



Municipality of Norristown

Municipal Council

William Caldwell, President
Linda Christian, Vice President
Sonya D. Sanders, District 1
Gary H. Simpson, District 4
Derrick D. Perry, At Large
Olivia Brady, At Large
Marlon Millner, At Large

Crandall O. Jones
Municipal Administrator

ANNOUNCEMENT

REQUEST FOR PROPOSALS FAIR HOUSING PROGRAM

The Municipality of Norristown is a recipient of Community Development Block Grant (CDBG) funds. It is the policy of the Municipality to comply with Title VIII of the Civil Rights Act of 1968 also known as the Fair Housing Act, and other applicable laws. The Fair Housing Act requires recipients of Department of Urban Development (HUD) funds to administer programs and activities related to housing and community development in a manner which affirmatively furthers fair housing. The Municipality has allocated \$35,000 of its CDBG award to implement the Fair Housing Program.

The RFP detailing the scope of services is available upon request. **Proposals are due no later than 4:00 p.m. on Monday, July 28, 2014.** For more information, or to obtain a complete copy of the RFP, please contact:

Municipality of Norristown
Department of Planning and Municipal Development
235 East Airy Street
Norristown, PA, 19401
PHONE: (610)-270-0451



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REQUEST FOR PROPOSALS **COMMUNITY DEVELOPMENT BLOCK GRANT- FAIR HOUSING PROGRAM**

The Municipality of Norristown's Department of Planning and Municipal Development is seeking proposals for professional assistance to administer the Fair Housing Program.

BACKGROUND

The Municipality of Norristown is a recipient of Community Development Block Grant (CDBG) funds. It is the policy of the Municipality to comply with Title VIII of the Civil Rights Act of 1968 also known as the Fair Housing Act, and other applicable laws. The Fair Housing Act requires recipients of Department of Urban Development (HUD) funds to administer programs and activities related to housing and community development in a manner which affirmatively furthers fair housing. The Municipality has allocated \$35,000 of its CDBG award to implement the Fair Housing Program.

SCOPE OF SERVICES

We are seeking professional services for the following tasks:

A. SERVICE REQUIREMENTS

Services must be available to telephone, internet, and walk-in clients, and offices must be accessible to persons with physical disabilities. Consultants must also offer services in both English and Spanish or have the availability to make arrangements for translation services as needed. Counseling and complaint investigation services must be provided free of charge.

1. Housing Discrimination Services

i. Fair Housing and Anti-Predatory Lending Hotline. The successful applicant will be required to maintain a toll-free fair housing and anti-predatory lending hotline to field calls and make referrals to appropriate agencies and/or subcontractors for further assistance. A comprehensive listing of housing organizations and government offices must be maintained. The hotline number must be advertised on outreach and promotional materials used in the program and media efforts. Additionally, accurate records of all calls must be maintained.

ii. Provide in-depth counseling to callers and walk-in clients on all fair housing and housing discrimination related matters, including fair housing laws, rights, and responsibilities, complaint investigation services including testing and enforcement; training and volunteer opportunities, and other applicable services. Counseling services must be available and advertised to housing providers, housing consumers, government and social service agencies, community and educational groups, and the public at large.

2. Housing Education and Information Outreach

i. Develop and distribute fair housing literature to prospective tenants, property owners, landlords, and other organizations with general public contact.

ii. Make presentations to community organizations, realtors, and landlords concerning the rights and responsibilities related to fair housing and anti-discrimination programs, problems, and issues.

iii. Develop and distribute legal information with respect to fair housing to landlords, managers, and property owners.

iv. Develop a comprehensive outreach plan which guarantees proper geographic distribution of the outreach efforts throughout the Municipality of Norristown. The plan should also include a description of how the outreach services provided will be evaluated.

Methods to conduct the above activities and quantifiable estimates of each activity conducted are to be provided in the proposal. Quantification requested includes the number of meetings, number of individual counseled, recommended number of pieces of literature to be distributed, etc.

B. REPORTING REQUIREMENTS AND MONITORING

1. Fiscal and Programmatic Reports

Submit detailed financial, performance, and demographic reports to the Municipality on a monthly basis. The Municipality of Norristown may periodically request additional programmatic or statistical information outside the normal reporting requirements.

2. Annual Report

An annual report will be required that summarizes the citywide fair housing program, assesses its effectiveness, notes any specific housing discrimination or emerging trends, and outlines methods to improve and enhance the program.

3. Monitoring

The Municipality will participate in monitoring efforts and conduct additional monitoring as needed. Contractors must make all programmatic and fiscal records available for review as requested with adequate notice by municipal staff.

4. Records Maintenance

Contractors and any subcontractors must maintain records for at least three (3) years. After this period the contractors are advised to dispose of records in a secure manner.

PROPOSAL REQUIREMENTS

The bidder's response to this Request for Proposal shall be made according to the specifications set forth in content and sequence. As the proposal shall be used to determine the bidder's capability, it should be specific and complete in every detail. Failure to furnish to the information requested may result in the proposal being deemed non-responsive and it may be rejected.

The proposal must contain a description of the proposed approach to conduct the activities listed within the "Scope of Work". In addition, any recommended changes or alternative information considered pertinent for a viable, comprehensive fair housing program should be provided. The bidder should not limit the proposal to the performance of services in accordance with this document but should outline and identify any additional services and their associated costs if they are deemed necessary to provide conduct the Fair Housing Program and satisfy the requirements of the Fair Housing Act and other applicable laws. Term of the contract is three years renewable on anniversary.

The proposal to be submitted must also include the following without exception:

1. A statement of the consultant's understanding of the project.
2. The name, resume and role of the individual(s) working on the program. Note: The resumes should not exceed two pages.
3. Specific examples of comparable work within the last five years from other municipal clients where fair housing services were rendered.
4. A list of current contracts where fair housing work is currently being performed.
Provide a list of the contact names and phone numbers for each.
5. A minimum of three (3) samples of fair housing education outreach documents produced by your organization including brochures and pamphlets,

and/or other related publications.

6. A list of professional references including phone numbers.

CONSULTANT SELECTION

The following criteria, will be used in selecting a consultant for this project:

Qualifications of firm with special emphasis on previous experience with fair housing rehabilitation programs and ability to administer the program in a creative and cost conscious manner.

Cost as reflected in the hourly rates and “not to exceed” figure.

The municipality may hold interviews prior to a final selection of the program consultant.

PROPOSALS DUE

Proposals for services should be submitted to:

Municipality of Norristown
Department of Planning and Municipal Development
235 East Airy Street
Norristown, PA 19401

Proposals are due no later than 4:00 p.m. on Monday, July 28, 2014. For further information, please contact the Planning Department at (610) 270-0451.