**CITY OF TUCSON
HOUSING AND COMMUNITY DEVELOPMENT**

REQUEST FOR PROPOSALS

TUCSON HOUSE RESIDENT ASSETS AND NEEDS
ASSESSMENT

Applications Due: September 20, 2023

For More Information, Email
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BACKGROUND

In August 2023, the City of Tucson Department of Housing and Community Development (HCD) was awarded a $50 million Choice Neighborhood Implementation (CNI) grant from the US Department of Housing and Urban Development. Tucson HCD will use the CNI grant to (a) create and rehabilitate more than 600 housing units for low-income households; (b) strengthen and expand supportive services for residents at the Tucson House public housing development, and (c) strengthen local public investments in 'Thrive in the 05', a 2.3-mile area that has been targeted for community-based crime reduction.

HCD is committed to incorporating resident needs and preferences into the physical design and social and health services provided on-site at the Tucson House. Toward that aim, HCD is issuing this Request for Proposals with the aim of identifying a subrecipient research team with capacity and expertise to plan and execute the Tucson House Resident Assets and Needs Assessment.

RESEARCH DESCRIPTION

The purpose of this research is to assess the health, education, and income/employment assets and needs of residents at the Tucson House public housing development. This baseline assessment will be used to finalize a resident services plan – i.e., the People Plan – that HUD requires from CNI grantees. The assessment will also provide baseline data on Tucson House residents before renovations begin and before service enhancements go into effect. This baseline data will thus provide a foundation for subsequent evaluations that track the effects of renovations and service enhancements on residents.

ELIGIBLE APPLICANTS

HCD will accept applications from not-for-profit research firms, units of state/local government, and institutions of higher education. Applicants may not be suspended or disbarred from doing business with the federal government and must have an active U.S. System of Award Management (SAM) Unique Entity Identifier at the time of application.

FORM OF AGREEMENT

The agreement(s) funded through this Request for Proposals shall take the form of a federal subgrant through the U.S. Department of Housing and Urban Development Choice Neighborhoods Implementation Grant Program (CNI).

The initial agreement will be for a 9-month period with the option of up to nine additional annual renewals based on availability of funds and the mutual agreement of both parties. Agreements resulting from this solicitation may be amended to continue the existing scope of work and/or to amend the scope of work to include additional or alternate research and evaluation activities.

OBJECTIVES

The primary objectives of the Resident Assets and Needs Assessment are as follows:

- To identify the current needs and challenges faced by public housing residents in the Tucson House.

- To identify current strengths and assets possessed by public housing residents in the Tucson House.

- To assess the effectiveness of existing public housing programs and services as it relates to addressing resident needs and building resident strengths and assets.

- To gather resident feedback and input regarding their living conditions and desired improvements at the Tucson House.

- To provide actionable recommendations for addressing identified needs and improving public housing services.

METHODOLOGY

The needs assessment will utilize a combination of qualitative and quantitative methods, including but not limited to:

- Resident surveys
- Resident interviews
- Focus groups with residents
- Key informant interviews

TIMELINE

The performance period shall begin on October 1, 2023 and expire on June 30, 2024.

September 5, 2023	Request for Proposals Released
September 20, 2023 (11:59pm AZ time)	Proposals Due
September 26, 2023	Award Decision Announced
October 1, 2023 – October 30, 2023	Assessment Design
November 1, ,2023 – December 15, 2023	Data Collection
December 31, 2023	Raw Resident Feedback Report Findings Due
January 31, 2024	Resident Feedback and Recommendation Report Due
Feb 2024 (Date TBD)	Resident Feedback and Recommendation Presentation

SCOPE OF WORK AND DELIVERABLES

- Needs Assessment Plan: A detailed plan outlining the methodologies, data collection tools, and timeline for the assessment. The needs assessment tools will be developed in partnership with key stakeholders as defined in the "Stakeholder Involvement" section of this Request for Proposals.

- Data Collection: Provide training and support for HCD staff, partners, and community volunteers conducting assessment interviews. Conduct follow-up interviews, focus groups, and other collections as needed to gather relevant information. Data collection must include responses from a minimum of 65%, or 265, Tucson House resident households.

- Data Analysis: Analyze the collected data to identify common themes, trends, and areas of concern.

- Raw Resident Feedback Findings Report: Present the findings of the assessment and key recommendations in non-publication-ready format for immediate use by HCD for program and design planning.

- Resident Feedback and Recommendation Report: Present the findings of the assessment in a comprehensive report, including resident feedback, needs analysis, and service effectiveness evaluation. Provide actionable recommendations for addressing identified needs and improving public housing services.

- Presentation: Deliver a presentation of the assessment findings and recommendations to key stakeholders, including Tucson House staff and residents.

STAKEHOLDER INVOLVEMENT

This project will require substantial collaboration with stakeholders including HCD staff, partner agencies which provide services on-site to Tucson House residents, and key CNI grant partners. Applicants should propose strategies which meaningfully engage all stakeholders in the design of the survey instrument to be used through the project.

HCD staff will coordinate with the selected research team to conduct the majority of resident surveys and will additionally provide gift card incentives for residents who participate in data collection activities. Costs associated with conducting initial surveys and participant incentives should not be included in the proposal budget; however, proposal budgets should include time to train and support staff interviewers, as well as time to complete follow-up interviews and/or focus groups if proposed as part of the research methodology.

DATA PRIVACY AND ETHICS

All data collection and handling will comply with local laws and regulations regarding data privacy and ethics. Informed consent will be obtained from residents participating in interviews and surveys.

Data collected may be used by the City of Tucson and, with the City of Tucson's permission, by the selected research team for additional study including but not limited to longitudinal studies and program evaluation.

BUDGET

Applicants shall propose lean project budgets which reflect the necessary, prudent, and reasonable costs of completing the scope of work described above. In accordance with the City of Tucson's approved CNI grant agreement, administrative overhead costs (including indirect costs) may not exceed 10% of the project budget.

REPORTING AND COMMUNICATION

Regular progress reports will be provided to the project stakeholders, and a final presentation will be made to present the assessment findings and recommendations.

PROPOSAL INSTRUCTIONS AND EVALUATION CRITERIA

Interested applicants are instructed to submit proposals as a single .pdf file. The proposal and any attachments, including the project budget, may not exceed five single-spaced typed pages. Proposals should be developed using standard 11-point or larger font and with margins no less than .5".

On the first page of the proposal, the following non-scored information must be provided:

- Organization Name and Address
- Organization Tax ID Number
- Organization SAM Unique Entity Identifier
- Principal Investigator Name and Contact Information (Phone/Email)
- Proposal Point of Contact Name and Contact Information (Phone/Email) if different than the Principal Investigator

Proposals must additionally address each of the following criteria:

1) Prior Experience (20 points): Describe the prior experience of the research entity and past projects, including any projects conducted on behalf of the City of Tucson. Proposals will be evaluated on the extent to which the applicant has demonstrated successful prior experience conducting research targeting HUD-funded programs, public housing residents, persons exiting homelessness, and other housing insecure communities. If the applicant has received funding through the City of Tucson previously, the applicant will be evaluated additionally on the extent to which it met prior deliverable, timeliness, and billing requirements.

2) Approach (30 points): Describe the proposed approach to completing the scope of work and ensuring that a minimum of 265 households respond to the data collection within the

timeframe specified above. Applicants will be evaluated based on the extent to which the approach is reasonable and appropriate to the City's needs.

3) Research Team (20 points): Describe the credentials and prior work of the specific researchers who will be involved in this project. Focus should be placed on the actual research team doing day to day work on the project. Applications will be evaluated on the extent to which the research team has relevant education, experience, and expertise as it relates to the subject matter of this Request for Proposals.

4) Local Presence (10 points): Due to the collaborative nature of this project, HCD prefers to work with a local research organization based in Tucson, Arizona. Applicants will be evaluated based on the extent to which they have an established physical presence in Tucson/Southern Arizona.

5) Project Budget (20 points): Applicants shall submit a detailed line-item project budget and budget narrative. Applicants will be evaluated based on the extent to which the proposed budget is reasonable, prudent, and necessary to accomplish the scope of work.

SUBMITTAL INSTRUCTIONS

Completed proposals should be submitted to Alison.Miller@tucsonaz.gov by the due date and time listed in this Request for Proposals. Late proposals will not be accepted.

QUESTIONS

Any questions regarding this Request for Proposals should be emailed to Alison.Miller@tucsonaz.gov.