



CITY OF PASSAIC, NEW JERSEY
DIVISION OF PURCHASING
DORIS DUDEK, R.P.P.O., Q.P.A.
Director of Purchasing

**CITY OF PASSAIC
REQUEST FOR PROPOSALS**

FAIR HOUSING SERVICES

JANUARY 1, 2017 – JUNE 30, 2017

1. SCOPE OF WORK:

For a **six (6) month period, January 1, 2017 – June 30, 2017**, the Consultant shall, as directed by the City of Passaic, Department of Community Development, assist the City in furthering fair housing practices through the City's community development programs. The provision of these services is mandated to further the fair housing objectives of Title VIII of the Civil Rights Act of 1968, Executive Order 11063 as amended, Section 504 of the Rehabilitation Act of 1973, Title I of the National Affordable Housing Act of 1990, and the implementations of the Fair Housing Amendments Act of 1988 by making persons of all races, colors, religions, sexes and national origins aware of the range of housing opportunities available to them; conducting other fair housing enforcement, education, and outreach activities; and promoting other activities designed to further the housing objective of avoiding undue concentrations of assisted person in areas containing a high proportion of low and moderate income persons.

2. SERVICES TO BE PROVIDED:

Education and Outreach: This consists of education of the general public and housing industry groups about fair housing rights and obligations. All activities must address or have relevance to housing discrimination based on race, color, religion, sex, handicap, familial status, or national origin. Work is to be performed upon assignment by the City of Passaic through its Department of Community Development.

- a. The Consultant will develop an informational brochure on fair housing rights and responsibilities. The Consultant shall provide the brochure to the Department of Community Development in a form ready for duplication. The Equal Housing Opportunity logotype or slogan must be included in the brochure. The City of Passaic shall be responsible for duplicating costs.

- b. The Consultant will prepare a public notice for publication in the North Jersey Herald & News and El Especial (Newspaper staff will prepare the translation from English to Spanish) to inform the public about fair housing laws and the City's affirmative marketing policy with respect to its Housing Rehabilitation Program. The Equal Housing Opportunity logotype or slogan must be included in the notice. The City shall be responsible for publication costs.
- c. The Consultant will conduct two educational seminars for the general public, civic associations, community-based organizations, and other groups. The seminars shall cover rights of homeowners and tenants and shall be held at a location(s) reasonably accessible to City residents.

Enforcement: The Consultant will maintain a local toll-free phone line and mailing address to accept and investigate complaints alleging discrimination based on race, color, religion, sex, handicap, familial status, or national origin in the sale, rental, or financing of housing. Activities shall include:

- a. Receiving housing complaints.
- b. Conducting investigations of bonafide housing complaints, whether such complaints shall be brought by or against the City or any individual therein.
- c. Attempting through negotiating to successfully resolve matters ad may be brought to the agency. Findings may be referred to any appropriate enforcement agency.

Affirmative Marketing: On an "as needed" basis, the Consultant shall assist the City in conducting Affirmative Marketing for certain housing assisted under the HOME Investment Partnerships Program. In accordance with the HOME Program regulations, 24 CFR 92.351(a), the City must adopt procedures to affirmatively market any rental and homebuyer projects containing five ore more HOME-assisted units. Although current program priorities include one to four family structures only, Affirmative Marketing is included in this Scope of Services in the event the program priorities should change during the contract period. For any such project referred to the Consultant, the Consultant will follow these procedures:

- a. Inform the public, owners, and potential tenants about Federal Fair Housing laws and the City's affirmative marketing policy (e.g., the use of the Equal Housing Opportunity logotype or slogan in press releases and solicitations for owners, and written communication to fair housing and other groups) (NOTE: The public will be informed via the newspaper notice specified under Education and Outreach above). To inform potential tenants, contact will be made to one or more tenants or public service organizations that serve lower income persons in the housing market area, such as the United Passaic Organization, the GPCCC, or the Catholic Family & Community Services -Hispanic Information Center. If the City has determined that persons with certain racial/ethnic characteristics are not likely to apply for housing, the Consultant will select a method appropriate for special outreach to such persons and conduct the research.

The owner shall be advised of his/her role in carrying out the procedures in an informational meeting at which he/she shall receive and sign a written statement regarding the City's affirmative marketing policy. At a minimum, the owner will be required to prominently display a fair housing poster with the Equal Housing Opportunity logotype or slogan at the property being so marketed. The written statement provided at the informational meeting shall also specify what, if any, role the owner will have in informing and soliciting applications from persons in the housing market area who are not likely to apply for the housing without special outreach (e.g., use of community organizations, places of worship, employment centers, fair housing groups, or housing counseling agencies).

- b. Maintain records that describe actions taken by the City and by owners to affirmatively market units. The record's format must be approved by the City's Department of Community Development.
- c. Assess affirmative marketing efforts to measure good faith and results. Maintain records regarding the assessment. Where representation of racial and ethnic groups is not broad and/or groups least likely to apply are not represented, the Consultant may review the affirmative marketing procedures to determine what changes, if any, should be made. The Consultant will report any such recommendations to the Department of Community Development.

With regard to the property owner's efforts, the Consultant will examine records the property owner has been required to maintain on actions taken. These records shall be compared with the initial requirements. The Consultant will assess the property owner's affirmative marketing efforts in relation to whether or not person's representative of the variety of racial and ethnic groups in the City, particularly groups who ordinarily would not apply, did apply and became tenants in the rehabilitated units. If the required actions are found to have been carried out, where possible and as specified, the Consultant may assume the owner has made a good faith effort to carry out the affirmative marketing procedures. If a property owner has failed to carry out the required procedures, the Consultant may take or recommend corrective action. The Consultant may meet with the owner to explain the requirements and city the deficiencies. The Consultant may prepare a remedial plan. If the owner fails to correct the deficiencies according to the remedial plan, the Consultant may take appropriate enforcement action.

**PROPOSAL FORM
FAIR HOUSING SERVICES**

DATE _____

We do hereby declare that we have carefully examined the specifications for Fair Housing Services for the City of Passaic and submit the following proposal:

1. Education and Outreach – An amount not to exceed \$ _____
2. Enforcement – An amount not to exceed \$ _____
3. Affirmative Marketing – An amount not to exceed \$ _____ per HOME-assisted project containing 5 or more units.

Total Amount Not To Exceed (Sum of Lines 1-3) \$ _____

The above services shall be billed at these hourly rates (add additional lines on another page if needed):

\$ _____ for _____ (title of staff person)

\$ _____ for _____ (title of staff person)

\$ _____ for _____ (title of staff person)

Please submit 3 copies of proposal. One left unbound for copying purposes.

SEE ATTACHED FORMS FOR SUBMISSION REQUIREMENTS.

NAME OF CONSULTANT: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

AUTHORIZED SIGNATURE: _____

PLEASE RESPOND BY FRIDAY, OCTOBER 21, 2016 BY 4:00 P.M.