

# NOTICE OF PROPOSAL



## NOTICE OF REQUEST FOR PROPOSALS

### CITY OF GLENDALE COMMUNITY REVITALIZATION DIVISION

#### ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

The City of Glendale is requesting a qualified firm or organization to conduct and prepare an Analysis of Impediments to Fair Housing. The selected firm or organization shall develop the City's analysis according to the requirements by the U.S. Department of Housing and Urban Development (HUD), assuring participation by special interest groups (low-income persons, disabled, families with children, etc.).

#### PROJECT DESCRIPTION

The City is seeking a qualified firm or organization to conduct and prepare an Analysis of Impediments to Fair Housing according to the requirements by the U.S. Department of Housing and Urban Development (HUD), assuring participation by special interest groups (low-income persons, disabled, families with children, etc.). The City of Glendale has been an entitlement city for Community Development Block Grant (CDBG) funds since 1977. The funding for this project is made available through CDBG funds. Funds received under the CDBG program are subject to the regulations under Title 24, Part 91 of the Code of Federal Regulations.

An Analysis of Impediments to Fair Housing Choice (AI) is a comprehensive review of the City's laws, regulations, administrative policies, procedures and practices in accordance with the Fair Housing Act of 1988. It requires an assessment of how those laws, etc., affect the location, availability and accessibility of housing, and an assessment of conditions, both public and private, affecting fair housing choice.

#### SCOPE OF WORK

The following tasks comprise the Services to be performed by the selected firm or organization:

1. The AI requires an assessment of how those laws, etc., affect the location, availability and accessibility of housing, and an assessment of conditions, both public and private, affecting fair housing choice.
2. The AI shall incorporate the assistance from Glendale community groups and other agencies to identify existing barriers to fair housing choice.
3. The AI Shall identify impediments that exists in Glendale in the public and private sectors as related to fair housing, and the AI may contain suggestions to address the impediments identified in the analysis.
4. The City shall review and comment on the AI prior to publication, with the right to have the City's comments included in the report.
5. The AI shall be completed within sixty (60) days after award of contract.

REQUEST FOR PROPOSAL PACKET

The RFP packet can be obtained at the City of Glendale Community Revitalization Division, 5850 West Glendale, Suite 107, Glendale, AZ 85301, Office (623) 930-3670 / (FAX) 623-435-8594) OR online at [www.glendaleaz.com/Clerk/publicnotices\\_communityrevitalization.cfm](http://www.glendaleaz.com/Clerk/publicnotices_communityrevitalization.cfm).

To request the RFP packet by email, please email Mona Francis at ([mfrancis@glendaleaz.com](mailto:mfrancis@glendaleaz.com)), referencing this RFP.

To request that a copy of the RFP packet be sent to your firm or organization through the U.S. mail or by courier service, fax or mail your request on your firm or organization letterhead referencing this RFP to the City of Glendale Community Revitalization Division. If Requestor is requesting to use a courier service, the Requestor must pay for and provide courier shipment information.

Questions pertaining to the RFP or firm or organization selection process should be directed in writing or emailed to Mona Francis, Community Revitalization Division, 5850 West Glendale Avenue, Suite 107, Glendale, AZ 85301, or ([mfrancis@glendaleaz.com](mailto:mfrancis@glendaleaz.com)).

The RFP submittal date is: **Monday, June 16, 2014 no later than 4:00 p.m.** Any proposal received after this time will not be considered and will be returned to the firm or organization.

CITY OF GLENDALE, ARIZONA

Publish: The Glendale Star  
June 5 & 12, 2014