

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 C. Jordan Wilson & Associates for consulting services for 2015-2020 HUD Consolidated Plan Preparation.

Exact Wording for the Agenda:

Resolution to enter into an Agreement with C. Jordan Wilson and Associates for consulting services for 2015-2020 HUD Consolidated Plan Preparation.

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

Item to be considered for: Action

Unanimous Consent Required: No

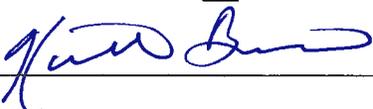
Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

The Resolution to enter into an agreement with C. Jordan Wilson and Associates will allow the City to engage in a partnership with the Consultant to render services in connection to Community Developments Five Year Consolidated Plan.

Associated Cost: 0.00

Budgeted Item: No

MAYOR RECOMMENDS OR CONCURS: No

Department Head: 

Date: 10/10/14

**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 City and C. Jordan Wilson & Associates-2015-2020 ConPlan**

City Obligation Amount: **\$0.00**

Total Project Budget: **\$53,130.00**

Uncommitted Account Balance: **\$0.00**

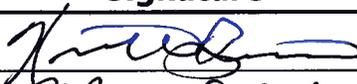
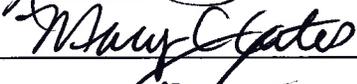
Account Number: **N/A**

Procurement Agreements

Not Applicable	Not Applicable
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Grant-Funded Agreements

Federal HUD	Grant Name:
	2015-2020 HUD CONSOLIDATED 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 is hereby authorized to enter into an Agreement by and between the City of Huntsville and C. Jordan Wilson & Associates, on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreement is substantially similar in words and figures to the document attached identified as "Agreement between the City of Huntsville, Alabama, and C. Jordan Wilson & Associates for Consulting Services for 2015-2020 HUD Consolidated Plan Preparation," consisting of thirty-nine (39) 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 23rd day of October 23, 2014.

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

APPROVED this the 23rd 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
C. JORDAN WILSON & ASSOCIATES FOR
CONSULTING SERVICES FOR 2015-2020 HUD
CONSOLIDATED PLAN PREPARATION**

THIS AGREEMENT, is entered into this the 23rd, day of October, 2014, by and between the City of Huntsville, Alabama, hereinafter referred to as the CITY, and C. Jordan Wilson and Associates, 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.**

The City is presently following a five (5) year Consolidated Plan (CP) that has been approved by the U.S. Department of Housing and Urban Development (HUD) for the period of July 1, 2010 through June 30, 2015. The Consultant will prepare the 2015-2020 five (5) year period. The 2015-2020 CP covers July 1, 2015 through June 30, 2020. This document consolidates the planning and submission process for HUD Community Planning and Development (CPD) formula programs HUD's CPD formula programs consist of the 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 on the Community Development Department webpage.

The Consolidated Plan includes six required components:

1. Housing and Homeless Needs Assessment
2. Housing Market Analysis
3. Strategic Plan
4. Action Plan
5. Certifications
6. 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 strategic plan that brings needs and resources together in a coordinated housing and community development strategy. The five (5) year housing and community development strategic 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 resources.

A copy of the 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 along with guidelines and other information regarding HUD's Consolidated Planning process. Also included is the Consolidated Plan Review Checklist which the City will require as a mandatory part of the completed Consolidated Plan document to be prepared.

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 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.

- 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 of preparation of the 2015-2020 Consolidated Plan and a copy of the RFP is attached hereto as Exhibit "A".
- III. REPORTS, REPORT CONTROL AND CONTROL INFORMATION:
- A. GENERAL REPORT PROVISIONS:
1. The reports (interim and final) will be delivered to the City of Huntsville as per the attached schedule.
 2. 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.
 3. 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.
- III. TIME OF PERFORMANCE. The service of the Consultant shall begin on October 23, 2014 and shall be completed no later than May 1, 2015.
- IV. 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 itself 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.

- V. **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: Consultation & Housing Needs	January 16, 2015	\$12,500.00
Reporting Period #2: Housing Market Analysis Descriptions/Assessments	February 16, 2015	\$12,700.00
Reporting Period #3: Strategic Plan & Annual Action Plan	March 16, 2015	\$10,000.00
Reporting Period #4: 2015-2020 Consolidated Plan "Draft"	April 1, 2015	\$6,000.00
Reporting Period #5: 2015-2020 Consolidated Plan "Final"	May 1, 2010	\$4,000.00
	Subtotal	\$46,200.00
	Profit @ 15% of Cost	\$6,930.00
	TOTAL	\$53,130.00

It is expressly understood that in no event shall the total compensation to be paid exceed the maximum sum of **Fifty-three Thousand, One and Thirty Dollars (\$53,130.00)** 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.

VI. **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 thereupon 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 of paragraph VI. A., above, or any other lawful termination of 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.

VII. 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:

- 1. Notices as to Consultant: **Dr. Constance J. Wilson**
120 Thomas Woods Court
Huntsville, Alabama 35806

- 2. 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

C. Jordan Wilson & Associates

By: _____
Constance J. Wilson, Ph.D.

ATTEST:

EXHIBIT "A"

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

EXHIBIT "A"

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

C. Jordan Wilson & Associates

120 Thomas Woods Court Huntsville, Alabama 35806 (256) 722-5067; fax 722-4957

July 30, 2014

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

RE: Consolidate Plan & Analysis of Impediments
to Fair Housing proposal requests

Dear Mr. Benion:

This letter along with the attached proposal comes in response to the City of Huntsville's request for consultant services to prepare the 2015-2020 HUD Consolidated Plan and the 2015-2020 Analysis of Impediments to Fair Housing Choice. As you will see, my consulting firm, C. Jordan Wilson & Associates has been providing technical assistance to non-profit organizations, local governments and profit entities for more than twenty years. Through our work with organizations and cities, we have helped them: a) prepare comprehensive and consolidated plans; b) prepare the Analysis of Impediments to Fair Housing c)) build stronger community organizations; d) assess opportunities and challenges in communities; e) evaluate program performance; and f) develop planning documents to guide steps toward proactive and positive change in their communities.

Specific to your request, C. Jordan Wilson & Associates has more than 15 years of experience in preparing both Consolidated Plans and Fair Housing Plans. For the City of Decatur, Alabama, the Firm has prepared four rounds of Consolidated Plans, the 2000-2005; 2005-2010 and the 2010-2015 plans. In 2004, we prepared the City of Huntsville's 2005-2010 Analysis of Impediments and Fair Housing Plan. The preparation of the 2010-2015 Consolidated Plan followed. As noted in the Firm's qualifications, we have successful fulfilled the scope of work under three other contractual agreements for the City of Huntsville's Department of Community Development.

C. Jordan Wilson is a woman owned minority business enterprise. The Firm's principle areas of expertise are community building initiatives, needs assessments, demographic analyses, diagnostic and prescriptive studies of communities.

It is my hope that the Firm's experience meets your needs. I look forward to assisting the Department of Community Development with the preparation of your 2015-2020 Consolidated Plan and the 2015-2020 Analysis of Impediments to Fair Housing Choice.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Constance J. Wilson". The signature is fluid and cursive, with the first name being the most prominent.

Constance J. Wilson, Ph.D.
President, C. Jordan Wilson & Associates

Attachments:

- a) Proposal for 2015-2020 Consolidated Plan; with fixed price budget and completion schedule
- b) Proposal for 2015-2020 Analysis of Impediments to Fair Housing Choice; with fixed price budget and completion schedule
- c) Firm's Qualifications
- d) Evaluation criteria for Consolidated Plan & Analysis of Impediments to Fair Housing Choice



Proposal and Statement of Qualifications (SOQ) Of C. J. Wilson and Associates to Provide Consultant Services to the City Of Huntsville, Alabama, Department of Community Development in Support of the Preparation of the 2015-2020 Consolidated Plan and the 2015-2020 Analysis of Impediments to Fair Housing Choice.

*Submitted by
Constance J. Wilson, Ph.D. Principal of Firm
120 Thomas Woods Court
Huntsville, AL 35806
(256) 722-5067*

July 30, 2014

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SCOPE OF SERVICES

The firm of C. Jordan Wilson & Associates is qualified and desires to provide professional services that will support the City of Huntsville, Alabama in the preparation of the 2015-2020 Consolidated Plan and the 2015-2020 Analysis of Impediments to Fair Housing. The Firm has the experience to amass the needed statistics and information, analyze and interpret quantitative and qualitative data sets, synthesize the documentation process and produced an evidence-based and citizen guided Consolidated Plan and the Fair Housing Plan for the City of Huntsville.

Specific to the services outlined in the RFA the firm has the capacity and well established experience to prepare:

- ✓ Consolidated Plans
- ✓ Fair Housing Plan
- ✓ Citizen Participation Plan

The documentation providing support of the firm's qualifications starts on page 11.

EXECUTIVE SUMMARY

This proposal identifies the set of steps and actions that will be undertaken to address both parts of the RFA: Part I: The six required components of the 2015-2020 Consolidated Plan and Part II: the 2015-2020 Analysis of Impediments to Fair Housing Choice which will cover "the fully array of public and private policies, practices and procedures affecting fair housing policy"

The description of the scope of work as outlined in this proposal, are based on the requirements described in the Department of Housing and Urban Development's, *24 CFR Part 91, "A Desk Guide for Using IDIS to Prepare the Consolidated Plan, Annual Action Plan, and CAPER "and HUD's Fair Housing Planning Guide.*

The proposal is presented under 2 sections: Section 1: Preparation of the Huntsville's Five Year (2015-2020) Consolidated Plan Section and Section 2: Preparation of the Five Year (2015-2020) Fair Housing Plan. The set of steps and outcomes (e.g., reports, plans, and procedures) that will be taken and delivered for each of the tasks for which professional and services are being requested is described below.

SECTION A: Consolidate Plan and Action Plan Preparation

The requirements for the preparation and submittal of the Consolidated Plan have been revised by the U. S. Department of Housing and Urban Development.

In May 2012, HUD's Office of Community Planning and Development (CPD) introduced the eCon Planning Suite. The Consolidated Plan Template which is a part of the suite is required for all Consolidated Plans submitted on or after November 15, 2012. Grantees, such as the City of Huntsville, that are scheduled to submit a Consolidated Plan to HUD after this date must use the template for both the Consolidated Plan and the Year 1 Action Plan

In compliance with this requirement, procedures for uploading the 2016-2020 Consolidated Plan into the IDIS system will be followed. Therefore the plan will be prepared in two forms, "Soft Copy" and "Hard Copy". To produce the consolidated plan, the following steps/actions will be undertaken.

The Consolidated Plan process will be divided into four phases: (a) determining housing, homeless needs and Non-housing needs, (b) housing market analysis (c) strategic plan and action plan, and certifications and monitoring



Phase 1: DETERMINING HOUSING, HOMELESS AND NON-HOUSING NEEDS

The Needs Assessments will provide a determination of the varying needs within the community in the areas of affordable housing, community development, and homelessness. Base on the Consolidated Plan regulations (24 CFR Part 91) the requirements of the Needs Assessment are:

1. Summary of Housing Needs
2. Demographics
3. Number of Households
4. Housing Needs Summary
5. Housing Problems 2
6. Cost Burden >30% and >50%
7. Cost Burden >50%
8. Crowding Table (More Than One Person Per Room)
9. Households with Children Present

Also, in compliance with the 24 CFR, a summary will be prepared of the City of Huntsville's priority non-housing community development needs.

Non-Housing Needs

- Senior centers
 - Handicapped centers
 - Homeless facilities
 - Youth centers
 - Childcare centers
 - Neighborhood facilities
 - Fire stations/equipment
 - Health facilities
 - Parks, recreational facilities
- Facilities for special needs
populations

Phase 2: MARKET ANALYSIS

The purpose of the Market Analysis is to provide a clear picture of the environment in which the City of Huntsville must administer its programs over the course of the 2015-2020 Consolidated Plan timeframe. As Noted by HUD, in conjunction with the Needs Assessment, the Market Analysis will provide the basis for the **Strategic Plan and the programs and projects to be administered**. The Market Analysis will address the following topics.

General Characteristics of the Housing Market

The ConPlan will describe the significant characteristics of the Huntsville's housing market, including the supply, demand, and condition and cost of housing. Based on available data, an estimate of the number of vacant or abandoned buildings and whether units in these buildings are suitable for rehabilitation will be made.

The plan will also identify and define and describe areas of low-income concentration and areas of minority concentration.

Lead-based Paint Hazards

The Plan will estimate the number of housing units within the jurisdiction that are occupied by low-income families or moderate-income families that might contain lead-based paint hazards.

Public and Assisted Housing

The Plan will describe and identify the public housing developments and public housing units in the jurisdiction, the physical condition of such units, the restoration and revitalization needs, Section 504 needs, and the public housing agency's strategy for improving the management and operation of such public housing and for improving the living environment of low- and moderate-income families residing in public housing.

Assisted Housing

The Plan will include a description of the number and targeting (income level and type of family served) of units currently assisted by local, state, or federally funded programs and an assessment of whether any such units are expected to be lost from the assisted housing inventory for any reason, such as expiration of Section 8 contracts.

Housing, and Services for Homeless Persons

The Plan will include a brief inventory of facilities, housing, and services that meet the needs of homeless persons within the jurisdiction, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. The inventory of services will include both services targeted to homeless persons and mainstream services,

such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons.

Special Need Facilities and Services

The Plan will describe the housing stock available to serve persons with disabilities and other low-income persons with special needs, including persons with HIV/AIDS and their families. It will also describe, to the extent information is available, the facilities and services that assist persons who are not homeless but who require supportive housing and programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing.

Barriers to Affordable Housing

The Plan will describe any regulatory barriers to affordable housing, including public policies that affect the cost of housing and the incentives to develop, maintain, or improve affordable housing in the jurisdiction. The description will include tax policies affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment.

PHASE 3: STRATEGIC AND ACTION PLAN (SETTING PRIORITIES AND DETERMINING RESOURCES)

HUD expects that the goals identified in step one will serve as a management tool to help the City track and monitor performance throughout the term of the Consolidated Plan.

Citizen Participation: Citizen Participation will be incorporated throughout the entire planning process. It will play a key role in the determination of needs. Assessment strategies will include first-hand information from potential beneficiaries of funded CDBG, profit and non-profit service providers, and governmental entities.

These consultations will be valuable at this stage to determine what other organizations are already carrying out. Based on the consultations and citizen participation, the City of Hunts will be able to choose to supplement and expand upon successful programs and identify programs that are adequately meeting a need.

For the goals of the Consolidated Plan to have this utility, they will be developed based on the five characteristics of effective goals as suggested by HUD.

The Five Characteristics of Effective Goals are:

Specific—enough detail to establish what the City of Huntsville wants to accomplish;

Measurable-- each goal will include a number of Goal Outcome Indicators, numeric values;

Action-Oriented—the actions that must be taken in order to achieve each goal will be explained;

Realistic--- Actions and goals will be set based on the understanding of the limitations that available resources, capacity, and political will might perhaps impose.

Phase 4: SPECIFIC ACTIONS AND TIMELINE

The Project Management Schedule below outlines the timeframe for submittal of the work to be completed for the Consolidated Plan. The consultant, Constance J. Wilson, expected that much of the demographic data along with other keys maps and profiles which support the assessment of needs and opportunities within the City are readily available given the City of Huntsville's formalized process in preparing the Comprehensive Plan, "Big Picture Huntsville". The aggressive timeframe is based on access and the sharing of information which the City has assembled.

The interpretation and analysis of such databases and materials will be based on their applicability and utility for addressing the specific needs documentations and assessment of services, environments, and other aspects for both the Consolidated and Fair Housing Plan.

The final format for the 2015-2020 Consolidated Plan will include:

- ✓ Executive Summary
- ✓ The Process and Consultation
- ✓ Needs Assessment
- ✓ Housing Market Analysis
- ✓ Strategic Plan
- ✓ First-Year Action Plan

CONSOLIDATION PLAN: PROJECT MANAGEMENT PLAN AND TIMELINE PREPARATION

TASKS /	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Community Profile & Consultation																
a) Three focus groups will be organized and conducted:																
b) Design and distribute a "Needs Assessment Survey"																
c) Socio economic data current and project 2020																
d) First Public Hearing																
Housing Needs: Descriptions																
a) Housing needs: Data collection, analysis, interpretation, illustration and reporting																
b) Homeless, and non-homeless needs (including HOPWA: Data collection, analysis, interpretation, illustration and reporting for																
Housing Market Analysis: Descriptions/Assessments																
a) characteristics of the housing market																
b) Public and Assisted Housing																
c) Housing supply/demand and general market conditions/trends																
d) the concentration of low-income areas and minorities within the city																
Strategic Plan																
a) significant factors concerning the City's housing needs and socioeconomic conditions with a trend analysis and projection for the next five																
One Year Action																
Full Consolidated Plan Draft																
Presentation of draft (public meetings & City Council)																
Revision to Draft based on comments and citizen input																
Final Report submitted to Council and approved																
Checklist review & eCon IDIS upload ready																

SECTION A: CONSOLIDATED PLAN TASKS AND BUDGET

This budget is developed on a project performance and deliverable cost basis. It is a fixed-cost budget based on the delivery of the following elements within the timeframe outlined under the Project Management Plan and Timeline.

Description of Tasks and Costs

Reporting Period One: Consultation and Housing Needs

Community Profile & Consultation Tasks

Demographic and Economic Analysis

Map interpretation and Geo-spatial Analysis

Summary of Housing Needs

- Number of Households
- Housing Needs Summary
- Housing Problems 2
- Cost Burden >30% and >50%
- Households with Children Present

Non- Housing Community Development Needs

Cost..... **\$ 12,500.00**

Reporting Period Two:

Housing Market Analysis: Descriptions/Assessments

Number of Housing Units

Cost of Housing

Condition of Housing

Public and Assisted Housing

Homeless Facilities

Special Needs Facilities and Services

Barriers to Affordable Housing

Non-Housing Community Development Assets

Needs and Market Analysis Discussion

Cost **\$12,700.00**

Reporting Period Three:

- Strategic Plan and Action Plan
- Geographic Priorities
- Priority Needs
- Influence of Market Conditions
- Anticipated Resources
- Institutional Delivery Structure
- Goals
- Public Housing Accessibility and Involvement
- Barriers to affordable housing
- Homelessness Strategy
- Lead based paint Hazards
- Anti-Poverty Strategy
- Monitoring

Cost **\$10,000.00**

Reporting Period Four:

- Annual Action Plan**
- Expected Resources
- Annual Goals and Objectives
- Projects
- Geographic Distribution
- Affordable Housing
- Public Housing
- Homeless and Other Special Needs Activities
- Barriers to affordable housing
- Other Actions
- Program Specific Requirements
- Draft of Consolidated Plan**

Cost **\$6,000.00**

Reporting Period 5: May 1, 2015

Final 2015-2020 Consolidated Plan (verified by HUD checklist) and final upload into IDIS e-Con Program

Cost **\$4,000.00**

Subtotal \$ 46,200.00

Profit @ 15% of cost..... \$6,930.00

TOTAL COST OF PREPARATION OF CONSOLIDATED PLAN..... \$53,130.00

SECTION B: 2015-2020 ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING

HUD provides guidance for communities toward the fulfillment of their fair housing requirements. In the *Fair Housing Planning Guide, Volume 1*, the following definitions outline an entitlement city's obligation to affirmatively further fair housing. These definitions also embrace the components of fair housing planning.

- 1) Analysis of impediments to Fair Housing Choice -- Employ an analytical method to identify impediments to fair housing choice within the jurisdiction.
- 2) Fair Housing Action Plan-- Take appropriate action to overcome the effects of any impediments identified in the analysis; and
- 3) Fair Housing Records-- Maintain records reflecting the analysis and actions taken in this regard.

ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

Employ an analytical method to identify impediments to fair housing choice within the jurisdiction.

The analysis of Impediments to Fair Housing Choice begins with background data on the City. Data will be assembled and interpretations made to assess how these characteristics of the City influence housing choice. The data analyzed will include the following:

I. Community Profile (Background data on Jurisdiction)

Much of the demographic data for developing a community profile for the fair housing plans will support both the Consolidate Plan and Fair Housing

- a) **Demographic data**
 - Household size data
 - Elderly areas of concentration
 - Racial location patterns
- b) **Income data**
 - Median family income by tracts
 - Concentration of low income areas of City
 - Unemployment rate
 - Employment Characteristics
 - Geography of employment
- c) **Housing**

- Median value of homes
- Housing Tenure
- Home Ownership by Race
- Percent of owner occupied housing
- Rental Housing Inventory and Market (apartment complexes, subsidized rentals)
- Existing single family homes
- New Single family homes
- Identification, location and description of all public/assisted housing
- Age of structures
- Construction activity and sites of major housing development for past five years
- Development of Maps displaying data
 - i) Low and Moderate income concentration Map
 - ii) Minority Concentration Map
 - iii) Community Facilities Map
 - Public School Location Maps
 - Hospital Location Map
 - Parks and Recreation facilities
 - Public Libraries
 - iv) Location of Public Housing Map
 - v) Public Transportation Map

Summarize Key Demographic and Economic Trends: Analyze impediments revealed through data interpretation.

II. Evaluation of Fair Housing legal Status for the City

- Interview Key Informants to determine local areas/issues of fair housing concerns
 - The Madison County Board of Realtors
 - North Alabama Coalition for the Homeless
 - Huntsville Housing Authority
 - Other key informants as identified
 - hold a public forum to assess fair housing issues (nimbyism, housing industry practices)
 - design and put fair housing survey on City's web site.

***** Public meetings on Fair Housing will be held in conjunction with Public Meetings for the Consultation on the Consolidated Plan**

III. Identification of Impediments to fair housing choice attributable to the public and private sectors in the City

- a) **Public Sector Impediments**
 - Assessment of development regulations and land costs
 - Taxes and Fees

Public housing programmatic goals
Lead based paint
Gentrification
Schools (regulations and status)

- b) **Private Sector Impediments**
Latest HMDA Statement for Huntsville
Loan approval by race (Federal Institution Examination Council
Predatory Lending activities
Realtor's Association activities e.g., Voluntary Affirmative Marketing
Agreement, public forums
Insurance costs
- c) **Summary of key Impediments associated with each sector**
- d). **Impediments Found and Recommendations**

Tables will be developed to provide a summary of the identified impediments to fair housing choice. Recommendations related to these impediments will result. These will be used as a basis for preparing the Fair Housing Action Plan.

Fair Housing Action Plan

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 impediment documented, a Fair Housing Action Plan will be prepared with benchmarks and outcome measures related to the following:

- a) Actions/specific recommendations to address the major impediment areas defined for the City;
- b) Role of Key participants and other stakeholders instrumental to plan implementation will be identified;
- c) Other recommended participants - Key organizations or groups whose participation is necessary to implement actions
- d) Timeframes for each action
- e) Three implementation timeframes will be suggested for the timing of recommendation (short-range, mid-term, and long range)

Fair Housing Records

Maintain records reflecting the analysis and actions taken To affirmatively further fair housing as part of the obligations assumed as a entitlement City for CDBG funds.

- a) Recommend data sets or other sources of records that will support and document actions being taken to address impediments found.
- b) Monitor and record the actions being taken to further fair housing choice
- c) Synthesized all findings into a Fair Housing Plan for the City of Huntsville.

Reporting Periods

Four reporting period will provide the Division of Community Development the opportunity to review and monitor the progress of the project. These reporting periods are:

First reporting period	Week 5
Jurisdictional Background (socio-econ data)	
Evaluation of Fair Housing legal status	
Second reporting period	Week 7
Identification of impediments	
Third reporting period	Week 8
Draft of Fair Housing Action Plan	
Record keeping strategy	
Fourth reporting period	Week 16
Public Comment Period Incorporations of recommendations	
Final Report	

FAIR HOUSING: PROJECT MANAGEMENT PLAN AND TIMELINE FOR SECTION

Tasks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Analysis of Impediments																
A) Jurisdiction Background data																
Income data																
Housing data																
Employment data																
Summary of Trends																
B) Evaluation of Fair Housing Legal status																
Interviews & consultations																
archival and case search																
C) Identification of impediments																
Public Sector																
Private Sector																
Summary of impediments																
Fair Housing Action Plan																
Recommendations																
Timelines and benchmarks																
Fair Housing Record Keeping Plan																
1) Identify typical data sets needed																
2) Protocol for record keeping																
Synthesize all finding into a DRAFT of Fair Housing Report for the City of Huntsville/City Council																
Website for comments/ hold Public meetings on Plan																
Final Revisions and Final Report submitted																

PROPOSAL BUDGET SECTION "B": FOR PREPARATION OF THE 2015-2020 ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING

This budget is developed on a project performance and deliverable cost basis. It is a fixed-cost budget based on the delivery of the following element within the timeframe outlined in the Project Management Plan and Timeline.

Reporting Periods and Budget

Reporting Period One: Background of jurisdiction and Fair Housing Legal status

- Income data
- Housing data
- Employment data
- Maps
- Summary of trends and patterns

Evaluation of legal status

- Case reviews and archival records
- Interviews
- Survey analysis
- Consultations

Cost/Payment	\$8,500.00
Reporting Period Two: Identification of Impediments	\$7,000.00
Public Impediments	
Private Impediments	
Reporting Period Three: Fair Housing Plan and Procedures for Record keeping.....	\$ 8,500.00
Reporting Period Four: Final Fair Housing Report.....	\$ 3,500.00
Subtotal	\$27,500
Profit @ 15% of Cost	\$ 4,125.00
TOTAL COST OF FAIR HOUSING DELIVERABLES	\$31,625.00

TOTAL BUDGET FOR BOTH CONSOLIDATED PLAN AND FAIR HOUSING PLAN

BUDGET FOR EACH SECTION AND TOTAL BUDGET FOR SCOPE OF PROFESSIONAL SERVICES REQUESTED

A)	PREPARATION OF CONSOLIDATED PLAN.....	\$53,130.00
B)	PREPARATION OF FAIR HOUSING PLAN	\$31,625.00

TOTAL BUDGET FOR PROFESSIONAL SERVICES **\$84,755.00**

**Qualifications of Firm
C. Jordan Wilson & Associates**

**Constance J. Wilson, Principal
120 Thomas Woods Court
Huntsville, AL 35806**

**(256) 722-5067
(256) 656-4029 –cell phone**

C. JORDAN WILSON
& Associates

←—————→
"A Partner in Community Building"

C. Jordan Wilson & Associates is a planning consulting firm specializing in community development, land use analysis, transportation impact analysis, and organizational development. The Firm is a single proprietorship operated by Constance Wilson, Ph.D., who has 38 years of experience in the field of Urban and Regional Planning. The firm has contracted with agencies in the private, governmental, and non-profit sectors.

Formed in 1985... **C. Jordan Wilson & Associates** has been consistently involved in private consulting activities that require the application of sound principles and practices of community planning. The firm has offered a range of professional services including working with nationally noted airport planning firms, conducting land use and neighborhood assessments with local government agencies, preparation of comprehensive plans for major cities, providing leadership training for community based organizations, designing citizen consultation procedures, and offering program management for HUD Community Development Block Grant funds. The Firm received a letter of commendation for the U.D. Department of Housing and Urban Development for the professional services provided to the City of Decatur, Alabama. Constance Wilson, President of the firm, has been a professor of Urban Planning for 35 years. With her Ph.D., in Political Science and Master of Urban and Regional Planning Degree, she offers a blend of the theoretical and the practical in response to real problems and current opportunities.

Associates with the Firm have expertise in

- Environmental Planning
- Geographic Information Systems
- Evaluations and Assessment
- Land use Impact Analysis
- Socio-Economic Impact Analysis



CLIENT LIST AND SERVICES OFFERED

MUNICIPAL/ LOCAL AND COUNTY GOVERNMENT

CITY OF DECATUR, ALABAMA

Community Development Department, (City of Decatur, AL): Prepared of the Analysis of Impediments to Fair Housing and Plan. (2000-2005; 2005-2010; 2010-2015; 2015-2020

Department of Community Development: Preparation of the Five Year Consolidated Plan, 2005-2010; 2010-2015; 2015-2020

City of Decatur, Alabama, Preliminary work on 2030 Comprehensive Plan, Analysis of Social Demographics and Economic Indicators, 2009

Department of Community Development (City of Decatur, AL): Demographic & Social Economic Analysis of City of Decatur, Alabama & Three CDBG Target Communities: Comparisons of 2000- 2010 Census Profile and Analysis at the Tract Level (2012) & 1990-2000 Comparison. (2003)

Community Development Department (City of Decatur, AL): Technical Assistance which lead to the establishment of the Northwest Decatur Community Development Corporation (2000- 2001)

Prepared the Plan for the Decatur Neighborhood Revitalization Strategy Area NRSA, (the first to be approved by U.S. Department of Housing and Urban Development in the State of Alabama), 2001-2002

Community Development (City of Decatur, AL): Preparation of the Consolidate Annual Performance Report and Evaluation (CAPER) years 1999, 2000.

CITY OF HUNTSVILLE, ALABAMA

City of Huntsville, Alabama, Community Development Department, Preparation of the Fair Housing Plan and Analysis, 2005-2010; 2010-2015

Five Year Consolidated Plan for the City of Huntsville, Alabama, 2010

City of Huntsville, Alabama, Community Development Department: Census 2000, An Analysis of Demographic Change in the CDBG Target Communities and Huntsville-at-large. (2002).

Community Development Division (City of Huntsville, AL): Neighborhood Organization Board Training and Community Focus Group Discussions (2000)

Community Development Department (City Of Huntsville, AL): Leadership Development and Community Building in the Dallas/Lincoln Mills Community (2001)

Community Development Division (City of Huntsville, AL): Decision Model for Neighborhood Intervention (1999)

HUNTSVILLE HOUSING AUTHORITY

Huntsville Housing Authority (Huntsville, Alabama) Preparation of proposals in response to 2005 Department of Housing and Urban Development Super NOFA, June 2005

MADISON COUNTY COMMISSION

Madison County Commission (District Six Office): Prepared proposal under the Community-Based Problem-Solving Criminal Justice Initiative, U.S. Justice Department, April 2005

PRIVATE FIRMS

Structured Economic Employment Development Corporation (Seedco), Comprehensive assessments for eight (8) Community Housing Development Corporations (CHDOs), 2003

Structured Economic Employment Development Corporation (Seedco), Comprehensive assessments for eight (5) Community Housing Development Corporations (CHDOs), 2002

R.M. Plan Group (Nashville, Tennessee): Land use analysis and economic impact analysis component of the Tennessee General Aviation System Master Plan (1987)

Barge, Waggoner, Sumner & Cannon (Montgomery, AL): Land use analysis, jurisdiction/Control and Noise impact analysis for Danniley Fields (1988)

Buchart Horn, Inc.(Memphis, Tennessee): Tennessee Airport Action Plans, pilot survey Analysis. (1990)

STATE AND REGIONAL AGENCIES

Community Action Partnership of Madison and Limestone Counties: Head Start Needs Assessment, 2003 and 2004

Rosebud Economic Development Corporation (Rosebud Reservation, Mission, SD): Consultant for Planning Awareness Week (2001)

Community Action Agency of Huntsville/Madison and Limestone Counties, Need Assessment and Service Area Profile (2000)

Community Action Agency of Madison and Limestone Counties: Needs Assessment and Service Area Profile (1998)

Alabama Highway Department (Montgomery, Alabama): "Increasing Contracting Opportunities for Disadvantaged Women and Minority Owned Business". (1991-1992)

NON-PROFIT ORGANIZATIONS

Northwest Decatur Community Development Corporation (NWCDC), Technical Assistance Provider for the development of program components of the CDC (2000 - Present)

Oakwood College Church (Huntsville, Alabama): Developed HUD Section 202 Loan application for Housing for the elderly (1986)

North Central Alabama Health Care Center (Huntsville, Alabama): Conducted Health Care Needs Assessment (1983)

Business License: **City of Huntsville, Alabama**
 City of Decatur, Alabama

To contact us: **C. Jordan Wilson & Associates**
 Constance Wilson
 120 Thomas Woods Court
 Huntsville, AL 35806

(256) 722-5067 or (256) 656-4029 –cell phone

RESUMES OF KEY PERSONNEL:

Constance J. Wilson

Patrice Ruffin Dickerson

Nikkya Moore-Coleman

C. Jordan Wilson and Associates

EVALUATION CRITERIA

Relevant professional educational qualifications of Principal

Constance Jordan (Principal) holds a Master of Urban and Regional Planning degree and the Ph.D. in Political Science, with a concentration in Urban Planning. In compliment to her educational preparation, she has more than 35 year of experience as a professor of Urban Planning and 27 years as a City Planning consultant.

The “Principal” Associates on the project will be:

***Patrice Ruffin Dickerson, AICP.* Patrice Dickerson has 10 years of City Planning experience. She serves in a top management position and Principal Planner for the group,” The Collaborative”. She has experience in the preparation of the Consolidated Plans and mastery of the IDIS tool for preparing and submitting completed plans to the U.S. Department of Housing and Urban Development.**

Nikkya Coleman-Moore – Nikkya Coleman is the President and CEO of @Risk, LLC which is an emerging woman owed small business that provides risk management, engineering services and Community Assessment and technical solutions. Her principal areas of expertise include: creating, conducting and assessing program evaluation assessments, Citizen Engagement processes and techniques, and technical reviewer of Federal Grant reporting.

The Resumes of each are attached.

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.

Prepared the Five Year (2010-2015) Consolidated Plan for the City of Huntsville, Alabama, 2010.

Fair Housing Experience with City of Huntsville:
City of Huntsville, Alabama, Community Development Department, Preparation of the Fair Housing Plan and Analysis, 2005-2010 & 2010-2015

Other CDBG technical and professional services for the City of Huntsville

Before the preparation of the City's 2010-2015 Consolidated Plan, C. Jordan Wilson had been providing professional services to support the CDBG program in the Huntsville for more than 12 years. Based on the unique insights that previous projects provided, the Firm was able to prepare a plan that documented needs and outline strategies that would improve the quality of life for low to moderate income families in the City.

Examples of other plans include:

- City of Huntsville, Alabama, Community Development Department: Census 2000, An Analysis of Demographic Change in the CDBG Target Communities and Huntsville-at-large. (2002).

- Community Development Division (City of Huntsville, AL): Neighborhood Organization Board Training and Community Focus Group Discussions (2000)

- Community Development Department (City Of Huntsville, AL): Leadership Development and Community Building in the Dallas/Lincoln Mills Community (2001)

- Community Development Division (City of Huntsville, AL): Decision Model for Neighborhood Intervention (1999)

_____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.

C. J. Wilson & Associates has been provide professional Planning services to the City of Decatur in the preparation of their Consolidated Plans for more than 15 years.

City of Decatur, AL: Department of Community Development: Preparation of the Five Year Consolidated Plan for the following Programmatic Years:

2000-2005

2005-2010;

2010-2015;

2015-2020

In addition to the Consolidated Plans and Fair Housing Plans that the Firm has prepared for the City of Decatur, we have provided professional services for the following projects

City of Decatur, Alabama, Preliminary work on 2030 Comprehensive Plan, Analysis of Social Demographics and Economic Indicators, 2009

Department of Community Development (City of Decatur, AL): Demographic & Social Economic Analysis of City of Decatur, Alabama & Three CDBG Target Communities: Comparisons of 2000- 2010 Census Profile and Analysis at the Tract Level (2012) & 1990-2000 Comparison. (2003)

Community Development Department (City of Decatur, AL): Technical Assistance which lead to the establishment of the Northwest Decatur Community Development Corporation (2000- 2001)

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Community Development (City of Decatur, AL): Preparation of the Consolidate Annual Performance Report and Evaluation (CAPER) years 1999, 2000.

_____ 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).

The project management tables as shown in the Proposals outline the tasks and timeframe to assure comprehensive coverage of all required components of both the Consolidate Plan and the Analysis of Fair Housing Impediments and Plan.

The Firm's long-term involvement with the City and other governmental and non-profit groups supports a timey efficient process for contacting, assembling, and engaging multiple groups for a broad and diverse consultation process. This process will support the needs assessments and ultimately influence the Five Year Plan for both the Consolidated Plan and the AI & Fair Housing Plan.

The Firm's experience with the eCon/IDIS tool assure that there will be no loss of time due to an learning curve for understanding how to utilization of this new process.

_____ Up to 20 points

D. Minority participation in the proposal.

The Firm is headed by Constance J. Wilson, A female and Minority. The Associates that will be working on the preparations of the Plans are Female and Minority.

_____ Up to 10 points

E. Section 3 Certified Businesses or Organization

Other Business Licenses: C. Jordan Wilson & Associates has consistently held a current license to conduct business in the City of Huntsville.

Zero or 10 Points

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

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. 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. 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

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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", with a stylized flourish at the end.

Kenneth Benion,
Department Head



HUNTSVILLE

Community Development

Kenneth Benion
Director

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 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 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/ftheo/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