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Equal Opportunity Housing and Equal Opportunity Employment

MEMO

To: Interested Parties
From: Minnesota Housing Finance Agency
Date: September 19, 2016
Subject: Response to Analysis of Impediments RFP Questions

Minnesota Housing is responding to questions received by interested parties pertaining to the Request for Proposal issued to conduct an Analysis of Impediments to fair housing for 2017-2021.

Question	Response
Does this procurement process require or provide preference to resident vendors?	The State is not requiring resident vendors for this RFP. The standard state template for RFPs includes a resident vendor certification form, and we are not requiring this completed.
When is the state's next Five-year Consolidated Plan due?	The State of Minnesota's 2017-2021 Consolidated Plan is due to HUD by 11/15/2016, although will be effective 10/1/2016.
When is the state's AI due to HUD?	There is no set due date for the AI.
Would the consultant be asked to partner with the agency/consultant conducting the Consolidated Plan for any activities where there would be economies of scale—e.g., housing program analyses, public processes?	The consultant will not be asked to partner with consultants working on the Consolidated Plan. The Consolidated Plan will be completed and the consultant will have access to the plan for review and analysis. The AI should be informed by other housing program and related analyses (including other jurisdictional AIs).
What did the state spend for its 2011 AI? Does the state expect to stay close to this budget or anticipate spending more for this AI?	The State of Minnesota spent \$112,340 for the 2012-2016 Consolidated Plan that included the 2011 AI. The AI comprised approximately \$42,000 of the overall budget. The scope of the 2011 AI was more limited that what is described in the present RFP and consultants should price based on the requirements of the present RFP.

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<p>At what geographic levels does the state desire to have impediments analyzed and identified? Example: by agency-identified regions, urban/rural, entitlement/nonentitlement</p>	<p>Generally, impediments should be analyzed and identified that apply to the entire state. In addition, we may evaluate on major regions and metropolitan statistical area (MSA) or by entitlement/non entitlement.</p>
<p>The RFP requires that the proposal be consistent with the State's Citizen Participation Plan; however, the draft plan attached to the RFP does not reference the Analysis of Impediments. In what ways will the State require that the AI proposal be consistent with the Citizen Participation Plan?</p>	<p>The CPP provides baseline citizen notification requirements under comprehensive planning process (which includes the AI). We expect citizen participation for the AI to be significantly more involved than these requirements; however, the activities described in the CPP must be included.</p>
<p>On page 4, the second paragraph under Project Description refers to displacement and gentrification, among other issues, and their impact on protected classes. As part of the analysis, is the State anticipating that the successful Responder will identify and research local municipal-level ordinances and actions (involving relocation, displacement, etc.) in order to conduct this analysis? Or, are there state-level policies, statutes, etc. that would be the focus of this issue?</p>	<p>The analysis should focus on state level policies, statutes, etc. and provide examples of local municipal-level ordinances, where applicable. We will not require an exhaustive survey of all municipal laws and policies.</p>
<p>Relative to the Review of Laws and Policies required, will the State identify these for the successful Responder or is the State anticipating that the successful Responder will identify them through their own research? Having State agency staff assist in the identification of state-level laws and policies will save time (and budget), and in most cases, prevent some laws and policies from being omitted from the analysis.</p>	<p>State agency staff are available for consult and can provide a listing of known state laws and policies; however the successful Responder should plan to conduct more in depth research.</p>