

Request for Proposal (RFP)

Equity Assessment of Housing and Land Access Programs in the State of Vermont

Introduction

The Land Access and Opportunity Board is seeking proposals from qualified consultants to conduct an equity assessment of housing and land programs in the State of Vermont. The purpose of this assessment is to evaluate the extent to which current programs serve equitable access to land and housing and identify opportunities to improve the ability of these programs to meet the needs of underserved and marginalized populations. The assessment will inform and be informed by other LAOB initiatives including our Advisory Powers, Community Engagements, and Key Partnerships.

The LAOB was established under [Act 182 of 2022](#) “to acknowledge structural racism and address prevalent wealth disparities by creating new opportunities to improve access to woodlands, farmland, land and home ownership for Vermonters from historically marginalized or disadvantaged communities who continue to face barriers to land and home ownership.” These groups include people in poverty, individuals with disabilities, Black, Indigenous and People of color (BIPOC), immigrants, refugees, psychiatric survivors, and LGBTQIA+ people.

For more information about the LAOB visit:

- [Slide presentation about the LAOB's purpose, status, and projects](#)
- www.vhcb.org/our-programs/land-access-and-opportunity-board

Questions or requests for more information can be directed to Jean Hamilton, Director of Program Development: Jean@vhcb.org

Objectives

- Create a catalog of all programs in Vermont that support housing and land access.
- Identify and analyze the barriers that limit access to housing and land access programs for people living with a marginalized status.
- Identify strengths and best practices that can be replicated across Vermont's systems of housing and land access to meet the needs of disadvantaged individuals and communities.
- Develop a data dashboard of indicators to track the equitability of state systems of housing and land access.
- Conduct the assessment in culturally appropriate ways that foster mutual benefit, collaboration, and equity.

Scope of Work

The selected consultant will be responsible for:

- Creating a comprehensive catalog of housing and land access programs in Vermont that receive or benefit from State of Vermont funding or other resources.
- Assessing these programs' alignment with equity and inclusion guidelines.
- Reviewing, summarizing, and comparing existing equity assessments to facilitate learning from previously completed and ongoing assessments that are relevant to this subject matter.

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Scope of Work (cont)

- Conducting interviews with stakeholders, including program administrators, participants, and community members to identify barriers to equity.
- Analyzing program data and outcomes through an equity lens.
- Developing a comprehensive report with findings, recommendations, and an action plan for improving equity within housing and land access programs.

Preferred Qualifications

- Demonstrated ability to conduct and interpret quantitative and qualitative research.
- Direct experience of living with a marginalized status as defined in Act 182 of 2022.
- Familiarity with Vermont's institutions that intersect with housing and land access.
- Familiarity with the communities represented by the Land Access and Opportunity Board.
- Demonstrated understanding of discriminatory policies and practices that result in inequitable access to housing and land in Vermont.
- Demonstrated ability to work effectively on a team.
- Ability to attend in person meetings around the State of Vermont, including reliable access to transportation. Travel reimbursements are allowable in the proposed budget.

Proposal Submission

Written proposals for this contract should include:

1. Consultant Qualifications: Demonstrate how your qualifications enable you to fulfill the scope of work and meet the project objectives.
2. Methodology: Outline your proposed approach to conducting the equity assessment, including project management, data collection methods and analysis techniques. Include details of how your proposed activities foster mutual benefit, collaboration, and equity. What support will you/your team need to achieve the project objectives?
4. Budget: Provide a budget outlining all costs associated with conducting the equity assessment.
5. Timeline: Propose a timeline for completing the assessment, including key milestones and deliverable dates.

Timeline

- RFP Release Date: April 18, 2024
- Proposal Submission Due Date: May 20, 2024
- Consultant Selection: June 14, 2024

Submission Instructions

Submit written proposals electronically to Jean Hamilton, Director of Program Development at jean@vhcb.org