

Statement of Qualifications  
for the

# Affirmatively Further Fair Housing Plan



City of Shreveport  
Department of Community Development

March 20, 2017 - April 20, 2017

*Bonnie Moore, Director*

**Statement Of Qualifications  
For The  
Affirmatively Further Fair Housing Plan**

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**I. INTRODUCTION**

The City of Shreveport, Department of Community Development is seeking firms to assist in the development of the City of Shreveport's Affirmatively Further Fair Housing Plan. Under the Affirmatively Further Fair Housing "AFFH" Rule, an Assessment of Fair Housing "AFH" will replace the current Analysis of Impediments "AI" process. The AFH planning process is designed to help communities analyze the challenges to fair housing choice and to establish goals and priorities to address the fair housing barriers in the community. Respondents must have a minimum of five (5) years' experience assisting jurisdictions with comprehensive planning. Those interested must be an independent party, and the agency must not reflect any real or apparent conflict of interest with the City of Shreveport. Minorities and women are encouraged to apply.

The Consultant will develop the City's Assessment of Fair Housing according to **AFFH Final Rule dated July 16, 2015 Federal Regulations at 24 CFR Parts 5, 91, 92, 570, 576, and 903 Affirmatively Furthering Fair Housing**, assuring participation by special interest groups (low-income persons, disabled, families with children, etc.)

**II. PROJECT BACKGROUND**

The CITY receives Community Development Block Grant (CDBG) funds. CDBG funds are regulated by the U. S. Department of Housing and Urban Development (HUD). The funding made available to the CITY for the AFFH is received under the CDBG Program, and therefore, are subject to regulations under Title 24 of the Code of Federal Regulations.

As the recipient of federal CDBG dollars, the CITY 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, the City must complete a comprehensive Assessment of Fair Housing (AFH).

The Purpose of the AFH 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 AFH 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.

### **III. SCOPE OF SERVICES**

Consultants are asked to describe tasks required to successfully carry out the Scope of Services outlined below. However, Consultants may include additional services which in the consultants' opinion would enhance the implementation of the proposed Scope of Services. The Assessment will encompass all jurisdictions covered by the City. The Assessment must include the following elements:

- A. Assessment shall include all pertinent data required in the HUD Assessment of Fair Housing Tool for Local Governments.
- B. Researching and analyzing data to identify possible impediments for fair housing;
  - a. An examination of pertinent data including demographic, income, employment and housing data as well as studies that have been completed that relate to fair housing.

- b. A review of prior and current activities that promote fair housing, including an assessment of agencies currently providing fair housing programs in the area.
      - c. 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.
      - d. An evaluation of 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.
- C. Making recommendations to remedy any fair housing impediments identified;
  - a. Identification of impediments to fair housing listed in order of priority with proposed methods of corrective actions to address identified impediments
  - b. Developing an action plan for implementation of any programs or policy changes required as a result of the identification of impediments to fair housing.
- D. Presenting the draft Assessment of Fair Housing to the public for comment and to the governing entity for comment and approval, with applicable graphics, maps and photographs;
- E. Producing thorough and complete documents that consolidate all elements in a format and organization structure that meets the federal regulations, guidelines and notifications; and
- F. Summarizing recommendations of the Assessment of Fair Housing into reader friendly Executive Summary using graphs, tables, pictures and charts.
- G. The following are expected to be completed as part of the Scope of Services:

- Identify the public meetings needed in the endeavor of gathering information and the potential groups needed to participate. The Consultants will be responsible for preparing agendas, handouts, and other presentation materials as appropriate as well as maintain notes and results of each public meeting.
- Provide a draft of the AFH report in progress for review and comment by CITY prior to submission of final document
- Provide five (5) hard copies of the final AFH report. Provide five (5) copies on a compact disk.

#### **IV. SUBMITTAL REQUIREMENTS**

This SOQ must include a brief history of the firm or organization and a resume' of each person in the office who will be assigned to the project; narrative of qualifications; resources committed to the project; strategies for public participation or consensus building; strategies and methodologies for managing the study; a listing of sub-consultants (if applicable); references including a listing of governmental bodies for which the respondent has been under contract and a similar project reference list.

1. Agency Information
  - A. Name, Address, Telephone Number, Facsimile Number, Contact Person
  - B. Type of Organization
  - C. Narrative of Qualifications
  - D. Resources (staff, equipment, materials to be committed to this project)
  - E. Strategies and Methodologies
2. Sub-Consultants
  - A. Names, Education, Experience, and Qualifications
3. References
  - A. A list of governmental agencies for which the respondent has been under contract
  - B. Similar projects reference list

In applying for these professional services, please respond no later than 5:00 p.m., April 4, 2017. All responses shall be directed to Ms. Bonnie Moore, Director, Department of

Community Development, Post Office Box 31109, Shreveport, LA 71130 or hand delivered to 401 Texas Street, First Floor, Shreveport, LA, 71101, (318) 673-5900. APPLICATIONS MAY NOT BE SENT BY FACSIMILE (FAX) or BY ELECTRONIC MAIL (E-MAIL).

This statement of qualifications can be obtained at the Department of Community Development, 401 Texas Street, Shreveport, LA, during regular business hours, beginning March 7, 2017, Monday through Friday, 8:30 A. M. and 4:30 P. M. The statement of qualifications is also posted on the city's website at [www.shreveportla.gov](http://www.shreveportla.gov).

#### **V. SELECTION PROCESS**

Applicants will have the opportunity to submit an SOQ to develop the complete Assessment of Fair Housing.

A selection committee will review all submissions. All responses will be evaluated on the basis of the information requested. They will be scored and ranked with the highest rating being awarded a contract.

In the event of a tie, the most qualified respondent whose SOQ is deemed most advantageous to the City of Shreveport with all factors considered will be awarded a contract. The selection of finalists may require verbal presentations.

Request for additional information and questions regarding the SOQ should be directed to Jackie Brown, Planner III for the City of Shreveport, Department of Community Development at (318) 673-5918 or [Jackie.Brown@shreveportla.gov](mailto:Jackie.Brown@shreveportla.gov).

The City of Shreveport, Louisiana  
Ensures Equal Housing and  
Employment Opportunities