

Request For Proposals (RFP)

Analysis of Impediments

To Fair Housing Choice

June 13, 2024

1. Introduction

The purpose of this invitation is to obtain the services of a consultant and or firm, hereinafter referred to as “Consultant”, to perform a service for the Crawford Partnership for Education and Economic Development, hereinafter referred to as “Crawford Partnership.” Specifically, the Crawford Partnership is seeking qualifications and proposals from consultants interested in assisting Crawford County in producing the U.S. Department of Housing and Urban Development (HUD) mandated Analysis of Impediments (AI) to Fair Housing Choice. The AI shall be conducted in accordance with the necessary requirements and guidelines under the Federal regulations. The analysis will be used to evaluate, monitor, address, and resolve Fair Housing issues.

2. Project Background

Crawford County receives Community Development Block Grant (CDBG) allocation funds for all of Crawford County, Ohio. CDBG funds are regulated by the U.S. Department of Housing and Urban Development (HUD). The funding made available to the Crawford County Commissioners for the AI is received under the CDBG Program, and therefore, is subject to regulations under Title 24 of the Code of Federal Regulations. As the recipient of federal CDBG dollars, Crawford County is required to take steps to affirmatively further fair housing as part of the obligations it assumes when it accepts these funds. As part of these efforts, Crawford County must complete a comprehensive AI to fair housing.

The Purpose of the AI is to:

- Serve as the substantive, logical basis of Fair Housing Planning, and
- Provide essential and detailed information to policy makers, administrative staff, housing providers, lenders, and fair housing advocates.

An AI involves:

- A comprehensive review of the jurisdiction’s laws, regulations, and administrative policies, procedures, and practices;
- An assessment of how those laws, etc. affect the location, availability, and accessibility of housing, services, commercial and retail development; and
- An assessment of conditions, both public and private, affecting fair housing choice in areas of low and high opportunity.

Impediments to Fair Housing choice are:

- Any actions, omissions, or decisions taken because of race, color, religion, sex, disability, familial status, or national origin which restrict housing choices or the availability of housing choices, and
- Any actions, omissions, or decisions which have the effect of restricting housing choices or the availability of housing choices on the basis of race, color, religion, sex, disability, familial status, or national origin.

- In addition, the State of Illinois offers legal protection based on ancestry, age (at least 40 years old), marital status, military status, order of protection status and sexual orientation.

3. Scope of Services

The most recent AI will be made available for review and reference. Consultants are asked to describe the tasks required to successfully complete the AI and carry out the Scope of Services outlined below and as provided in the Department of Housing and Urban Development's Fair Housing Planning Guide.

However, Consultants may include additional services that the Consultant is capable of providing and which, in the Consultant's opinion, would enhance the implementation of the proposed Scope of Services. The Analysis will encompass all of Crawford County.

The consultant will analyze and examine data to identify problems. Analysis of data will also reveal barriers, strengths and solutions. The consultant will fully identify the factors that are contributing to segregation, preventing integration or the preservation of integrated neighborhoods, producing racially or ethnically concentrated areas of poverty, preventing equal access to opportunity, and inhibiting a fair housing environment.

3.1 Components of the Analysis

The Analysis must analyze the following components at the county level.

1. Segregation and Integration of Protected Classes.
 - Identify pertinent data including demographic, income, employment and housing data as well as studies that have been completed that relate to fair housing.
 - Identify pattern/areas of segregation at the regional and census tract level.
 - Analyze factors that create or perpetuate segregation of protected classes, and identify ways to address them (e.g. best practices)
2. Racially and Ethnically Concentrated Areas of Poverty (RCAP/ECAP)
 - Identify racially or ethnically concentrated areas of poverty by calculating the population in RCAP/ECAP as a percentage of the total population by race and for each ethnic group.
 - Analyze factors that create or perpetuate these areas and factors that prevent de-concentration.
3. Access to Opportunity
 - Identify areas/neighborhoods with elements of opportunity (schools, employment, healthcare, transportation, retail, public services, low-crime, recreation, etc.
 - Identify areas/neighborhoods with missing elements of opportunity or elements requiring enhancements.
 - Analyze the factors that create or perpetuate the disparity.
4. Fair Housing Environment
 - Identify any findings of discrimination by HUD, an equivalent agency, or a court and analyze plans to resolve the cause.

- Identify local and regional fair housing agencies and provide a review of prior and current activities that promote fair housing, including an assessment of agencies currently providing fair housing programs in the area.
 - Identify opportunities for collaborative efforts to advance fair housing.
 - Analyze the barriers to effective fair housing enforcement and education.
5. Private Market Activity
- Provide an examination of private market issues that relate to the sale or rental of housing, the provision of brokerage services, mortgage lending, insurance sales and underwriting, property appraisal and property management.
6. Public Policies
- Examine and evaluate public policies and practices which affect the provision of fair housing including but not limited to public services, state and local laws, ordinances and regulations, planning and zoning laws and decisions, land use regulations, community development funding policies and practices in areas of low and high opportunity, procedures and practices of the local public housing authority and property tax policies including, but not limited to tax exemptions.
7. Public Participation
- Engage stakeholders from all elements of the community to deliberate on fair housing concerns, ideas, and analysis through focus groups, an advisory commission, community meetings, surveys, or other effective outreach methods. Participation means broad, aggregate participant profile that aligns with the region's demographics, with a particular focus on marginalized citizens, community groups, providers of housing, and social service organizations.
 - The Consultant will be responsible for preparing agendas, handouts, and other presentation materials as appropriate as well as maintain notes and results of each public meeting.

3.2 Deliverables

- Consultant will provide an initial list of impediments to fair housing listed in order of priority with proposed methods of corrective actions to address identified impediments for Crawford County. A final list of impediments and corrective actions will be developed in collaboration with Crawford Partnership staff. Any impediment that is found in an individual jurisdiction must be addressed in the overall county AI. The AI will be done in accordance with HUD regulations.
- Consultant will provide a draft of the AI report in progress for review and comment by the Crawford Partnership prior to submission of the final document.
- Provide three (3) hard copies of the final AI report. Provide three (3) electronic copies in a text-searchable PDF and in Microsoft WORD on a compact disk. The Crawford Partnership will own the AI and all rights to it.

4. Submittal Requirements

An original proposal and three (3) copies shall be submitted. Proposals should:

- Describe the approach and methodology the Consultant will employ in carrying out the work described in Section 3;

- Include any services the Consultant may require from the Crawford Partnership to perform the work described in the proposal;
- Provide a description of the Consultant's background, qualifications and experience, and the background and qualification of the staff to be assigned to the project;
- Provide at least three (3) references within the last two years of past clients with similar Scope of Services conducted and the time frame to complete each of the client's projects;
- Provide the timing and schedule of work to be performed, with a completion date for this project; and
- Provide a detailed fee schedule to complete the AI, as described within this RFP and the hourly rates of the people that will work on the project.
- Proposals must be submitted electronically no later than 4:00 p.m. on Wednesday, July 10, 2024 to David Zak at davidz@crawfordpartnership.org.

5. Selection Process

- Applicants receiving a Request for Proposal (RFP) will be asked to submit to the Crawford Partnership by 4:00 pm, July 10, 2024 their proposal for these services, following the requirements set forth in Section 4.
- Crawford Partnership will select a consultant based on its evaluation of the scope of services to be provided and the best price for such scope of work.
- Requests for additional information and questions regarding the RFP or the AI should be directed to David Zak, President & CEO, Crawford Partnership, 419-912-1150, or davidz@crawfordpartnership.org.