

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number \_\_\_\_\_

Meeting Type: Regular

Meeting Date: 10/23/2014

Action Requested By:  
Community  
Development

Agenda Item Type  
Resolution

Subject Matter:

Resolution authorizing an agreement between the City of Huntsville and J-QUAD Planning Group, LLC. for consulting services for 2015-2020 Analysis of Impediments to Fair Housing Choice.

Exact Wording for the Agenda:

Resolution authorizing an agreement between the City of Huntsville and J-QUAD Planning Group, LLC. for consulting services for 2015-2020 J-QUAD Planning Group, LLC..

**Note: If amendment, please state title and number of the original**

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

The Resolution to enter into an agreement with J-QUAD Planning Group, LLC. will allow the City to engage in a partnership with the Consultant to render services in connection to Community Developments Five Year Analysis of Impediments to Fair Housing Choice Plan.

Associated Cost: 0.00

Budgeted Item: No

MAYOR RECOMMENDS OR CONCURS: No

Department Head: \_\_\_\_\_



Date: \_\_\_\_\_

10/19/14

**ROUTING SLIP  
CONTRACTS AND AGREEMENTS**

Originating Department: Community Development

Council Meeting Date: **10/23/2014**

Department Contact: **Turkessa Coleman Lacey**

Phone # **Ext. 5418**

Contract or Agreement: **Agreement**

Document Name: **Agreement between the J-QUAD Planning Group, LLC., -2015-2020 AIPlan**

City Obligation Amount: **\$0.00**

Total Project Budget: **\$19,600.00**

Uncommitted Account Balance: **\$0.00**

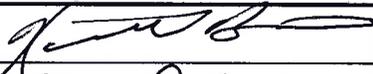
Account Number: **N/A**

**Procurement Agreements**

<b>Not Applicable</b>	<b>Not Applicable</b>
-----------------------	-----------------------

**Grant-Funded Agreements**

<b>Federal HUD</b>	<b>Grant Name:</b> 2015-2020 ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOIC PLAN
--------------------	--

Department	Signature	Date
1) Originating		10/10/14
2) Legal		10/20/14
3) Finance 		10/21
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

**RESOLUTION NO. 14-\_\_\_\_\_**

**BE IT RESOLVED** by the City Council of the City of Huntsville, Alabama, that the Mayor be, and he is hereby authorized to enter into an Agreement by and between the City of Huntsville and J-QUADE Planning Group, Inc., on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreement is substantially in words and figures similar to that certain document attached hereto and identified as "Agreement between the City of Huntsville, Alabama, and J-QUADE Planning Group, Inc., for Consulting Services for 2015-2020 Analysis of Impediments to Fair Housing Choice," consisting of fifty-seven (57) pages including Exhibit A, and the date of October 23, 2014, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being permanently kept on file in the Office of the City Clerk-Treasurer of the City of Huntsville, Alabama.

**ADOPTED** this the 23<sup>rd</sup> day of October 23, 2014.

\_\_\_\_\_  
President of the City Council of  
the City of Huntsville, Alabama

**APPROVED** this the 23<sup>rd</sup> day of October 23, 2014.

\_\_\_\_\_  
Mayor of the City of  
Huntsville, Alabama

STATE OF ALABAMA )

COUNTY OF MADISON )

**AGREEMENT BETWEEN THE CITY OF HUNTSVILLE,  
ALABAMA AND  
J-QUAD PLANNING GROUP, LLC. FOR CONSULTING  
SERVICES FOR 2015-2020 ANALYSIS OF IMPEDIMENTS  
TO FAIR HOUSING CHOICE**

THIS AGREEMENT, is entered into this the 23<sup>rd</sup> day of October, by and between the City of Huntsville, Alabama, hereinafter referred to as the CITY, and J-QUAD Planning Group, LLC., hereinafter referred to as the CONSULTANT.

WHEREAS, the City desires to engage the Consultant to render certain services in connection therewith:

NOW, THEREFORE, the parties hereto do mutually agree as follows:

I. SCOPE OF SERVICE.

Sections 104(b)(2) and 106(d)(5) of the Housing and Community Development Act of 1974, as amended, specifically requires Community Development Block Grant (CDBG) Program grantees to certify that they will affirmatively further fair housing. Congress reiterated this affirmative obligation in Section 105(b)(13) of the National Affordable Housing Act of 1990 (NAHA).

As a part of the Consolidated Plan, the City certifies annually that it will affirmatively further fair housing, which means it will conduct an Analysis of Impediments (AI) to Fair Housing Choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

The scope of the AI is broad. It covers the full array of public and private policies, practices and procedures affecting housing choice. In summary, the AI; i) Serves as the substantive logical basis for fair housing policy; ii) Provides essential and detailed information to policy makers, administrative staff, housing providers, lenders, and fair housing advocates; and iii) Assists in building public support for fair housing efforts both within a State or Entitlement jurisdictions/boundaries and beyond.

A Fair Housing Planning Guide detailing the information needed for conducting and AI is available on the HUD website at [www.hud.gov/offices/fheo/promotingfh.cfm](http://www.hud.gov/offices/fheo/promotingfh.cfm). The AI document must cover the period of July 1, 2015 through June 30, 2020 and must be submitted in Draft form to the Community Development Department no later than April 1, 2015, for Public Comment, and in Final form no later than May 1, 2015, for submission to the Huntsville City Council and HUD.

In order to assist Community Development in updating its Fair Housing Plan for the City of Huntsville as required by HUD, the Consultant shall conduct an Analysis of Impediments to Fair Housing Choice in the city, identify actions that may be useful for the city as it addresses the identified impediments, and suggest the type of documentary records that should be maintained to support the goal of affirmatively furthering fair housing.

- II. SERVICES TO BE PROVIDED The Consultant shall in a satisfactory and proper manner, as determined by the Community Development Division (CCD) of the City of Huntsville, provide services in accordance with the issued RFP dated June 25, 2014. The Consultant's proposal preparation of the 2015-2020 Analysis of Impediments to Fair Housing Choice and a copy of the RFP is attached hereto as Exhibit "A". The Consultants must also comply with the following:
- A. Using analytical methods, the Consultant will identify impediments to fair housing choice by assembling and interpreting a community profile in order to assess how demographic, income, and housing data characteristics influence housing choice. A summarization of the key demographic and economic trends will be revealed through data interpretation.
  - B. Meet with City representatives as deemed appropriate by CCD and interview key informants including the Huntsville Board of Realtors, Huntsville Housing Authority, and the North Alabama Coalition for the Homeless to determine local areas or issues of fair housing concerns.
  - C. Identify impediments to fair housing choice attributable to the public and private sectors of the city to include but not necessarily be limited to: Assessment of development regulations and land costs, taxes and fees, public housing programmatic goals, lead based paint, gentrification, schools, and loan approval by race, predatory lending activities, realtor's association activities, and insurance costs.
  - D. Develop a realistic, comprehensive set of actions and measurable results to overcome the effects of any impediments identified in the analysis. Based on the analysis of impediments documented, a Fair Housing Action Plan will be prepared with benchmarks and outcome measures.
  - E. Develop a plan to maintain records reflecting the analysis and actions taken to affirmatively further fair housing as part of the obligations assumed as an entitlement city for Community Development funds.

III. REPORTS, REPORT CONTROL AND CONTROL INFORMATION:

A. GENERAL REPORT PROVISIONS:

- i. The reports (interim and final) will be delivered to the City of Huntsville as per

the attached schedule.

- ii. Information collected shall be available exclusively to the City of Huntsville, and shall not be released by the Consultant to a third party without the written consent of the City.
- iii. No information shall be released to the press until after the Final Report has been submitted to the City of Huntsville, and then information may not be released by the Consultant unless the City provides written permission to do so.

B. **PENALTY FOR REPORT DEFICIENCIES AND DELINQUENCIES.** The CITY will make the final determination regarding delinquent or deficient reports, and generally regarding any matter of report provisions where interpretation may be required. The CITY will inventory and examine the Consultant reports prior to each request for Community Development Block Grant funds, being especially mindful to report completeness. Release of all funds under this contract is contingent upon satisfactory reporting by the Consultant under the terms of this contract. The CITY shall respond to any report deficiency or delinquency with a letter citing the applicable report deficiency or delinquency.

IV. **TIME OF PERFORMANCE.** The service of the Consultant shall begin on October 23, 2014 and shall be completed no later than May 1, 2015. A draft Fair Housing Plan shall be submitted for Public Comment by April 1, 2015.

V. **INDEPENDENT CONTRACTOR.** Nothing contained herein nor any document created or executed in connection herewith, shall be construed to create an employer-employee partnership or joint venture relationship between the CITY and Consultant. Consultant is an independent contractor and not an employee of the CITY. The compensation set forth in Section V. below shall be the sole consideration due Consultant for the services rendered hereunder. It is understood that the CITY will not withhold any amounts for payment of taxes from the compensation of Consultant hereunder. Consultant will not represent to be or hold it out as an employee of the CITY and Consultant acknowledges that he/she shall not have the right or entitlement in or to any of the pension, retirement or other benefit programs now or hereafter available to the CITY'S employees. Any and all sums subject to deductions, if any, required to be withheld and/or paid under any applicable state, federal or municipal laws or union or professional guild regulations shall be Consultant's sole responsibility and Consultant shall indemnify and hold the CITY harmless from any and all damages, claims, and expenses arising out of or resulting from any claims asserted by any taxing authority as a result of or in connection with said payments.

VI. **COMPENSATION AND METHOD OF PAYMENT.**

The Consultant shall be reimbursed for services rendered or expenses incurred subject to the receipt of a request for payment from the Consultant. The Consultant will receive payment as follows:

REPORTING PERIODS	DATES	PAYMENT
Reporting Period #1: Initiation, strategic planning, data collection and background research. Assessment of community attitudes, focus groups, and interviews. Fair housings law/case review, complaints.	January 16, 2015	\$4,900.00
Reporting Period #2: Community profile analysis, home mortgage disclosure act analysis, Fair housing index and equity assessment, review of barriers in development policies.	March 16, 2015	\$4,900.00
Reporting Period #3: "Draft" 2015-2020 AI Plan; identification of impediments, remedial actions and best practices. Public comment.	April 1, 2015	\$4,900.00
Reporting Period #4: "Final: 2015-2020 AI Plan. AI presentation.	May 1, 2015	\$4,900.00
	<b>TOTAL</b>	<b>\$19,600.00</b>

It is expressly understood that in no event shall the total compensation to be paid exceed the maximum sum of **Nineteen Thousand, Six Hundred Dollars (\$19,600.00)** for all services required hereunder. Furthermore, as required by the Department of Housing and Urban Development, if any program income is generated by the Consultant under the provision of this contract, it shall be returned to the CITY.

**VII. TERMINATION OF AGREEMENT FOR CAUSE.**

- A. If the Consultant shall fail to fulfill its obligations under the terms of this Agreement in a timely and proper manner, or if the Consultant shall violate any of the covenants, terms, or stipulations of this Agreement, CITY shall there upon have the right to terminate this Agreement by giving written notice to the Consultant of such termination, which notice shall specify the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Consultant under the terms of this Agreement shall, at the option of CITY, become the property of CITY, and the Consultant shall be entitled to receive just and equitable compensation for any work satisfactorily completed under the terms of this Agreement.
- B. In the event of termination of this Agreement under the terms this Agreement, CITY shall have the right to withhold any payments to the Consultant pending determination of compensation due the Consultant for work satisfactorily completed.

**VIII. GENERAL PROVISIONS.**

- A. **Waiver.** Failure to invoke any right, condition, or covenant in this Agreement by either party shall not be deemed to imply or constitute a waiver of any rights, condition, or covenant and neither party may rely on such failure.
- B. **Notice.** Any notice or communication permitted or required by this Agreement shall be deemed effective when personally delivered or deposited, postage prepaid, in the first class mail of the United States properly addressed to the appropriate party at the address set forth below:

- a) Notices to Consultant: **James Gilleylen  
14683 Midway Rd. Suite 210  
Addison, Texas 75001**
- b) Notices to the City: **Michelle Gilliam Jordan, Director of Planning  
308 Fountain Circle  
Huntsville, AL 35801**

C. **Enforceability.** If any provision of this Agreement is held by a court of competent jurisdiction to be unenforceable, the remainder of the Agreement shall remain in full force and effect and shall in no way be impaired.

D. **Miscellaneous.**

1. **Entire Agreement and Amendments.** This Agreement constitutes the entire Agreement of the parties with regard to the subject matter hereof, and replaces and supersedes all other Agreements or understandings, whether written or oral. No amendment or extension of this Agreement shall be binding unless in writing and signed by both parties.
2. **Binding Effect, Assignment.** This Agreement shall be binding upon and shall inure to the benefit of Consultant and the CITY and to the CITY's successors and assigns. Nothing in this Agreement shall be construed to permit the assignment by Consultant of any of its rights or obligations hereunder, and such assignment is expressly prohibited without the prior written consent of the CITY.
3. **Governing Law, Severability.** This Agreement shall be governed by the laws of the State of Alabama. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

IN WITNESS THEREOF, the City and the Consultant have executed this Agreement on this the 23rd day of October, 2014.

CITY OF HUNTSVILLE

\_\_\_\_\_  
Tommy Battle, Mayor  
City of Huntsville, Alabama

ATTEST:

\_\_\_\_\_  
Charles E. Hagood, City Clerk Treasurer  
City of Huntsville, Alabama

JQUAD Planning Group, LLC

By: \_\_\_\_\_  
James Gilleylen, President

ATTEST:

\_\_\_\_\_

**EXHIBIT "A"**

**CONSULTANTS' 2015-2020 ANALYSIS OF IMPEDIMENTS TO FAIR  
HOUSING CHOICE PLAN PROPOSAL  
&  
COPY OF REQUEST FOR PROPOSAL**

EXHIBIT "A"

CONSULTANTS' 2015-2020 CONSOLIDATED PLAN PROPOSAL  
&  
COPY OF REQUEST FOR PROPOSAL

# **CITY OF HUNTSVILLE, ALABAMA**

## **Request for Proposals**

### **2015 - 2020 Consolidated Plan**

### **2015 - 2020 Analysis of Impediment to Fair Housing**



**EQUAL HOUSING  
OPPORTUNITY**

July 31, 2014



Prepared by:  
J-QUAD Planning Group

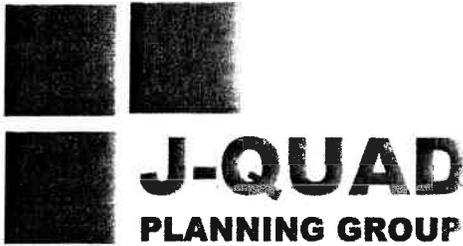
14683 Midway Rd. Suite 210

Addison, TX 75001

Office: (972) 458-0600  
Fax: (972) 458-0602

# TABLE OF CONTENTS

<b>COVER LETTER OF INTEREST .....</b>	<b>ii</b>
<b>FIRM INFORMATION SHEET.....</b>	<b>iii</b>
<b>EXECUTIVE SUMMARY.....</b>	<b>IV</b>
<b>TAB 1: COMPANY CREDENTIALS EXPERIENCE AND QUALIFICATIONS .....</b>	<b>1</b>
Company Qualification, Credentials, and Related Project Experience	
Similar Project and Past Performance References	
<b>TAB 2: STAFF CREDENTIALS EXPERIENCE, QUALIFICATIONS, RESUMES .....</b>	<b>5</b>
Overview of Project Team and Team Member’s Credentials	
JQUAD Project Team Organization Chart	
Team Member Project Roles, Experience, Responsibilities and Resumes	
<b>TAB 3: WORK PLAN AND SCHEDULE</b>	
<b>APPROACH AND METHODOLOGY .....</b>	<b>10</b>
Citizen Participation Plan and Community Outreach Approach and Methodology	
Consolidated Plan Approach and Methodology	
Fair Housing Impediment Analysis Approach and Methodology	
Project Work Plan and Timeline for Managing Projects	
<b>TAB 4: COST PROPOSAL .....</b>	<b>22</b>
<b>TAB 5: APPENDIX.....</b>	<b>23</b>
Lake Charles, Louisiana Example Survey Instruments	
Part I: 2015 – 2020 Consolidated Plan Evaluation Factors	
Part II: Analysis of Impediment to Fair Housing Choice Evaluation Factors	



JQUAD PLANNING GROUP  
14683 Midway Road, Suite 210  
Addison, Texas 75001  
Office: (972) 458-0600  
Fax: (972) 458-0602

---

July 31, 2014

City of Huntsville Community Development Department  
Kenneth Benion, Director  
Yarbrough Office Building Suite 200, 120 Holmes Avenue  
Huntsville, Alabama 35804-0308

Dear Mr. Benion:

JQUAD Planning Group, LLC is pleased to respond to the City of Huntsville Request for Proposal to develop the 2015 – 2020 Consolidated Plan (CP) and Analysis of Impediments to Fair Housing Choice (AI). JQUAD is a Texas based Limited Liability Company (LLC), and 100% minority owned business with its primary offices located in the Dallas, Texas metropolitan area. JQUAD's team of professional planners, demographers, and housing consultants has provided quality services to city, county, state, and federal government agencies since 1994. JQUAD requests your consideration for performing all components of the project.

JQUAD's prior experience includes completion of over 63 Consolidated Plans and 65 Analysis of Impediments since 2000, including the Huntsville Housing Authority 2010 AI and 2013 AI Update. James Gilleylen, JQUAD's President and contact person is authorized to negotiate and execute all contractual agreements on behalf of JQUAD. Please refer to letterhead above for contact information for Mr. Gilleylen and JQUAD. We thank you for your consideration and look forward to an opportunity to serve you on this endeavor.

Respectfully,

A handwritten signature in black ink, appearing to read 'James Gilleylen', is written over a horizontal line.

James Gilleylen, President

## INFORMATION PROFILE

**Name of Proposal:**    **REQUEST FOR PROPOSALS**  
**2015 – 2020 Consolidated Plan**  
**Analysis of Impediments to Fair Housing Choice**  
**Citizen Participation Plan**

**Name of Firm:**            **JQUAD PLANNING GROUP, LLC**

**Local Address:**            **14683 Midway Road, Suite 210**  
**Addison, Texas 75001**

**Contact Person:**        **James Gilleylen, President**

**Phone:**                    **(972) 458-0600**

**Fax:**                        **(972) 458-0602**

**Email:**                    **[gilleylenj@jquad.com](mailto:gilleylenj@jquad.com)**

**Website:**                **<http://www.jquad.com>**

## EXECUTIVE SUMMARY

**Understanding of the City's Requirements** - This represents JQUAD's response to the City of Huntsville's request for assistance with the development of their 2015 – 2020 Consolidated Plan; update of the Consolidated Plan Citizen Participation Plan and Community Outreach and conduct an Analysis of Impediments to Fair Housing Choice. JQUAD has past experience and expertise in all aspects of preparing the requested services.

JQUAD is responding to both Part I: 2015 - 2020 Consolidated Plan and Part II: Analysis of Impediments to Fair Housing Choice. Our recent Huntsville experience includes the completion of the 2010 Analysis of Impediments and 2013 AI Update for the Huntsville Housing Authority. **HUD requires that all grantees submitting Consolidated Plans and Annual Plans after November 2012 complete plans in HUD's eCON Planning Software Suite using the Integrated Dispersment Information System (IDIS).** All of our AI's have been accepted by HUD and we have completed three Consolidated Plans and Annual Plans in the HUD eCON Planning Software Suite since November 2012, and are nearing the completion of six jurisdictions' Consolidated Plans and Annual Plans in the IDIS System, three to be completed in August – September 2014 and three in December 2014. The Scope of Work presented in Tab 3 starting on page 10 delineates our work plan and approach and our methodology is based on the following HUD requirements.

The **Consolidated Plan** is a five year plan and prerequisite for jurisdictions to receive HUD Entitlement Grants prescribed and published in 24 CFR 91.200-91.230, with revisions for the Consolidated Plan. The Consolidated Plan serves as both a planning document and meets the statutory requirements of performing community outreach and determining priority needs for the programming of CDBG, HOME, HOPWA, and ESG funding. The Consolidated Plan also sets forth the Entitlement's application for HUD funding. The Consolidated Plan includes a Housing Market Analysis, Housing and Homeless Needs Assessments, 5-Year Strategic Plan, and a 1-Year Action Plan, with accompanying documentation relating to public

participation and public comment. The Strategic Plan will address specific needs that are identified in the data analysis, with specific goals and program targets for each category designated for funding. The Annual Action Plan is a subset of the Strategic Plan, addressing funding options for the first fiscal year. The Consolidated Plan can be used by organizations in the community as a guide for identifying activities through which they can help the jurisdiction reach their housing and community development goals. The Consolidated Plan also serves as the baseline for measuring program effectiveness, as reported in the Consolidated Annual Performance and Evaluation Report (CAPER) required by HUD at the completion of each fiscal year's funding allocation period.

**Analysis of Impediments** - In 1995, the U.S. Department of HUD announced that "entitlement communities" - City, County, State Governments receiving Community Development Block Grant (CDBG), HOME Investment Partnership Grants (HOME), Emergency Shelter Grant (ESG), Housing Opportunities for People with Aids (HOPWA) funding and Public Housing Authorities receiving Section 8 Voucher and Low Rent Public Housing funding - must conduct an analysis of existing barriers to housing choice and certify that they are "affirmatively furthering fair housing choice".

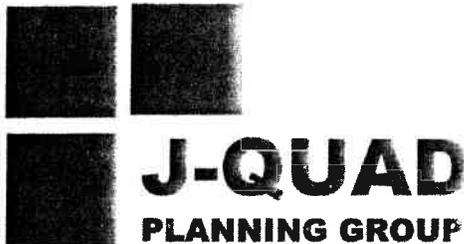
The AI identifies impediments and violations based on the 1968 Federal Fair Housing Act, discovered through community input, analysis of census data, review of local land use plans and ordinances, fair housing complaints filed with the HUD FHEO, court decisions pertaining to fair housing, analysis of local policy, programs, and development regulations, and analysis of Home Mortgage Disclosure Act data. The process includes analysis and summaries of any fair housing testing and FHIP/FHAP funded activities that may have been conducted in the jurisdiction. The document presents recommendations to remediate any impediments that are identified. The document focuses the jurisdiction's fair housing issues, provides a baseline from which the success of remediation activities can be measured, and serves as a foundation for partnerships between representatives of government, nonprofits, housing, business and the community, helping assure that all citizens have equal access to housing choices. Recommendations are incorporated into the

Consolidated Plan and Annual Plan goals, objectives and programming, and progress toward implementing the remedial actions is reported annually to HUD as part of the jurisdictions Consolidated Annual Performance Evaluation Report (CAPERS).

The role of economics, housing markets, and personal choice in relation to race and ethnicity are considered in evaluating fair housing. JQUAD's comparative analysis of demographic factors is utilized in developing the Community Profile, again to determine any disparities for persons of a particular race, ethnicity, or members of the protected classes. The Community Profile and Fair Housing Index provide documentation that our methodology has included an examination of race and ethnicity in determining the impediments to fair housing. This is an essential element of the Fair Housing Impediment Analysis methodology, and its importance elevated in the recent court case involving Westchester County, Virginia.

**Citizen Participation Plan and Community Outreach** – The Citizen Participation Plan will be updated including strategies for community outreach as part of the Consolidated Plan and AI. We will determine the priority needs for housing, infrastructure, non-housing community development, social service, human service, community, and supportive service needs of the community. The citizen participation methodology will utilize a survey instrument, stakeholder, advocacy group and service agency interviews, and demographic research and analysis. The focus group sessions, community forums/public hearings, surveys and interviews will focus on the current state of community development and entitlement grant service delivery, effectiveness of the program delivery systems in addressing client needs, gap in service levels and needs, best practices in programs, and any opportunities for centralized application intake, case management and data sharing. The data and conclusions from the citizen participation plan will be used in developing the Strategic Plan and Annual Plan Housing and Homeless Needs Assessments and Non Housing Community Development Needs Assessment and developing recommendations for funding priorities in the 5 Year Consolidated Plan and Annual Action Plan.

## TAB 1: COMPANY CREDENTIALS, QUALIFICATIONS AND EXPERIENCE



JQUAD specializes in economic development and housing consulting, including Fair Housing, Consolidated Plans, Community Services Needs Assessments, Commercial Corridor Plans, Housing Market Analyses, Revitalization Master Plans, Grant Management, and Public Policy Development.

**Company Relevant Project Experience** - Since 2000, JQUAD has completed over 63 Consolidated Plans (CP) and 65 Fair Housing Impediment Analyses (AI) in cities, counties and statewide throughout the states of Arkansas, Arizona, Alabama, California, Georgia, Florida, Illinois, Iowa, Louisiana, Michigan, Ohio, Oregon, South Carolina, Texas, Virginia, and Vermont. Statewide, our experience includes Consolidated Plans and Analysis of Impediments for the States of Arkansas, Vermont and Florida. JQUAD completed county, consortium and multi-jurisdictional Consolidated Plans and AI for Pinellas County and the cities of Clearwater, Largo, and St. Petersburg, Florida in 2010; Charleston County, and the cities of Charleston and North Charleston, South Carolina in 2006 and again in 2011; Prince William County, and the cities of Manassas, and Manassas Park completed in 2005 and again in 2009. Engagements in 2010 - 2013 requiring both the Consolidated Plan and AI have included Little Rock, Jonesboro and the State of Arkansas; Alexandria, Baton Rouge and Shreveport, Louisiana; Amarillo, Corpus Christi, Grand Prairie, Irving, Tyler, and Wichita Falls, Texas; Columbus, Georgia; Shreveport, Louisiana; Lubbock and Corpus Christi, Texas. JQUAD is currently under contract to complete the AI and Consolidated Plans for State of Arkansas; Danville, Virginia; Prince William County, Virginia; Medford, Oregon; Lake Charles, Louisiana; Tempe, Arizona; and Rockford, Illinois. All of the 2013 - 2014 engagements have included completion of the Consolidated Plan and Annual Plan in the HUD eCON Planning Software Suite.

**Experience with Fair Housing Impediment Analysis (AI), Regional Analysis of Impediments (RAI) and Fair Housing Equity Assessment (FHEA) Engagements –**

Since 2000, JQUAD has conducted over 65 Fair Housing Impediment Analyses (AI). JQUAD completed 24 Impediment Analyses in 2010 - 2013 including the Huntsville Alabama Housing Authority, and the cities of Cedar Rapids, Iowa; Compton, California; Shreveport, Louisiana; Arlington, Carrollton, Corpus Christi, Grand Prairie, Irving, Lewisville, San Marcos, Wichita Falls, Texarkana, and Tyler, Texas; Jackson, Tennessee; Huntsville Alabama Housing Authority; Bentonville, Hot Springs, Jonesboro, Little Rock, Rogers, Springdale, and Texarkana, Arkansas; Deltona and Punta Gorda, Florida; and Valdosta, Georgia. All have been accepted by HUD. JQUAD two Regional AI and Fair Housing Equity Assessments for a twelve county area in Northeast Arkansas, as part of a 2011 HUD Sustainable Community Planning Grant awarded to the East Arkansas Planning and Development District and Rockford Metropolitan Agency for Planning, as part of a 2010 HUD Sustainable Community Planning Grant for Boone and Winnebago Counties and the City of Rockford, Illinois. JQUAD is currently under contract to complete an AI for the State of Arkansas; Medford, Oregon; Tempe, Arizona; Danville, Virginia; and Kountze, Texas.

**Experience in Housing Discrimination Litigation, Consent Decree Resolution**

**in Texas** - JQUAD provided consultation under four separate multi-year contracts with HUD Headquarters including consultation contracts from 2000 to 2006 leading to favorable resolution of the Young v. HUD law suit and consent decree involving 82 east Texas cities and their housing authorities, HUD and the State of Texas and provided fair housing consultation in Walker v. HUD and Walker v. City of Dallas.

**Experience with Housing, Poverty and Racial De-Concentration Plans –**

in 2013, JQUAD developed a De-Concentration Plan for the City of Rockford, Illinois. The U. S. Department of HUD has defined "Areas of Concentration and Segregation (R/ECAP) – as areas or census tracts within a jurisdiction comprised of 50% or greater minority population and 3 times or more the poverty level of the MSA. The goal of de-concentration would be to achieve minority concentrations and poverty

level less than defined above by R/ECAP and to transform these areas of concentration into Opportunity Areas.

**Experienced Administrators of Entitlement Grant Programs, Public Housing Authorities and Assisted Housing Programs and implementers of Fair Housing identified remedial action for local jurisdictions** - Team experience include Roma Lewis, Former Director of Housing and Neighborhood Services, Garland Texas; Sandra Gonzales, Former Director of Housing and Human Services, Fort Worth Texas; Dr. Douglas Frederick, Former Assistant Director of Community Development, Menlo Park California; James Gilleylen, Former Director of Housing and Community Development and Housing Finance Agency, Dallas Texas and Deputy Director of the Office of Planning, District of Columbia; Derek Hull, Former Director of Planning for Inkster, Michigan and Assistant Director of Riverside County, California Planning and Community Development Department.

## **PAST PERFORMANCE AND REFERENCES**

### **City of Shreveport – Consolidated Plan and Fair Housing Impediment Analysis**

City of Shreveport

Ms. Bonnie Moore, Director

Department of Community Development

401 Texas Street, Room 314, Shreveport, LA, 71101

Phone: 318 – 673 - 5900

JQUAD was retained by City of Shreveport, Louisiana to develop its Consolidated Plans, Annual Action Plans, and Fair Housing Impediment Analyses for program years 2008 – 2013 and 2014 – 2018.

Start and Completion Dates: 2014 – 2018 Consolidated Plan and 2014 Annual Action Plan January – October 2013; Impediment Analysis January – August 2013.

**Cities of St. Petersburg, Clearwater, Largo, and Pinellas County, Florida Consortium – Multi-Jurisdictional Fair Housing Impediment Analysis**

Mr. Leon W. Russell, Human Rights/Equal Employment Opportunity Officer  
Pinellas County Office of Human Rights  
400 South Fort Harrison Avenue, 5<sup>th</sup> Floor, Clearwater, Florida 33756  
Phone: (726) 464-4880

JQUAD performed a multi-jurisdictional Fair Housing Impediment Analysis for the Cities of St. Petersburg, Clearwater, Largo, and Pinellas County, Florida Consortium, completed in September 2010.

Start and Completion Dates: Impediment Analysis May 2010 – September 2010

**State of Arkansas - Fair Housing Impediment Analysis, and Consolidated Plan, and Annual Plan**

Mr. Basil Julian, Grants Manager  
State of Arkansas, Department of Economic Development  
One Capitol Mall, Room 4C300  
Little Rock, Arkansas 72201  
(501) 682-7392

JQUAD conducted an Analysis of Impediments to Fair Housing Choice and State of Arkansas' 2010 – 2015 Consolidated Plan, Annual Action Plan and Community Participation strategy and outreach.

Start and Completion Dates: January 2009 - June 2009 FHIA  
April 2014 to Present Consolidated Plan, Annual Plan and AI

## TAB 2: PROJECT STAFF, RESUMES, AND QUALIFICATIONS

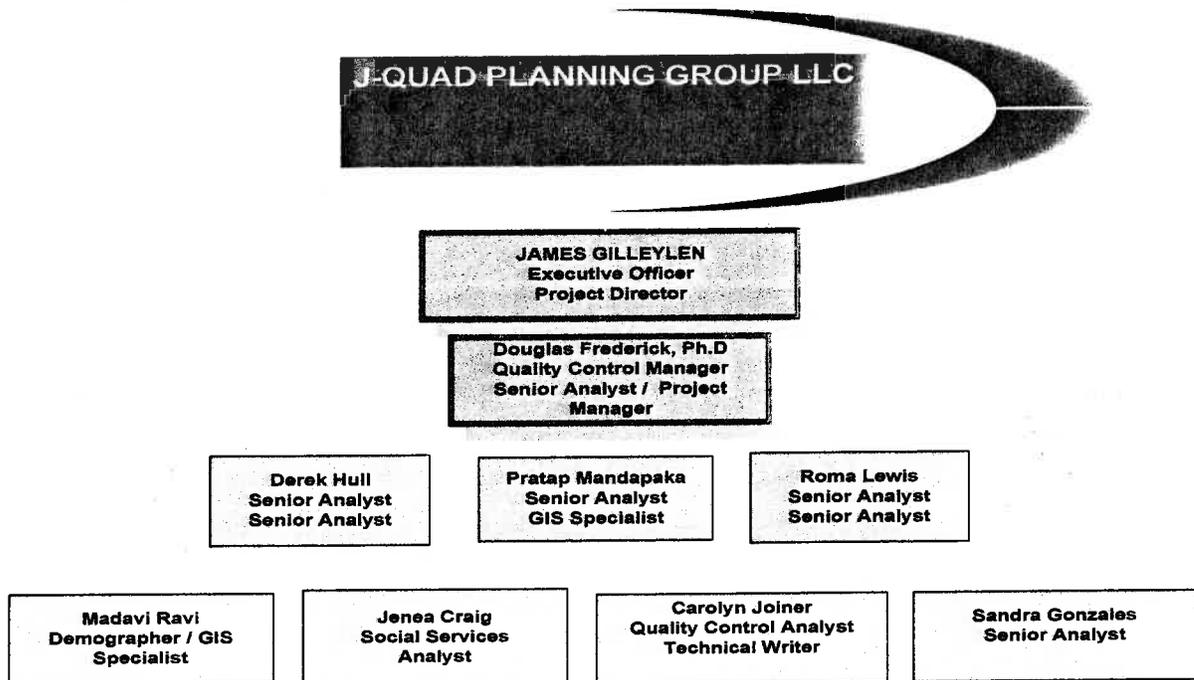
**Project Team's Roles, Responsibilities, and Experience** - Dedicated to this project will be a primary team of five professional staff members, supported by the specialized expertise of additional professional and support staff. The primary team will consist of James Gilleylen as Project Manager / Senior Analyst, Dr. Douglas Frederick as Quality Control Manager / Senior Analyst, Dr. Pratap Mandapaka as lead GIS Analyst / Demographer, and Senior Analysts Sandra Gonzales and Derek Hull.

As Quality Control Manager, Dr. Frederick will insure that the project methodology is adhered to and providing independent fact checks and data queries in support of our project methodology and product outputs. Dr. Mandapaka will serve as our lead demographer and GIS analyst. Dr. Mandapaka and Dr. Frederick will collaborate in the development of the Community Profiles, Fair Housing Index, Home Mortgage Disclosure Act Analyses for the AI and the Housing Market Analysis and Housing and Homeless Needs Assessments for the Consolidated Plan; application of the GIS technology; design and implement any required survey methodology, statistical analysis and tabulation of surveys, and application of the eCON Planning Software.

Derek Hull will support the analysis of past Entitlement and PHA programming and the effectiveness of social and community services, fair housing outreach, advocacy and education, and other factors and resources impacting the 2015 – 2020 Consolidated Plan, 2015 – 2016 Annual Plan and AI. He will also assist in administering the public engagement stake holder and agency surveys, public forums/public hearings and focus group sessions. All five senior analysts will support the development of the Consolidated Plan and AI relative to establishing goals for affordable housing development, housing programs, non housing community development, community services and government policy and regulations and identification of impediments and remedial actions.

Sandra Gonzales and Pratap Mandapaka will support the team's efforts in community engagement and outreach to Hispanic and Asian / Indian populations as needed. Dr. Mandapaka is bilingual in English and Indian languages and Sandra in both Spanish and English.

**PROJECT TEAM AND FIRM ORGANIZATION CHART**



**Bios' for Primary Team Below / Complete Resumes will be provided upon request.**

**James Gilleylen** will serve as Project Manager and Senior Analyst. His AI and CP experience includes serving as Project Manager and Senior Analyst for the 2010 and 2013 Update of the Huntsville Housing Authority AI; 2013 East Arkansas Planning and Development District and Rockford Metropolitan Regional Fair Housing Analysis and Equity Assessment; 2013 Corpus Christi, Texas and Shreveport, Louisiana CP and AI; 2011 Charleston County, South Carolina Consortium AI; 2015 - 2019 and 2010 - 2015 Consolidated Plan and AI for State of Arkansas; Prince William County, Manassas and Manassas Park, Virginia Consortium 2015 – 2019 and 2010 – 2015 Consolidated Plan; and 2010 St.

Petersburg, Clearwater, Largo and Pinellas County, Florida Consortium AI. Mr. Gilleylen will serve as project management / senior analyst for this engagement, and lead community participation and outreach efforts. Prior experience includes former Director of Housing and Community Development and Housing Finance Agency, Dallas Texas and Deputy Director of the Office of Planning, District of Columbia.

**EDUCATION:**

Master of Science in Urban and Regional Planning  
Bachelor of Science in Public Administration and Political Science  
University of Mississippi (Ole Miss)

**Dr. Douglas W. Frederick** has served as Quality Control Manager and Senior Analyst for JQUAD since 1995. He will assist with project management as the Quality Control Manager and Senior Analyst. Dr. Frederick served as Senior Analyst for the Prince William County, Virginia 2016 – 2020 Consolidated Plan and AI; Tyler, Texas 2010 – 2015 Consolidated Plan and AI; Compton, California 2010 AI; Project Manager for the Orange County, North Carolina Consortium Cities, Cumberland County and Fayetteville County, North Carolina Consortium, and Corpus Christi, Texas Ten Year Plans to End Chronic Homelessness; Project Manager for the Consolidated Plans and AI for State of Arkansas in 1998 and 2005 and State of Florida and Vermont in 2006; Bentonville, Fayetteville, Little Rock and Jacksonville, Arkansas AI's in 2005 - 2006; and Senior Analyst for the Rockford Metropolitan Agency of Planning Regional Fair Housing Analysis and Equity Assessment – HUD Sustainable Communities Grant Initiative. Prior experience includes former Assistant Director of Community Development for Menlo Park, California.

**EDUCATION:**

Doctor of Philosophy in Political Economy, University of Texas at Dallas  
Master of Arts in Political Economy, University of Texas at Dallas  
Bachelor of Science in Business Administration, University of Texas at Dallas

**Derek Hull** has served as Senior Analyst for JQUAD since 2004. In 2008, Mr. Hull served as Project Manager for the 116<sup>th</sup> Street and Buckeye Housing and Commercial Development Corridor Plans in Cleveland, Ohio. He served as Senior Analyst for the Little Rock, Arkansas 2010 Fair Housing Impediment Analysis and 2010 - 2015 Consolidated Plan; Hot Springs and Texarkana, Arkansas 2008 AI; Moline, Rock Island, Illinois and Davenport, Iowa Consortium AI in 2005; Manatee County and Bradenton Florida AI in 2006; and Corpus Christi, Texas and Alexandria, Louisiana Consolidated Plan and AI in 2008; and the Revitalization Master Plan and Needs Assessment for Shreveport, Louisiana in 2005. He has fifteen years experience in economic development, urban planning, including former Director of Economic Development for Inkster Michigan and Assistant Director of Planning for Riverside County California.

**EDUCATION:**

Bachelor of Arts Degree in Psychology, Minor in Urban Affairs and Political Science,  
University of the District of Columbia, 1997

**Dr. Pratap Mandapaka** will serve as GIS Technician and Senior Analyst. He served as Senior Analyst for the 2011 East Arkansas Planning and Development District Regional AI and Fair Housing Equity Assessment; Wichita Falls, Texas 2010 – 2015 Consolidated Plan and AI; Sherman, Grand Prairie, and Denison, Texas 2010 AI; Baton Rouge, Louisiana; Battle Creek, Michigan; and Columbus, Georgia AI's in 2007-2009. Mr. Mandapaka will serve as lead GIS analyst in developing the AI Community Profiles, Fair Housing Index and Home Mortgage Disclosure Act Analyses, and the Housing Market Analysis, Housing and Homeless Needs Assessments for the Consolidated Plan. He will design and execute the methodology and analysis of survey instruments.

**EDUCATION:**

Ph.D, School of Urban and Public Affairs, University of Texas at Arlington

Master of City and Regional Planning, and GIS Certification, School of Urban and Public Affairs, University of Texas at Arlington

**Roma Lewis** has served as Senior Analyst for JQUAD since 2007. Lewis will serve as Senior Analyst in the development of various aspects of the Consolidated Plan and AI and will assist with the public outreach process and support efforts in developing strategies that address the community needs identified in the planning and community engagement process and focuses on joint development opportunities between city and housing authority programs and the private sector as remedial actions. Prior experience includes Director of the Department of Neighborhood Services for Garland, Texas. Recent consulting project include Senior Analyst for the Rockford Metropolitan Agency for Planning Regional AI and Fair Housing Equity Assessment and Housing De-Concentration Plan; Management of the Ferris, Texas Housing Authority; and Tyler Texas Housing Authority 5 Year Consolidated Plan and Annual Plan.

**EDUCATION:**

Bachelor of Science in Public Administration, University of Texas at Dallas

**Sandra Gonzales** has served as Senior Analyst for JQUAD since 1998, performing social and community needs assessments, training and outreach to community based organizations, and development of Ten Year Plans to End Chronic Homelessness. Prior experience includes Director of Housing and Human Services Department, City of Fort Worth, Texas and Director of Development, Catholic Charities of Greater Fort Worth. Ms. Gonzales will assist with the public outreach processes and will provide bilingual support and translation of surveys and other information into the Spanish Language.

**EDUCATION:**

Master of Public Administration

Bachelor of Arts in Political Science and Sociology

Southwest Texas State University, San Marcos, Texas

## TAB 3: APPROACH AND METHODOLOGY

### CITIZEN PARTICIPATION PLAN – COMPONENT 1

**Community Engagement** - In order to effectively involve the community in the Consolidated Plan and AI process, a structured approach to public involvement is required. We propose a Citizen Participation Plan that has the following elements:

**Strategic Planning Session** - Consultant Study Team will hold a strategic planning sessions with the City Department Staff and Advisory Committee responsible for Entitlement Grant administration responsible for federal grant and fair housing administration, agencies and departments that utilize federal grant funds that the City wants included, The goal will be to build consensus and awareness for the study methodology and affirm their awareness of the need for their support in addressing identified impediments resulting from the AI.

**Consolidated Plan Survey** – The Consolidated Plan process will include a survey instrument developed by JQUAD that allows citizen input into the process of prioritizing community needs (a sample survey that we used in the Lake Charles, Louisiana process is included in the Appendix). The survey will include a list of housing, non-housing, homeless, special needs housing, community development, social services and economic development activities. Respondents will be provided an opportunity to suggest whether they feel a particular need is of low or high priority and will rank the various areas of needs in order of importance. The results of the survey will influence decisions made on prioritizing services in the Consolidated Plan needs assessment and Annual Plan.

**Consolidated Plan Public Forum Work Sessions** – Three public forums/public meetings are proposed that brings together city staff, community leaders, industry and civic organization representatives, and advocates from across the City. The forum work sessions will feature discussions relative to community needs and identification of priority needs in four subject areas, housing; homelessness, special needs housing and social services; non housing community development,

infrastructure and economic development; and transportation, mobility, city services and regulatory.

**Impediment Analysis Interviews and Focus Group Sessions** - Consultant Study Team will hold a series of interviews with city staff, elected and appointed officials, stakeholders, community and civic leaders, social service, housing developers and providers and industry personnel as well as focus group sessions arranged around topics, or geographical participation. The content of focus group interviews will include perceptions of the fairness of housing practices in relation to housing opportunities for all of the citizens of City of Huntsville, particularly racial minorities, low-income groups and protected class members under fair housing law.

**Resulting Product** – The requirements under the Citizen Participation Plan will be published as a component of the Consolidated Plan. The final AI report will include a summary of the perceptions, attitudes, and values of participants concerning the status of fair and affordable housing and actions needed to improve fair housing conditions.

## **2015 - 2020 Consolidated Plan – Component 2**

### **Consolidated Plan - Housing Market Analysis and Community Development Housing and Homeless Needs Assessment -**

The Housing Market Analysis and Housing and Homeless, and Non Community Development Needs Assessments are primarily data exercise. JQUAD will rely upon City staff to provide previous documents, such as the last Consolidated Plan and AI, CAPERs, the most recent Continuum of Care, planning documents from the Public Housing Authority, activity in the City concerning lead-based paint, and guidelines for various programs operated by the City. JQUAD will secure all other necessary data sources, including the results of the available Census, map shape files for thematic mapping needs, CHAS tables from HUD, home sales information from the local Board of Realtors, apartment occupancy information from the local Apartment Association, and other data as needed.

Our analysis of Census data will focus on demographic, income, employment, and housing data, gathered from the 2010 Census estimates, 2008 - 2012 American Community Survey (ACS) 5-Year estimates, 2000 and 2010 U.S. Census, Chamber of Commerce, and local real estate sales and rental information. This component will result in two sections of the Consolidated Plan: the Housing Market Analysis and the Housing, Homeless and Non Housing and Community Development Needs Assessments. The analysis will include all areas outlined by HUD regulations. The Housing Market Analysis includes a series of thematic maps illustrating demographic variables from the census, along with charts and tables that emphasize various issues in the housing market.

### **Consolidated Housing & Community Development 5 Year Strategy – Component 2**

The Consolidated Housing and Community Development Five-Year Strategy will incorporate input from the survey and forums to provide a prioritized list of needs, from which goals, objectives, and strategies will be identified. The 5 Year Strategic Plan provides individual sections for each of the 10 areas specified in HUD regulations, including affordable housing, homelessness, other special needs, non-housing community development, barriers to affordable housing, lead-based paint hazards, anti-poverty, institutional structure, coordination, and public housing resident initiatives. Strategies will be developed, with input from the surveys and forums. Proposed benchmarks will also be reviewed with City staff to assure that reasonable performance measures are proposed. This section includes priority needs tables and methodology for determining program costs.

### **Fiscal Year 2015 - 2016 Annual Action Plan – Component 2**

J-QUAD will review and incorporate the objectives developed for the first year Annual Plan for 2015 - 2016 into the five-year strategic plan in order to facilitate development of the Consolidated Annual Performance and Evaluation Report. It is understanding that the City will develop the 2015 – 2016 Annual Plan and input the Annual Plan into the HUD eCON Planning Software.

J-QUAD will provide for the Five (5) Year Strategic Plan for 2015 - 2020 Consolidated Plan recommendations identifying housing, homeless and special needs priorities, non housing community development needs, lead based paint elimination strategies, institutional structures, public and assisted housing priorities, strategies for removing barriers to affordable housing, anti poverty strategies, obstacles to meeting underserved needs and proposed priorities and accomplishments over the planned period. **We do recommend that JQUAD provide the input of the Consolidated Plan into the HUD eCon Planning Software.** The IDIS software is designed to create the components of the Consolidated Plan (Housing Market Analysis, Housing and Homeless Needs Assessment, and Strategic Plan) through a series of questions and responses, and the input of data, as well as maps and graphics. Therefore it would be a duplication of effort and cumbersome to have the consultant develop those components and the city to input them into the system.

### **Performance Management**

The Fiscal Year 2015 – 2020 Consolidated Plan and each Annual Plan will measure performance with regards to federal requirement for Formula Grant Programs as part of an Outcome Performance Measurement System. HUD collect information on the outcomes of activities funded with CPD formula grant assistance, and aggregates that information at the national, state and local level. The Performance Measurement System has three objectives: (1) Creating Suitable Living Environments, (2) Providing Decent Affordable Housing, and (3) Creating Economic Opportunities. There are three outcomes under each objective: (1) Availability/Accessibility, (2) Affordability, and (3) Sustainability. Thus, the three objectives, each having three possible outcomes, will produce nine possible “outcome/objective statement in HUD’s Integrated Disbursement and Information System (IDIS).

The City will determine under which of the three objectives to report the outcomes of their projects and activities and which of the three outcome categories that best reflects what they are seeking to achieve (the results) in funding a particular activity. The Objectives, Outcomes and Outcome Statements for the City will be based upon the Five Year Consolidated Plan.

**Objective #1**  
Suitable  
Living  
Environment

**Objective #2**  
Decent  
Housing

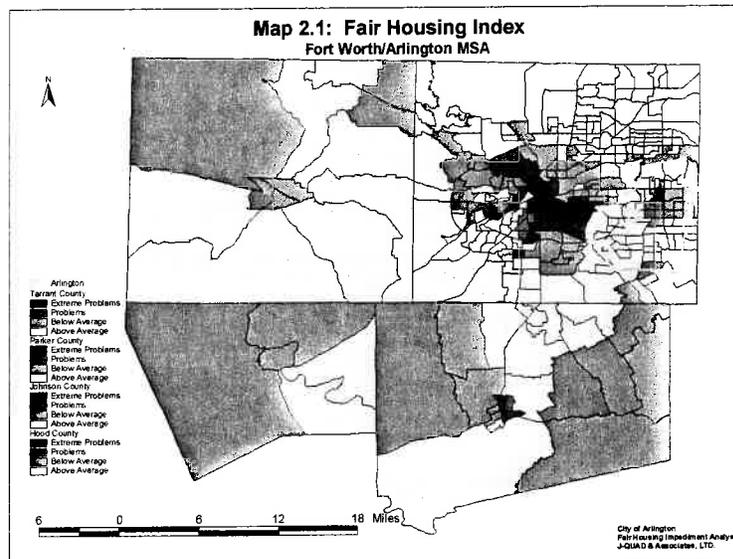
**Objective #3**  
Economic  
Opportunity

<b>Outcome #1</b> <b>Availability/Accessibility</b>	<b>Outcome #2</b> <b>Affordability</b>	<b>Outcome #3</b> <b>Sustainability</b>
Enhance <u>Suitable Living Environment</u> Through Improved /New <u>Accessibility</u>	Enhance <u>Suitable Living Environment</u> Through Improved/New <u>Affordability</u>	Enhance <u>Suitable Living Environment</u> Through Improved/New <u>Sustainability</u>
Create <u>Decent Housing</u> with Improved/New <u>Availability</u>	Create <u>Decent Housing</u> with Improved/New <u>Affordability</u>	Create <u>Decent Housing</u> with Improved/New <u>Sustainability</u>
Provide <u>Economic Opportunity</u> Through Improved/New <u>Accessibility</u>	Provide <u>Economic Opportunity</u> Through Improved/New <u>Affordability</u>	Provide <u>Economic Opportunity</u> Through Improved/New <u>Sustainability</u>

## FAIR HOUSING IMPEDIMENT ANALYSIS PROCESS OVERVIEW – COMPONENT 3

Overview - JQUAD takes a wide view in the preparation of AI studies. The typical community profiles section of the document provides a demographic analysis of the subject jurisdiction, within the context of its larger metropolitan statistical area. This analysis also provides a basis for identification of any disparate impacts evidenced in the profiles on members of the protected classes under the Federal Fair Housing Act.

Community lending data from the HMDA Analysis and Community Profiles are combined in the Index through a standardization process. The resulting values are mapped to



provide a graphic representation of need. An example of the Fair Housing Index, Map 2.1, has been included from our work in Arlington, Texas and is provided above. Our Fair Housing studies also contains an analysis of local and state fair housing ordinances for comparability to the federal Fair Housing Act, recent court cases affecting fair housing, an analysis of local housing program production, and fair housing complaints filed in the jurisdiction. Focus group sessions are held in each jurisdiction or in each sub-market for regional AI's, to obtain citizen input into issues of local concern. From these collective inputs, impediments are identified and analyzed and remedial strategies are presented.

A comparative analysis is performed by race and ethnicity of ten demographic factors to determine any disparities in their effects on persons of a particular race, ethnicity, or members of the protected classes under fair housing law. The Index

combines effects of the demographic variables with Home Mortgage Disclosure Act data and maps the results by census tract. Data for the ten demographic variables and HMDA are standardized and added to classify the conditions in various census tracts into degree of problems that may cause impediments to fair housing choice and the tabulation presented in the Fair Housing Index table. A GIS map provides a general indication of geographic regions in the jurisdiction, where residents may experience high, moderate or low levels of housing discrimination or have problems finding affordable, appropriate housing.

The Community Profile and Fair Housing Index provide documentation that our methodology has included an examination of race and ethnicity in determining the impediments to housing. **This is an essential element of the Fair Housing Impediment Analysis methodology. In 2009, the courts created legal precedence a lawsuit brought by the Anti-Discrimination Center (ADC) against Westchester County, NY.** Westchester County conducted its own Analysis of Impediment to Fair Housing and did not examine race and its effects on housing choice. Only income was studied from a demographic perspective. ADC filed a lawsuit against Westchester stating that the entitlement was not taking appropriate steps to identify and overcome impediments to fair housing. The Court in its decision stated that grant recipients must consider impediments erected by race discrimination, and if such impediments exist, it must take appropriate action to overcome the effects of the impediments. All entitlements receiving federal funds must certify that they will “affirmatively further fair housing.

**History of Fair Housing and Affordable Housing in City of Huntsville -** Includes a longitudinal trend analysis of housing patterns and practices and general perceptions of the barriers to fair and affordable housing over a twenty year period from 1993 - 2013. Emphasis will be placed on cost variability in the housing supply and the local demand for housing by household income, race, and head of household characteristics within the general population. This analysis will be conducted on a citywide basis covering any sub-recipients geographies within the City of Huntsville.

The methodology for the study will include analysis of various existing data sources concerning housing cost and opportunity. These data sources include: (1) census data on housing by household income, race, and head of household for the two decades, (2) Chamber of Commerce, Real Estate Association, and mortgage lender data on the distribution of housing costs, (3) HUD data on government housing programs available to increase the opportunity for home ownership and low cost rental housing, and (4) HUD and local housing authority data on housing subsidy certifications (5) foreclosure data.

A composite profile of housing cost, demand, and availability will be developed from the various data sources. Supply and demand ratios will be computed to determine historical trends in the availability of affordable housing in City of Huntsville during the two decade period between 1993 and 2013. In addition to examination of affordable housing trends, historical trends in fair housing will be assessed. Assessment of fair housing in City of Huntsville will include documentation of fair housing complaints, litigations, and local government and housing advocates' responses to fair housing issues. Sources of data will include examination of the content of housing complaints filed under the Fair Housing law, court cases filed and/or litigated, and interviews with leaders of housing advocacy organizations in the City of Huntsville from 1993 - 2013.

**Resulting Product** - A formal report of the results of the historical overview will be presented. A graphic data presentation format will be used to illustrate statistical data on historical fair and affordable housing trends along with a descriptive narrative summary. The statistical data will be supplemented with a detailed descriptive narrative of the community participation results.

**FAIR HOUSING LAW, COURT LITIGATION, PUBLIC POLICY, PROGRAM AND REGULATORY REVIEW** - This includes an assessment of the local, state and federal fair housing laws, local laws, policies, legislation and development regulations affecting affordable housing development and retention, developments

in case law and discrimination complaints filed with the various governmental entities.

**Resulting Product** - A formal narrative will be included depicting the current status and trend of fair housing enforcement based on the nature and sources of housing discrimination, complaints filed, court decisions, administrative actions and the implementation of various local laws. The narrative will address ordinances that affect sub-grantee and the local jurisdictions' ability to provide affordable housing and equal access for persons with similar incomes.

**COMMUNITY PROFILE ANALYSIS** - The Community Profile will provide a snapshot of the City of Huntsville as a basis for understanding and establishing the factors that affect housing choices. This review will establish profiles on demographics, transportation, housing, income, and employment. The resulting profiles will be presented in tabular format with computer-based maps presented where appropriate. The following is a summary of the characteristics of the profiles and the data sources.

**Demographic Profile** - The Demographic Profile will examine the racial, ethnic, age, and social composition of the City of Huntsville. Data will be compiled and comparatively analyzed using the 2000 and 2010 U.S. Bureau of Census Reports, 2009 – 2013 Annual Community Survey (ACS) and supplemented with local government data.

**Transportation Profile** - The Transportation Profile will examine the availability and linkage of transportation and mobility and its impact on employment and housing choices made by protected class members, income groups and racial and ethnic groups.

**Housing Profile** - The Housing Profile will examine housing unit availability, housing conditions, demand for housing and cost as a basis for constructing a current profile of housing resources.

**Income Profile** - The Income Profile will examine personal and household income data and poverty. Data will be compiled using baseline data from the 2000 and 2010 U.S. Bureau of Census Reports, 2009 – 2013 ACS and supplemented with local government and U.S. Bureau of Economic Analysis data on personal income.

**Employment Profile** - The Employment Profile will examine employment and unemployment rates, and educational attainment in the City of Huntsville, geographical distribution of wage rate patterns and job distribution by skill classifications and standard type in order to generate a general employment profile for the City.

**Support Services Available to Promote Fair Housing Choices** - A number of the variables affecting fair housing choice are not necessarily vested in the community profile factor within a community. There are, in fact, contributing variables that must act in support of the community profile factor in order to insure fair housing choice and the existence of fair housing opportunities.

**Resulting Product** - A formal Community Profile Review Report of the results of the research will be presented. The report will include a descriptive narrative summary of the profiles and associated charts, graphs, and maps.

#### **REVIEW OF CURRENT HOUSING POLICIES, PROGRAMS AND INITIATIVES -**

This section will analyze PHA, City and sub-grantee jurisdictions' current policies, programs, and initiatives between 2003 and 2013 that address fair housing choice, affordable housing, and neighborhood revitalization.

**Resulting Product** - A formal report of the results of the research will be presented.

## REVIEW OF THE HOME MORTGAGE DISCLOSURE ACT DATA

This section analyzes lending information from 2009 through 2013 provided by the Home Mortgage Disclosure Act. The data will be gathered from data disks provided through the Federal Financial Institutions Examination Council and will include the local MSA. Home mortgage, refinancing, and home repair loans will be examined. Results of the analysis will be mapped to show concentrations of loan rejections.

**Resulting Product** - A formal report of the results of the research will be presented.

## FAIR HOUSING INDEX AND EQUITY ASSESSMENT

This section performs a comparative analysis by race and ethnicity of ten demographic factors to determine any disparities in their effects on persons of a particular race, ethnicity, or members of the protected classes under fair housing law. The analysis is then used in order to perform an equity assessment and disparate impact analysis of populations performing below the citywide median and to identify census tracts where the sum impact of certain demographic variables are adversely affecting a residents' fair housing choices and likely contributing to problems of housing discrimination and issues relative to housing quality and affordability.

## IDENTIFICATION OF FAIR HOUSING IMPEDIMENTS

This component will identify the barriers to fair housing choice based on the information collected and presented in the previous reports. Contributing factors, such as transportation, employment, housing financing, zoning, housing laws and policies and fair housing discrimination will be discussed in detail.

**Resulting Product** - A formal report that presents a detailed enumeration and analysis of the impediments to fair housing choice will be presented.

## RECOMMENDATIONS TO OVERCOME IMPEDIMENTS

The Impediments and Remedial Action Section will provide recommendations intended to lessen the impact of the impediment or remediate the impediment altogether. Best practices that have worked in other communities will be presented. We will provide a recommended corrective action plan including action step and appropriate timelines that can guide post analysis and implementation efforts.

**Resulting Product** – Section Six of the report will provide the detailed explanations for each impediment and recommendation for remedial action and best practice examples. A model for a five year work program and timetable for addressing the identified impediments and creating an implementation strategy for each remedial actions and recommendations will be developed as guidance for the City to developed and executed during the implementation period of the Consolidated Plan and serving as a basis for annual reporting of the entitlement jurisdiction's progress in the annual CAPER.

**DELIVERY SCHEDULE** - JQUAD has proposed a seven month schedule of October 1, 2014 thru May 1, 2015 with delivery of the final report for the Analysis of Impediments February 1, 2015 and the 2015 - 2020 Consolidated Plan and 2015 – 2016 Annual Plan by May 1, 2015. JQUAD will remain available for the 30 Days Public Comment Period and the City Council Public Hearings, and Submission to HUD for review and make revisions as required.

The proposal indicated a contract period of January 1, 2015 and completion of the final report for the Consolidated Plan and Analysis of Impediments by May 1, 2015. The proposed timeline in our response request your consideration of an earlier start date of October 1, 2014 if possible with the completion of the Impediment Analysis in January 2015 and the Consolidated Plan by May 2015. Our proposed schedule can however be adjusted to the start date of January 1, 2015 depending on the notice to proceed and a contract being executed.

<b>Impediment Analysis Task</b>	<b>Timeline</b>	<b>Hours</b>
Initiation, Strategic Planning, Data Collection and Background Research	10/01/14 – 11/15/14	40
Assessment of Community Attitudes, Focus Groups, Interviews	10/01/14 – 11/30/14	40
Fair Housing Law/Case Review, Complaints, Public Policy Analysis	10/01/14 – 10/31/14	10
Community Profile Analysis	10/01/14 – 11/30/14	40
Home Mortgage Disclosure Act Analysis	10/01/14 – 11/30/14	40
Fair Housing Index and Equity Assessment	10/01/14 – 11/30/14	10
Review of Barriers in Development Policies	10/01/14 – 10/31/14	10
Identification of Impediments, Remedial Actions and Best Practices	10/01/14 – 12/30/14	30
Draft Report AI	12/31/14	40
City Staff Review - Public Comment Period	01/01/15 – 01/30/15	
Final Report AI and Presentations (TBD)	02/01/15 - 2/27/15	20
Presentation	TBD	
<b>TOTAL HOURS</b>		<b>280</b>

<b>Consolidated Plan Task</b>	<b>Hours</b>	<b>Timeline</b>
Kickoff Meeting/Strategic Planning Session/Data Collection	40	10/01/14 – 11/15/14
Citizen Participation Plan/Consulting Public Private Agencies Community Participation Plan Evaluation and Update	40	10/01/14 – 11/30/14
Homeless and Housing Needs and Market Analysis	120	10/01/14 – 12/30/14
Five-Year Strategic Plan and review and incorporate the Annual Action Plan objectives and strategies into the Five Year Consolidated Plan including input of the Consolidated Plan into the HUD eCON Planning Software.	47	01/01/15 – 02/27/15
Draft Plan for City Staff Review	40	03/01/15
30 Day Public Comment Period		03/23/15 – 04/24/15
Final Consolidated Plan, Public Hearings and Presentations	20	05/01/15
Submission to HUD		
<b>Total Hours</b>	<b>307</b>	

## **TAB 4: COST PROPOSAL**

**BUDGET** - JQUAD's level of effort for **Part I: Five Year 2015 - 2020 Consolidated Plan** is **307 hours @ \$70 per hour for a cost of \$21,490**; **Part II: Analysis of Impediments** **280 hours @\$70 per hour for a cost of \$19,600**. The total combined cost for **Part I and Part II** is **\$41,090 to the City of Huntsville, Alabama**. This reflects approximately **587 total labor hours of effort @ \$70.00** per hour inclusive of overhead, administrative and travel cost. This effort is being proposed on a firm fixed price basis and all overhead, travel and administrative cost is included in this total price of \$41,090.

**EXCEPTIONS AND CITY ASSISTANCE** - The City will be expected to assist JQUAD by providing documents such as previous AI, Consolidated Plans, Annual Plans, CAPERS, Five Year Consolidated Plan and Annual Plan, City Development and Building Codes and other documentations, reports and regulations maintained by the City and Housing Authority, and will assist with developing an invitation list for community forums and focus group sessions, notification to participants, and hosting the sessions at a City facility. JQUAD will conduct the public input sessions. JQUAD will make available an electronic version of the final reports and the City will be responsible for all reproduction cost and distribution of the final reports at its discretion.

### **PAYMENT AND INVOICING**

JQUAD will invoice the client monthly based on progress completion of task and hours identified in the Work Plan, completed during the billing cycle.

# **APPENDIX**

## **Lake Charles, Louisiana Example Survey**

### **Evaluation Factors Response**

#### **Part I: 2015 – 2020 Consolidated Plan**

#### **Part II: Analysis of Impediment to Fair Housing Choice**

# Let Us Know About Your Needs for Services and Improvements in Your Neighborhood

**A few minutes of your time can help improve the quality of life in your neighborhood!**

The City of Lake Charles is embarking on a new housing and community development plan. We need your input to understand the problems, identify solutions, and prioritize funding. You can help by completing the following survey.

<b>I am a:</b>			
<b>Resident</b>	<b>Zip Code</b> _____	<b>Renter</b>	<b>Homeowner</b>
<b>Business Owner</b>	<b>Zip Code</b> _____		
<b>Non-profit Service Provider</b>	_____		
	Please indicate key services your agency provides and target clients		

## Help Us Prioritize Our Spending!

The City has **limited funding** available to address housing and community development needs. Please help us prioritize our spending for the next five years.

First, rank the following seven overall community needs, with 1 being the highest priority need and 7 being the lowest priority need.

*Rank 1 (highest need)  
through 7 (lowest need)*

### COMMUNITY NEED

- \_\_\_\_\_ **Community Facilities (e.g., parks)**
- \_\_\_\_\_ **Community Services (e.g., childcare, recreation, senior programs)**
- \_\_\_\_\_ **Economic Development (e.g., business assistance programs to create jobs)**
- \_\_\_\_\_ **Homeless Facilities and Services**
- \_\_\_\_\_ **Housing (new affordable housing, repairs, homeownership)**
- \_\_\_\_\_ **Public Improvements (e.g., streets, lighting, water, sewer)**
- \_\_\_\_\_ **Homeless Prevention Services (emergency financial assistance to pay housing expenses)**

Next, rank the needs in your neighborhood that warrant public funds. Remember, we have limited funding. Check "H" for High Priority or "L" for Low Priority.

Type of Needs	Priority	
	H	L
<b>Housing</b>		
Build More Affordable Ownership Housing (condos, townhomes, single-family)		
Build More Affordable Rental Housing (apartments)		
Emergency Assistance (emergency repairs)		
Homeownership Assistance (down payment, low interest loans)		
Major Home Improvement Assistance (structural, electrical, plumbing)		
Minor Home Improvement Assistance (paint, doors and windows, roof)		
Rental Housing Repair		
Rent Subsidies (monthly subsidies, security deposit)		
Lead Hazard Screening		
<b>Community Facilities</b>		
Community Centers		
Health Facilities		
Parking Facilities		
Libraries		
Neighborhood Facilities		
Parks and Recreation Facilities (playgrounds, pools, skate parks)		
Senior and Disability Centers		
Youth Centers		
Child Care Centers		
Non-Residential Historic Preservation		

Community Services	Type of Needs	Priority	
		H	L
	Pre-school Child Care	<input type="checkbox"/>	<input type="checkbox"/>
	School Age After School Care and Tutoring Services	<input type="checkbox"/>	<input type="checkbox"/>
	Crime Awareness/Prevention (neighborhood watch)	<input type="checkbox"/>	<input type="checkbox"/>
	Fair Housing Services (discrimination complaints)	<input type="checkbox"/>	<input type="checkbox"/>
	Health Services (physical health and mental illness)	<input type="checkbox"/>	<input type="checkbox"/>
	Dental Services	<input type="checkbox"/>	<input type="checkbox"/>
	Senior Services (meals-on-wheels, in-home care)	<input type="checkbox"/>	<input type="checkbox"/>
	Services for the Disabled (independent living, job training)	<input type="checkbox"/>	<input type="checkbox"/>
	Shared Housing for Seniors	<input type="checkbox"/>	<input type="checkbox"/>
	Senior Services Ombudsman for nursing home/assisted living patients	<input type="checkbox"/>	<input type="checkbox"/>
	Substance Abuse Treatment	<input type="checkbox"/>	<input type="checkbox"/>
	Services for Victims of Domestic Violence/Child Abuse	<input type="checkbox"/>	<input type="checkbox"/>
	Youth Services recreation activities	<input type="checkbox"/>	<input type="checkbox"/>
	Child Abuse / Domestic Violence Prevention and Outreach Services	<input type="checkbox"/>	<input type="checkbox"/>
	Counseling for child crime victims / struggling with life transitions	<input type="checkbox"/>	<input type="checkbox"/>
	Youth counseling and mentoring services	<input type="checkbox"/>	<input type="checkbox"/>
	Tenant/Landlord Dispute Resolution (rent increases, lack of maintenance)	<input type="checkbox"/>	<input type="checkbox"/>
	Transportation (dial-a-ride)	<input type="checkbox"/>	<input type="checkbox"/>
	Disability Services and access	<input type="checkbox"/>	<input type="checkbox"/>
	Food and Supplies	<input type="checkbox"/>	<input type="checkbox"/>

Meals-on-Wheels

--	--

Food Bank

--	--

Planning

--	--

Legal Assistance and Advocacy for Tenant Rights and Homeownership, Immigration, Eviction, and Discrimination

--	--

**Type of Needs**

**Priority**

**Economic Development**

H	L
---	---

Economic Development assistance to for-profit businesses

--	--

Commercial / Industrial Infrastructure Development Projects

--	--

Job Training and Placement Services

--	--

Rehabilitate Old Commercial/Industrial Buildings

--	--

Small Loans to and Micro-Enterprise Assistance

--	--

Technical Assistance to Businesses

--	--

Employment Training

--	--

**Homeless Facilities and Services**

Counseling/Case Management and Referrals

--	--

Homeless Facilities (overnight and day resource centers)

--	--

Employment Training

--	--

Life Skills Training

--	--

Mental Health Services, Substance Abuse Treatment, Supportive Services

--	--

Domestic Violence Shelters

--	--

Transitional Housing

--	--

**Public Improvements**

H	L
---	---

Drainage

--	--

Sidewalks (paving, widening)

--	--

Street Improvements (Repaving, curbs and gutters)

--	--

Streetlights, Traffic Signals (stop lights, stop signs, better street signs)

--	--

Solid Waste Disposal Improvements

--	--

Water / Sewer Improvements

--	--

Covered Ditches

--	--

**Homeless Prevention Services**

H	L
---	---

Emergency Financial Assistance to pay housing expenses

--	--

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To return by mail, send to:**

**James Gilleylen  
J-Quad Planning Group  
P.O. Box 803288  
Dallas, TX 75380**

**To return by fax, send to: 972-458-0602**

**To return by email, send to: [gilleylenj@jquad.com](mailto:gilleylenj@jquad.com)**

## Evaluation Factors Response

### Part I: 2015 – 2020 Consolidated Plan

Briefly respond to each of the following Evaluation Criteria Questions (maximum of 250 word per item):

A. Applicant/Organization has previously prepared a HUD Five Year Consolidated Plan for the City of Huntsville, Alabama.

**Response:** Applicant has not previously prepared a Five Year Consolidated Plan for the City of Huntsville. However, JQUAD has completed over 63 Consolidated Plans in cities of comparable size since 2000. In 2010 - 2012 engagements requiring both the Consolidated Plan and AI have included Little Rock, Jonesboro and the State of Arkansas; Alexandria, Baton Rouge and Shreveport, Louisiana; Corpus Christi, Grand Prairie, Irving, Tyler, and Wichita Falls, Texas; and Columbus, Georgia; and 2013 – 2014 engagements requiring the CP and AI include Lubbock and Corpus Christi, Texas; and Shreveport, Louisiana. All of the 2013 - 2014 engagements have included completion of the Consolidated Plan and Annual Plan in the HUD eCON Planning Software Suite.

B. Applicant/Organization has a minimum of 5 years demonstrated experience in the preparation of a HUD Five Year Consolidated Plan for States or other Entitlement Jurisdictions.

**Response:** JQUAD has completed over 63 Consolidated Plans (CP) since 2000 including the State of Arkansas Five Year CP and AI for 1995 – 2000; 2000 – 2005; 2005 – 2010; 2010 – 2015; 2015 – 2020. Engagements in 2010 - 2012 requiring both the CP and AI include Little Rock, Jonesboro and State of Arkansas; Alexandria, Baton Rouge and Shreveport, Louisiana; Corpus Christi, Grand Prairie, Irving, Tyler, and Wichita Falls, Texas; and Columbus, Georgia. In 2013 – 2014, JQUAD completed

the CP, AP and AI for Shreveport, Louisiana; and Lubbock and Corpus Christi, Texas and is currently completing the CP, AP, and AI, for State of Arkansas; Prince William County, Virginia; Medford, Oregon; Lake Charles, Louisiana; Tempe, Arizona; and Rockford, Illinois. All 2013 - 2014 engagements have included completion of the Consolidated Plan and Annual Plan in the HUD eCON Planning Software Suite.

C. Applicant/Organization proposes to compete the document in accordance with a time efficient schedule (March 1, 2015 Draft Due, May 1, 2015 – Final Due).

**Response:** Yes, JQUAD proposes to compete the document in accordance with a time efficient schedule (March 1, 2015 Draft Due, May 1, 2015 – Final Due).

D. Minority participation in the proposal.

**Response:** Yes, JQUAD PLANNING GROUP, LLC is a 100% Minority Business Enterprise.

E. Certified Business or Organization.

**Response:** JQUAD PLANNING GROUP, LLC is a Limited Liability Company LLC incorporated in the State of Texas.

F. (Community Development Evaluation Assessment) Applicant/Organization submitted the most cost effective proposal.

**Response:** JQUAD's level of effort for **Part I: Five Year 2015 - 2020 Consolidated Plan and 2015 - 2016 Annual Plan is 307 hours @ \$70 per hour for a cost of \$21,490.** This reflects approximately **307 total labor hours of effort @ \$70.00** per hour inclusive of overhead, administrative and travel cost. This effort is being proposed on a firm fixed price basis and all overhead, travel and administrative cost is included.

## Evaluation Factors Response

### Part II: Analysis of Impediment to Fair Housing Choice

Briefly respond to each of the following Evaluation Criteria Questions (maximum of 250 word per item):

A. Applicant/Organization has previously prepared a HUD Analysis of Impediment to Fair Housing Choice for the City of Huntsville, Alabama.

**Response:** Applicant prepared the 2010 HUD Analysis of impediments for the City of Huntsville Housing Authority covering the geography of the City of Huntsville, Alabama and the 2013 Update of the AI for the City of Huntsville Housing Authority.

B. Applicant/Organization has a minimum of 5 years demonstrated experience in the preparation of a HUD Analysis of Impediment to Fair Housing Choice for States or other Entitlement Jurisdictions.

**Response:** Since 2000, JQUAD has conducted over 65 Fair Housing Impediment Analyses (AI) for cities, counties and statewide for the States of Arkansas, Florida, and Vermont. JQUAD completed 24 Impediment Analyses in 2010 - 2013 including the Huntsville Alabama Housing Authority, and the cities of Cedar Rapids, Iowa; Compton, California; Shreveport, Louisiana; Arlington, Carrollton, Corpus Christi, Grand Prairie, Irving, Lewisville, San Marcos, Wichita Falls, Texarkana, and Tyler, Texas; Jackson, Tennessee; Huntsville Alabama Housing Authority; Bentonville, Hot Springs, Jonesboro, Little Rock, Rogers, Springdale, and Texarkana, Arkansas; Deltona and Punta Gorda, Florida; and Valdosta, Georgia. JQUAD completed two Regional AI and Fair Housing Equity Assessments for the East Arkansas Planning and Development District and the Rockford Metropolitan Agency for Planning. JQUAD is currently under contract to complete an AI for the State of Arkansas; Tempe, Arizona; Danville, Virginia; and Medford, Oregon.

C. Applicant/Organization proposes to compete the document in accordance with a time efficient schedule (March 1, 2015 Draft Due, May 1, 2015 – Final Due).

**Response:** Yes, JQUAD proposes to compete the document in accordance with a time efficient schedule (March 1, 2015 Draft Due, May 1, 2015 – Final Due).

D. Minority participation in the proposal.

**Response:** Yes, JQUAD PLANNING GROUP, LLC is a 100% Minority Business Enterprise.

E. Certified Business or Organization.

**Response:** JQUAD PLANNING GROUP, LLC is a Limited Liability Company LLC incorporated in the State of Texas.

F. (Community Development Evaluation Assessment) Applicant/Organization submitted the most cost effective proposal.

**Response:** JQUAD's level of effort for **Part II: Analysis of Impediments to Fair Housing Choice** is **280 hours @\$70 per hour for a cost of \$19,600**. This reflects approximately **280 total labor hours of effort @ \$70.00** per hour inclusive of overhead, administrative and travel cost. This effort is being proposed on a firm fixed price basis and all overhead, travel and administrative cost are included in this total price.

**RFP**



**REQUEST FOR PROPOSALS (RFP)**

Request for professional services in the preparation of the

**2015-2020 HUD CONSOLIDATED PLAN**

**AND/OR**

**2015-2020 ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE**

THIS REQUEST MAY BE RESPONDED TO BY APPLYING FOR ONE OR BOTH OF THE FOLLOWING PARTS. EACH PART REQUIRES A SEPARATE NARRATIVE, PROPOSED BUDGET, AND EVALUATION:

PART I: 2015-2020 HUD CONSOLIDATED PLAN

PART II: 2015-2020 ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

PUBLICATION DATE: **JUNE 25, 2014**

PROPOSAL DUE DATE AND LOCATION: **JULY 31, 2014 by 3:00 p.m.**  
**120 E. HOLMES AVE.**  
**HUNTSVILLE, AL 35801**

A COMPLETE COPY OF THE RFP IS AVAILABLE ON-LINE AT [www.hsvcity.com/comdev/index.php](http://www.hsvcity.com/comdev/index.php). OR AT 120 E. HOLMES AVENUE, HUNTSVILLE, AL 35801.

**SOLICITUD DE PROPUESTAS (RFP)**

Solicitud de Servicios Profesionales en la preparación de la

**2015-2020 Plan de Consolidado de HUD**

**y / o**

**2015-2020 Análisis de los impedimentos para elección de vivienda**

Esta Solicitud puede ser respondida a la solicitud de una o ambas de las siguientes partes. Cada parte requiere una narrativa independiente, presupuesto y evaluación:

Parte I: 2015-2020 Plan Consolidado de HUD

Parte II: 2015-2020 Análisis de los impedimentos para elección de vivienda

Fecha de Publicación: **25 de Junio, 2014**

Propuesta fecha y ubicación: **31 de Julio, 2014 antes de las 3:00 p.m.**  
**120 E. Holmes Avenue**  
**Huntsville, AL 35801**

Una copia completa de la RFP está disponible en línea en [www.hsvcity.com/comdev/index.php](http://www.hsvcity.com/comdev/index.php). O en 120 E. Holmes Avenue, Huntsville, AL 35801.



# HUNTSVILLE

Community Development

Kenneth Benion  
Director

## **REQUEST FOR PROPOSALS (RFP)**

Request for professional services in the preparation of the

### **2015-2020 HUD CONSOLIDATED PLAN AND/OR 2015-2020 ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE**

THIS REQUEST MAY BE RESPONDED TO BY APPLYING FOR ONE OR BOTH OF THE FOLLOWING PARTS.  
EACH PART REQUIRES A SEPARATE NARRATIVE, PROPOSED BUDGET, AND EVALUATION:

PART I: 2015-2020 HUD CONSOLIDATED PLAN  
PART II: 2015-2020 ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

PUBLICATION DATE: **JUNE 25, 2014**

PROPOSAL DUE DATE AND LOCATION: **JULY 31, 2014 by 3:00 p.m.  
120 E. HOLMES AVE.  
HUNTSVILLE, AL 35801**

A COMPLETE COPY OF THE RFP IS AVAILABLE ON-LINE AT [www.hsvcity.com/comdev/index.php](http://www.hsvcity.com/comdev/index.php).  
OR AT 120 E. HOLMES AVENUE, HUNTSVILLE, AL 35801.

The Star of Alabama



# HUNTSVILLE

## Community Development

Kenneth Benion  
Director

June 23, 2014

RE: Consolidated Plan **AND/OR** the Analysis of Impediments to Fair Housing Choice  
Request for Consultant Service Proposals

Dear Consulting Professional,

The City of Huntsville, Alabama is an entitlement community eligible to receive assistance under the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program and HOME Investment Partnerships (HOME) Program. Funds for these programs must be spent inside the City limits of Huntsville, Alabama for program participants who meet applicable eligibility criteria and for eligible activities as outlined by program regulations.

The Consolidated Plan is a document that is submitted to HUD every five years that serves as the planning document for the City and as an application for funding under the referenced programs which is prepared in accordance with the requirements of 24 CFR Part 91.

Additionally, as a part of the Consolidated Plan, the City certifies annually that it will affirmatively further fair housing, which means it will conduct an Analysis of Impediments (AI) to Fair Housing Choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

The City is seeking consultant service proposals to coordinate the preparation of both documents on behalf of the Community Development Department in accordance with HUD regulations and guidelines. The documents must cover the period of July 1, 2015 through June 30, 2020 and must be submitted in Draft Form to the Community Development Department no later than March 1, 2015 for Public Comment and in Final Form no later than May 1, 2015 for submission to the Huntsville City Council and HUD.

Additional information or clarification about this request can be obtained by contacting me directly at 256-427-5427. Proposals must be received in the Community Development office, at the address below, no later than 3:00 p.m. on July 31, 2014.

**City of Huntsville  
Community Development Department  
Yarbrough Office Building, Suite 200  
120 Holmes Ave., East Huntsville, Alabama 35804-0308**

The Star of Alabama

Proposals received by fax or e-mail transmission will **NOT** be accepted.

I appreciate your time and effort in responding to this proposal, and look forward to working with you in the future.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kenneth Benion". The signature is fluid and cursive, with a prominent initial "K" and a long, sweeping underline.

Kenneth Benion,  
Department Head



# HUNTSVILLE

Kenneth Benion  
Director

## Community Development

### **CONSULTANT SERVICES PROPOSAL APPLICATION PROCEDURE:**

This request for consultant service proposals contains two separate program components: Part I 2015-2020 HUD Consolidated Plan; and Part II 2015-2020 Analysis of Impediments to Fair Housing Choice. An applicant/organization may apply for one or both these program components. Please address each of the following components and provide the documentation requested. It is not necessary to repeat this information if your organization is applying to prepare both documents. Any proposal submitted without all of the information requested below will be considered non-responsive.

- A. Executive Summary should contain a description of your proposal in as much detail as possible.
- B. Fixed Price Budget & Completion Schedule. Please include a fixed price or fee for the production of the requested document(s). This fee should include a breakout of projected costs and profit. Also include a proposed completion schedule and timeline assuming a start date of January 1, 2015 and a due date of March 1, 2015 for the Draft Version and May 1, 2015 for the Final Version. Contract payments will be made in accordance with a completion schedule based upon completion of document elements.
- C. Provide resume of experience of the development team.
- D. Complete *Evaluation Criteria Questions* for each document you are proposing to prepare.

NOTE: Additional documentation may be required upon request by the City of Huntsville, Alabama.

The Star of Alabama



# HUNTSVILLE

Kenneth Benion  
Director

## Community Development

### **PART I: 2015-2020 HUD CONSOLIDATED PLAN**

The City is presently following a five (5) year consolidated plan that has been approved by the U.S. Department of Housing and Urban Development (HUD) for the period July 1, 2010 thru June 30, 2015. This document consolidates the planning and submission process for HUD Community Planning and Development (CPD) formula programs: Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs. Copies of the plan are available for inspection on the City's website at [www.hsvcity.com](http://www.hsvcity.com) on the Community Development Department webpage.

The consolidated plan includes six required components: (a) housing and homeless needs assessment, (b) housing market analysis, (c) strategic plan, (d) action plan, (e) certifications, and (f) monitoring. The action plan and certification portions of the document must be submitted annually to HUD for approval. The Consolidated Plan contains a single five (5) year action plan that brings needs and resources together in a coordinated housing and community development strategy. The five (5) year housing and community development action plan also outlines the strategy to be followed and the actions to be taken to address imbalances between the City's housing and community development needs and its identified resources.

The complete consolidated plan regulation is available at 24 CFR Part 91 and is posted on the HUD website at [www.hud.gov/offices/cpd/about/conplan/index.cfm](http://www.hud.gov/offices/cpd/about/conplan/index.cfm) along with guidelines and other information regarding HUD's Consolidated Planning process. You will also find the Consolidated Plan Review Checklist which the City will require as a mandatory part of the completed Consolidated Plan document.

The Consolidated Plan Document must cover the period of July 1, 2015 through June 30, 2020 and must be submitted in Draft Form to the Community Development Department no later than March 1, 2015 for Public Comment, and in Final Form no later than May 1, 2015 for submission to the Huntsville City Council and HUD.

The Star of Alabama



# HUNTSVILLE

## Community Development

Kenneth Benion  
Director

### **PART I: 2015-2020 HUD CONSOLIDATED PLAN EVALUATION FACTORS**

The preliminary funding award resulting from this part of the Request for Proposals shall be determined by analysis of, but not necessarily limited to, the factors shown below. Points will be designated for each factor of consideration with a maximum score of 100 points. Awards will be made to the responsible application/organization whose proposal is most advantageous to the program, with price and other factors considered.

Briefly respond to each of the following *Evaluation Criteria Questions* (maximum of 250 words per item):

- A. Applicant/Organization has previously prepared a HUD Five Year Consolidated Plan for the City of Huntsville, Alabama.

\_\_\_\_\_ Zero or 25 points

- B. Applicant/Organization has a minimum of 5 years demonstrated experience in the preparation of HUD Five Year Consolidated Plans for States or other Entitlement Jurisdictions.

\_\_\_\_\_ Up to 20 points

- C. Applicant/Organization proposes to complete the document in accordance with a time efficient schedule (March 1, 2015 – Draft Due, May 1, 2015 – Final Due).

\_\_\_\_\_ Up to 20 points

- D. Minority participation in the proposal.

\_\_\_\_\_ Up to 10 points

- E. Section 3 Certified Businesses or Organization.

\_\_\_\_\_ Zero or 10 Points

- F. (Community Development Evaluation Assessment) Applicant/Organization submitted the most cost effective proposal

\_\_\_\_\_ Zero or 15 Points

The Star of Alabama



# HUNTSVILLE

Kenneth Benion  
Director

## Community Development

### **PART II: 2015-2020 ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE**

Sections 104(b)(2) and 106(d)(5) of the Housing and Community Development Act of 1974, as amended, specifically requires Community Development Block Grant (CDBG) Program grantees to certify that they will affirmatively further fair housing. Congress reiterated this affirmative obligation in Section 105(b)(13) of the National Affordable Housing Act of 1990 (NAHA).

As a part of the Consolidated Plan, the City certifies annually that it will affirmatively further fair housing, which means it will conduct an Analysis of Impediments (AI) to Fair Housing Choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

The scope of the AI is broad. It covers the full array of public and private policies, practices and procedures affecting housing choice. In summary, the AI; i) Serves as the substantive logical basis for fair housing policy; ii) Provides essential and detailed information to policy makers, administrative staff, housing providers, lenders, and fair housing advocates; and iii) Assists in building public support for fair housing efforts both within a State or Entitlement jurisdictions/ boundaries and beyond.

A Fair Housing Planning Guide detailing the information needed for conducting an AI is available on the HUD website at [www.hud.gov/offices/fheo/promotingfh.cfm](http://www.hud.gov/offices/fheo/promotingfh.cfm). The AI document must cover the period of July 1, 2015 through June 30, 2020 and must be submitted in Draft Form to the Community Development Department no later than March 1, 2015 for Public Comment and in Final Form no later than May 1, 2015 for submission to the Huntsville City Council and HUD).

The Star of Alabama



# HUNTSVILLE

Community Development

Kenneth Benion  
Director

## **PART II: 2015-2020 ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE EVALUATION FACTORS**

The preliminary funding award resulting from this part of the Request for Proposals shall be determined by analysis of, but not necessarily limited to, the factors shown below. Points will be designated for each factor of consideration with a maximum score of 100 points. Awards will be made to the responsible applicant/organization whose proposal is most advantageous to the program, with price and other factors considered.

Briefly respond to each of the following *Evaluation Criteria Questions* (maximum of 250 words per item):

- A. Applicant/Organization has previously prepared a HUD Analysis of Impediments to Fair Housing Choice for the City of Huntsville, Alabama.

\_\_\_\_\_ Zero or 25 points

- B. Applicant/Organization has a minimum of 5 years demonstrated experience in the preparation of HUD Analysis of Impediments to Fair Housing Choice for States or other Entitlement Jurisdictions.

\_\_\_\_\_ Up to 20 points

- C. Applicant/Organization proposes to complete the document in accordance with a time efficient schedule (March 1, 2015 – Draft Due, May 1, 2015 Final Due).

\_\_\_\_\_ Up to 20 points

- D. Minority participation in the proposal.

\_\_\_\_\_ Up to 10 points

- E. Section 3 Certified Businesses or Organization.

\_\_\_\_\_ Zero or 10 Points

- F. Applicant Organization submitted the most cost effective proposal.

\_\_\_\_\_ Zero or 15 Points

The Star of Alabama