverse and equal San Diego County	<p>Diversify and expand the housing stock to accommodate the varied housing needs of different groups</p> <p>Promote equal access to information for all residents on the availability of decent and affordable housing by providing information in multiple languages and through venues and media that have proven success in outreaching to the community, particularly hard-to-reach groups</p> <p>Collaboration with local housing authorities and affordable housing providers to ensure affirmative fair marketing plans and deconcentration policies are implemented</p>	All jurisdictions
8. Overconcentration of Section 8 voucher use in specific geographic areas	Geographic dispersal of Section 8 voucher usage	<p>Expand the availability of affordable housing inventory and implement policies to discourage overconcentration of affordable housing units within individual jurisdictions</p> <p>Promote the Housing Choice Voucher program to rental property owners</p> <p>Collaboration with local housing authorities and affordable housing providers to ensure affirmative fair marketing plans and deconcentration policies are implemented</p> <p>Implement of the Choice Communities Initiative and Moving Forward Plan by the San Diego Housing Commission (SDHC) to expand locational choices for voucher use</p> <p>SDHC should explore mechanisms to deconcentrate voucher usage within individual jurisdictions</p>	<p>While this impediment applies to all jurisdictions, the cities of El Cajon, National City, and others more heavily impacted by high concentrations of voucher usage are of utmost concern</p> <p>San Diego Housing Commission</p>
9. Limited housing choices for persons with disabilities	Increase housing choices for persons with disabilities	<p>Expand the variety of available housing types and sizes.</p> <p>Increasing housing options for not only persons with disabilities, but also senior households, families with children, farmworkers, the homeless, etc.</p>	All jurisdictions
10. Non-adoption of a universal design ordinance	Adoption of a universal design ordinance	<p>Encourage/require universal design principles in new housing developments</p> <p>Jurisdictions with a residential rehabilitation program should specifically include ADA-compliant upgrades in their programs; also consider program modifications to allow financial assistance for accessibility improvements for renters/homeowners</p>	All jurisdictions

IMPEDIMENT(S) TO BE ADDRESSED	GOALS	ACTIVITIES OR STRATEGIES TO MEET THE GOALS	RESPONSIBLE ENTITIES ASSIGNED TO MEET GOALS
11. Minorities and families of children disproportionately affected by lead-based paint hazards	Lead-based paint testing in all homebuyer and residential rehabilitation programs	Require and provide for lead-based paint testing in all homebuyer and residential rehabilitation programs	While this impediment applies to all jurisdictions, the cities of Coronado, Del Mar, Encinitas, Imperial Beach, Lemon Grove, Solana Beach, National City, and Santee should implement lead-based paint testing in their homebuyer and residential rehabilitation programs—if no homebuyer program is in effect, provide other provisions
12. Substandard housing conditions tend to impact minority households disproportionately.	Identify and, when feasible, implement programs that improve substandard housing conditions.	<p>Make lead-based paint testing part of housing rehabilitation programs.</p> <p>Consider modifying housing rehabilitation program to make financial assistance available for renters as well as homeowners.</p>	Service providers and all entitlement and participating jurisdictions
13. Fair Housing service providers should actively pursue Fair Housing Initiative Program (FHIP) Funds.	Obtain additional funds for service providers to conduct fair housing testing services.	<p>Encourage the selection of organizations that meet criteria to receive FHIP funds.</p> <p>Encourage fair housing providers to seek FHIP funds for fair housing testing services.</p>	<p>Service providers and all entitlement and participating jurisdictions</p> <p>Fair Housing Resources Board</p>
14. Minimal regional collaboration among fair housing service providers	Increase regional collaboration among fair housing service providers	<p>Increase collaboration between fair housing service providers, affirmatively furthering fair housing in the region</p> <p>Utilization of a single reporting system by service providers to compile consistent fair housing data, facilitating analysis of trends and patterns</p> <p>Annual review of scope of work by entitlement jurisdictions to identify service gaps</p>	<p>Service providers and all entitlement and participating jurisdictions</p> <p>Fair Housing Resources Board</p>
15. Inconsistent, discrepant data in fair housing service provider statistical reporting	Consistent, concurring fair housing service provider statistical reporting	Develop a uniform reporting method and consistent reporting categories to report fair housing data	Service providers and all entitlement and participating jurisdictions
16. Difficulty in gauging the success/progress of education and outreach efforts in sub-recipient contracts, Action Plans, CAPER reports, and annual accomplishment reports	Comprehensive reporting of fair housing success/progress in education and outreach efforts	<p>Increase report of quantifiable goals, objectives, and accomplishments through outcome-based performance measures</p> <p>Publicize the outcomes of fair housing complaints to encourage reporting</p>	<p>While this impediment applies to all jurisdictions, the city of Oceanside should establish outcome-based performance measures</p> <p>All jurisdictions should continue to identify specific quantifiable objectives and measurable goals related to furthering fair housing</p>

IMPEDIMENT(S) TO BE ADDRESSED	GOALS	ACTIVITIES OR STRATEGIES TO MEET THE GOALS	RESPONSIBLE ENTITIES ASSIGNED TO MEET GOALS
17. Fair housing service disparities across the region	High-quality fair housing service across the region	<p>Collaboration with fair housing service providers to ensure an adequate level of service is available to all residents</p> <p>Evaluate service gaps and establish appropriate levels of funding for the provision of these services</p> <p>Regularly update the service area map and provide the public with clear information on service providers and types available</p> <p>Establish a collaborative relationship with the 2-1-1 San Diego Hotline</p> <p>Educate and train phone operators to identify and direct fair housing issues to the appropriate service providers</p> <p>Listing of fair housing service providers as a part of available community service organizations</p>	<p>Service providers and all entitlement and participating jurisdictions</p> <p>Fair Housing Resources Board</p>
18. Exclusion of random testing/testing audits from fair housing service provider contracts	Pro-active testing audits for discrimination in the housing market— decreased reliance on inaccurate, complaint driven testing	<p>Incorporate random testing/testing audits in fair housing service provider contracts</p> <p>Conduct audits in 2011 and every two years thereafter</p> <p>Conduct regional audits</p> <p>Collaboration between entitlement jurisdictions and fair housing service providers to pursue FHIP funds for audits and testing as HUD funding is available</p>	Service providers and all entitlement and participating jurisdictions
19. Disconnect between tenant/landlord disputes and fair housing discrimination prevention	Fair housing encouragement towards tenant/landlord dispute resolution	<p>Ensure tenant/landlord dispute resolution services are provided to complement fair housing services</p> <p>Addition of tenant/landlord mediation services currently offered by NCL to housing services provided by other fair housing service providers</p>	Service providers and all entitlement and participating jurisdictions