

Fair Housing Suburban Community Engagement Request for Qualifications

The Fair Housing Implementation Council (FHIC) issues this Request for Qualifications (RFQ) to expand suburban community engagement and participation in government decision-making processes to further fair housing. The FHIC recognizes a need to build capacity for community engagement in the suburban FHIC jurisdictions to further its individual and cross-jurisdictional fair housing activities. The suburban FHIC jurisdictions are the counties of Anoka, Carver, Dakota, suburban Hennepin, suburban Ramsey, Scott, and Washington, and the cities of Bloomington, Eden Prairie, Minnetonka, Plymouth, and Woodbury.

Protected classes covered by the federal Fair Housing Act are: race, color, national origin, disability, familial status, sex, and religion.

The FHIC seeks project proposals for work in the suburban jurisdictions to engage underrepresented racial, ethnic, and other protected class communities around the following activities:

1. To educate individuals on their fair housing rights as defined by the Fair Housing Act and the Minnesota Human Rights Act;
2. Explain how government processes impact them and how to be a part of these decision-making processes to further fair housing;
3. Work with underrepresented protected classes to identify strategies to address the fair housing challenges they face;
4. Connect community members with decision-makers to further fair housing in the jurisdiction;
5. Work with fellow FHIC grantees around shared fair housing issues; and
6. Preferred: Meet with schools, education providers, education organizations, and families to identify the intersection of education and housing to identify practices to further fair housing.

The proposal must be responsive to all responsibilities covered in the scope of work. The FHIC encourages joint proposals between organizations and/or consultants to ensure geographic coverage and ability to fulfill the requirements in the scope of work. Additional weight will be given to proposals that address the intersection of housing and education.

The FHIC may award up to \$65,000 for this RFQ to cover one or more proposals. Proposals not selected by the FHIC will be shared with an additional funder or funders who have expressed interest in resourcing community engagement in suburban communities.

The FHIC cannot fund activities that meet the definition of Political Activity as defined by the Department of Housing and Urban Development:

A sub-recipient is prohibited from using CDBG funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as sponsoring candidate forums, distributing brochures, voter transportation, or voter registration. However, a facility originally assisted with CDBG funds may be used on an incidental basis to hold meetings, candidate forums, or voter registration, provided that all parties and organizations have access to the facility on an equal basis and are assessed equal rent or use charges, if any.

6.11 Political Activity (24 CFR 570.207(a)(3)).

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SCOPE OF WORK:

1. Create a contact list of organizations, service providers, and other community groups that work with protected class communities in the FHIC jurisdictions covered by your proposal.
2. Hold an in-person meeting with FHIC participants from the jurisdictions covered by your proposal to discuss the engagement plan and ensure meaningful coverage of the FHIC jurisdiction(s).
3. Build relationships with underrepresented protected class communities.
4. Hold a series of meetings with underrepresented protected class community members to: 1) provide education on their fair housing rights under applicable law, 2) explain how government processes impact them, 3) identify whether any of these processes disproportionately impact them, and 4) identify how they can be a part of these decision-making processes to further fair housing.
5. Connect community members with government decision-makers to discuss strategies to address their fair housing concerns and further fair housing.
6. Preferred, but not required: Meet with schools, education providers, education organizations, and families to identify the intersection of education and housing to identify practices to further fair housing.
7. After each meeting, provide an engagement summary of topics discussed, and how these will lead to the next phase of your work plan.
8. Collect anonymous demographic data on participants to ensure protected class communities were reached. Template form to be provided by the FHIC.
9. Inform FHIC participants of the meeting details to promote with contacts, as appropriate.
10. Invite FHIC participants to these community meetings, as appropriate.
11. Provide a quarterly update to the designated FHIC contact.
12. Grantees will be invited to attend FHIC meetings.

QUALIFICATIONS:

1. Required:
 - a. Applicant must have experience working with one or more communities of color and/or other protected classes.
 - b. Applicant must have experience engaging or organizing with one or more communities of color.
 - c. Applicant must have experience explaining government processes to community to facilitate meaningful participation.
 - d. Applicant must have connections, or the capacity to build connections, in one or more protected class communities located in the counties of Anoka, Carver, Dakota, suburban Hennepin, suburban Ramsey, Scott, and Washington, and the cities of Bloomington, Eden Prairie, Minnetonka, Plymouth, and Woodbury
 - e. Applicant must have familiarity with the federal Fair Housing Act.
2. Preferred:
 - a. An understanding of institutional racism and other institutional barriers to protected classes.
 - b. An understanding of how fair housing relates to the demographic changes in housing and school districts.

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EVALUATION CRITERIA:

1. Clarity of project proposal.
2. Quality and quantity of coverage in suburban FHIC jurisdictions.
3. Ability to engage community.
4. Quality of strategies and their likelihood of successfully meeting the scope of work.
5. Experience making government processes meaningful to those affected by these decisions.
6. Priority will be given to applicants that have meaningful, long-standing connections to communities of color and one or more of the following communities:
 - a. Limited English Proficiency individuals
 - b. Immigrants (any immigration status including refugees or undocumented persons (those with no immigration status))
 - c. Low-income households
 - d. Individuals who have suffered displacement from rentals and/or homeownership
 - e. Housing Choice Voucher holders or other recipients of public assistance (including those that received a voucher but unable to place it)
 - f. Under-represented faith communities
 - g. Communities that are underrepresented in government processes
 - h. Protected Classes
7. Previous relevant work.
8. Demonstrated capacity to achieve project goals.

TIMELINE:

Application Due	June 6, 2018, 11:59 p.m.
Questions on the RFQ Due (via email or phone call to Alyssa Wetzel-Moore):	May 24, 2018, 11:59 p.m.
Interviews	The week of June 25, 2018
Finalist Selection	On or Around July 9, 2018
Project Completion	June 30, 2019

AVAILABLE RESOURCES:

1. Fair Housing Handout
2. Participation Record

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APPLICATION INSTRUCTIONS:

1. Email your application to Alyssa Wetzel-Moore at Alyssa.Wetzel-Moore@ci.stpaul.mn.us
2. Put “**FHIC RFQ**” in the subject heading.
3. Schedule a phone call to ask questions (optional): You are invited to email Alyssa Wetzel-Moore to schedule a phone call to discuss your questions about this RFQ or you may submit your questions via email. The last day to schedule a phone conversation or submit email questions is Thursday, May 24, 2018.

APPLICATION:

1. **Budget:** If Joint Application, provide total grant amount requested and how funds will be distributed amongst the organizations.

2. **List all of the FHIC jurisdictions covered by your proposal:**

Counties	Cities
Anoka	Bloomington
Carver	Eden Prairie
Dakota	Minnetonka
Suburban Hennepin	Plymouth
Suburban Ramsey	Woodbury
Scott	
Washington	

3. **Work Plan and Project Time Line**

4. **Application Questions (Maximum 6 pages)**

- 1) Applicant must have experience working with one or more communities of color and other protected classes. Please describe the nature of your experience working with one or more communities of color and other protected classes. Specify whether your organization has leadership of color.
- 2) Please describe your strategies for building community connections and capacity in an area where you have few or no established community connections.
- 3) Describe why you plan to conduct your engagement work in the FHIC jurisdictions you selected and how will ensure meaningful coverage of those jurisdictions.
- 4) Please describe your experience with facilitating meaningful community participation in government processes.
- 5) Please describe your experience with teaching fair housing or other “know your rights” content, facilitating community discussions, and/or leadership development of protected classes.
- 6) Explain how your organization(s) has the capacity and ability to complete this project.
- 7) If Joint Application, explain how your organization(s)/consultants plan to work together to meet the scope of work.