



**RESOLUTION NO. 3327**

At the meeting of the Houston Housing Authority Board of Commissioners, **October 19, 2021**, the following resolution was moved by **Kris Thomas** and seconded by **Kristy Kirkendoll**:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to enter into a contract with Sankofa Research Institute to provide consulting services in support of the Choice Neighborhood People Plan in the amount not to exceed \$169,920 for an initial period of performance of one (1) year, with HHA having the option of extending the contract one (1) additional year, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated September 8, 2021 to Mark Thiele, Interim President & CEO.

A true and accurate copy of the vote is listed below, and a true and correct copy of the Resolution that was approved is attached hereto.

Name	Aye	No	Abstain	Name	Aye	No	Abstain
L. Snowden, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. Hernandez*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Kirkendoll, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Cooksey*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Thomas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S. Ballard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Miller*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

**\*Absent:**     *M. Miller*     *A. Cooksey*     *G. Hernandez*

(SEAL)



Mark Thiele, Secretary  
HHA Board of Commissioners



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or action to authorize the Interim President & CEO or designee to enter into a contract with Sankofa Research Institute to provide consulting services in support of the Choice Neighborhood People Plan.

**2. Date of Board Meeting: September 21, 2021**

**3. Proposed Board Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to enter into a contract with Sankofa Research Institute to provide consulting services in support of the Choice Neighborhood People Plan in the amount not to exceed \$169,920 for an initial period of performance of one (1) year, with HHA having the option of extending the contract one (1) additional year, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated September 8, 2021 to Mark Thiele, Interim President & CEO.


**4. Department Head Approval**    Signature     Date: 10/14/2021

**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available     Yes     No    Source Grant Funds / Operating Funds

**VP of FO Approval**    Signature     Date: 10/13/2021

**6. Approval of President & CEO**

Signature     Date: 10/14/2021



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** ROBIN WALLS, VICE PRESIDENT OF HOUSING CHOICE VOUCHER PROGRAM  
**SUBJECT:** CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO ENTER INTO A CONTRACT WITH SANKOFA RESEARCH INSTITUTE TO DEVELOP THE CHOICE NEIGHBORHOOD PEOPLE PLAN  
**DATE:** SEPTEMBER 8, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to enter into a contract with Sankofa Research Institute to provide consulting services in support of the Choice Neighborhood People Plan in the amount not to exceed \$169,920 for an initial period of performance of one (1) year, with HHA having the option of extending the contract one (1) additional year.

**BACKGROUND:**

On July 14, 2020, HUD issued a Choice Neighborhoods Planning Grants NOFA FR-6400-N-38 with an application due date of September 14, 2020. The Houston Housing Authority and the City of Houston as Co-Applicant was awarded a Choice Neighborhoods Planning Grant by the US Department of Housing and Urban Development (HUD). This grant leads a neighborhood planning process and develops a comprehensive neighborhood revitalization plan (Transformation Plan) for the Cuney Homes public housing development and the broader Third Ward neighborhood. The specific requirements of the Planning Grant are detailed in the 2020 HUD Choice Neighborhoods Planning Grant Notice of Funding Availability (NOFA) and the grant agreement. Pursuant to the NOFA, the Choice Neighborhoods program is focused on three core goals, each of which must be addressed in the Transformation Plan:

**Housing-** Replace distressed public and assisted housing with high-quality mixed-income housing that is well-managed and responsive to the surrounding neighborhood's needs.

**People-** Improve outcomes of households living in the target housing related to employment, income, health, and children's education.

**Neighborhood-** Create the conditions necessary for public and private reinvestment in distressed neighborhoods to offer the kinds of amenities and assets, including safety, good schools, and commercial activity, that are important to families' choices about their community.

Central to the planning process is the active engagement of a comprehensive and inclusive array of community stakeholders, including residents of Cuney Homes and the Third Ward, health care providers, educational institutions, employers, local government representatives, social service agencies, faith-based groups, and others. It is critical that the planning process be designed to encourage and support

community engagement and result in a Transformation Plan that reflects a consensus vision for change in the areas of Housing, People, and Neighborhood.

A third-party Planning Coordinator has been selected to work with the City of Houston and HHA to organize and coordinate the overall Transformation Plan process. Sankofa Research Institute will provide additional consulting services designed to engage multiple critical Third Ward stakeholders in this critical assessment and planning process.

#### **ADVERTISEMENT**

On July 26, 2021, HHA'S Procurement Department posted RFP 21-39 on its website and placed a legal notice advertising the solicitation in the newspaper. HHA's Procurement Department developed a Bidders' List via the Bidders provided by other successful Choice Neighborhoods Grantees and other planners and planning teams that have developed successful plans in the City of Houston and Third Ward.

#### **SELECTION**

#### **EVALUATION PROCESS**

HHA staff, Robin Walls, Vice President of HCVP, Rhonda Foster, Asset Management Director and, Jay Mason, Manager of Construction Services, evaluated the two responsive proposals received,

The proposals were reviewed individually and evaluated according to the following six (6) criteria:

Evaluation/Selection Criteria	Maximum Score
Offeror's experience and qualifications in performing similar type of work	20
Methodology/Project Plan	30
Proposed Fees	30
Cost Control	5
M/WBE Participation	10
Section 3 Participation	10
<b>TOTAL POINTS</b>	<b>105</b>

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Sankofa Research Institute		95
2	Building Community/Design Workshop		86

References have been checked and returned positive. There are no conflicts of interest, and Sankofa Research Institute is not on the HUD Debarment List.

#### **DESCRIPTION OF SANKOFA RESEARCH INSTITUTE**

With almost ten years of experience, Sankofa Research Institute (SRI) has in-depth knowledge and expertise to undertake the scope of work for developing the Choice Neighborhood People Plan. The SRI team consists of deeply committed and invested individuals with a proven track record of providing

solutions to organizations and communities in the areas of community-based research and community engagement.

Sankofa is located in the Third Ward and deeply civically engaged in the community, including the involvement with the Emancipation Economic Development Council, the Greater Third Ward Super Neighborhood Association and the Third Ward Complete Communities Action Plan. SRI employs the Community Based participatory research (CBPR) model to identify community members as collaborators with academically trained researchers, community partners, and stakeholders in producing knowledge. Utilizing the CBPR model, SRI works with community-based organizations, nonprofits, foundations, and community members to generate evidence and information on issues that inform positive social change.

### **SANKOFA RESEARCH INSTITUTE RESPONSIBILITIES**

The Choice Neighborhood People Plan is intended to improve households living in Cuney Homes related to employment and income, health, and children's education. Specific services, which includes, but is not limited to:

#### *Administration and Organization*

- Assist in identifying and inviting additional partners to sit on People Task Force.
- Establish meeting schedule with Task Force members at the first meeting
- Serve as an additional point of contact to convey information to People Task Force members (meeting/event reminders, information gathering, strategy, and plan reviews).
- With guidance from HHA/City/Planning Coordinator, lead Task Force meeting discussions and summarize outcomes of meetings.
- Participate in bi-weekly Core Team Meetings during the 2-year planning process.

#### *Coordinate Information Exchange*

- Share and review relevant plans, studies, and data regarding neighborhood health, education, employment, and youth-related conditions, services, and performance metrics to help understand Existing Conditions and Opportunities in the Choice Neighborhood.
- With the core planning team and People Task Force, identify other stakeholders to interview during information gathering and/or bring together in Focus Group discussions.

#### *Plan Development*

- Guide People Task Force to identify strengths and weaknesses of existing conditions and services available to Cuney Homes residents and neighborhood residents by focus area (health, education, employment, and youth).
- Work with People Task Force members to identify service gaps based on Needs Assessment Survey findings, prior neighborhood surveys/plans, and task force discussions.  
With People Task Force, established priority needs to address in People Plan.
- Identify overarching vision and goals for the People Plan with Task Force.
- Develop SMART strategies (specific, measurable, achievable, relevant, and time-bound) that respond directly to needs identified during Needs Assessment and planning process. Consider strategies that link to other Transformation Plan goals.
- Develop performance metrics for each People Plan strategy with Task Force.
- Work with stakeholders to identify and form partnerships for the implementation of each People Plan strategy.
- With Task Force, identify estimated timelines (short-, mid-, long-term) to complete each People Plan strategy.

*For Draft Plan Document*

- Outline People Plan components
- Assist Planning Coordinator in summarizing findings, strengths, deficiencies, and opportunities
- Provide text describing overall recommendations, priorities, and plan for implementation, including vision, goals, strategies, timelines for completion, responsible parties, funding resources
- Respond to HUD's comments on the Draft Plan by suggesting recommended changes.
- Review final plan (People Plan) document for consistency.

*Community Engagement*

- Community Engagement Plan- work with HHA, the city, Planning Coordinator, and Core Team to refine the components and timing of the community engagement plan.
- Resident and Capacity Building – support training and capacity building of Cuney Homes residents to encourage their meaningful participation in the planning process. This may include training of resident ambassadors and assistance with Leadership Series coordination and administration. These activities could be expanded to be offered to neighborhood residents.
- Community Meetings – Participate in four (4) community meetings.
- Focus Group Meetings (3) – Assist in identifying participants for up to three (3) focus group meetings.
- Pop-ups / Special Events – Assist Planning Coordinator in developing and administering smaller engagement activities such as a senior coffee hour, youth planning workshop, neighborhood workshop. Activities could include participation of ambassadors in organizing the events.

*Needs Assessment Survey*

- Work with People Task Force members and Core Team to develop meaningful questions to establish baseline data of both Cuney Homes residents and neighborhood residents.
- Validate survey tool.
- Oversee administration and collection of surveys from at least 51% of Cuney Homes households.
- Analyze findings of the survey.

**RECOMMENDATION**

Accordingly, I recommend that the Board considers this resolution, which states:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to enter into a contract with Sankofa Research Institute to develop the Choice Neighborhood People Plan in the amount not to exceed \$169,920 for an initial period of performance of one (1) year, with HHA having the option of extending the contract one (1) additional year, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated September 8, 2021 to Mark Thiele, Interim President & CEO.