Council Communication

Department: Community Development	Resolution No.: 22 -	City Council: November 28, 2022

Subject/Title

Accept and execute a contract for professional consultant services to develop a Housing Plan and an update to the Consolidated Plan, Action Plan, and Affirmatively Furthering Fair Housing for the City.

Background/Discussion

Background

The City of Council Bluffs Community Development Department has worked with community partners for many years to address housing issues through multiple efforts. Over the last few years the City has observed a housing shortage that most of the nation is also facing. Therefore, there is a need to gather data and analysis in regards to a Housing Plan that would include a housing needs assessment for households within the city limits. Additionally, the City needs an update to the Consolidated Plan, Annual Action Plan, including the City's Neighborhood Revitalization Strategy Area (NRSA) designation and boundary, and Affirmatively Furthering Fair Housing (AFFH) in conjunction with the development of a Housing Plan.

The City of Council Bluffs is an entitlement community and therefore is qualified to receive financial assistance from the U.S. Department of Housing and Urban Development (HUD) on an annual basis. Specifically, the City qualifies for Federal entitlement funding made available through the Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Programs. Past performance has demonstrated that the City has administered both of these programs efficiently and effectively.

To remain eligible for this funding, the City is required to submit a HUD mandated Consolidated Plan. The Consolidated Plan requires the City to identify its housing and community development needs, come up with strategies for meeting those needs and prioritizing those needs. The Consolidated Plan includes a Five-Year Strategy and Annual Action Plans for each program year in the five-year strategy. The Annual Action Plan primarily presents a budget for proposed activities to be implemented during the course of each program year in the five-year strategy and to address needs identified as part of the overall five-year strategy.

This Consolidated Plan is for the Five-Year Strategy for the period beginning January 1, 2024 through December 31, 2028. The formula grant programs covered by this Consolidated Plan includes only the CDBG. The Home Investment Partnership (HOME) Program funding and activities are outlined in the Omaha - Council Bluffs Consortium Consolidated submission for Community Development Programs.

Title VIII of the Civil Rights Act of 1968, known as the Fair Housing Act, requires HUD and recipients of federal funds from HUD to affirmatively further the policies and purposes of the Fair Housing Act, also known as "affirmatively further fair housing" or "AFFH." The obligation to affirmatively further fair housing requires recipients of HUD funds to take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics.

Council Communication

Discussion

In order to select a consultant to develop a Housing Plan and an update to the Consolidated Plan, Action Plan, and Affirmatively Furthering Fair Housing, staff completed a Request for Proposal (RFP) process. Two proposals were received from Civitas, LLC and Chrysalis Research + Consulting, LLC. Based on the qualifications of each firm and the submittal requirements, staff recommends hiring Civitas, LLC. The consultant will assist the City in developing a Housing Plan and an update to the Consolidated Plan, Action Plan, and Affirmatively Furthering Fair Housing. Including the Scope of Services: project management and administration, housing analysis, public outreach and presentations, developing a housing plan, updates to the Consolidated Plan and Annual Action Plan, updates to the AFFH plan and final documentation. The total amount will not exceed $133,550.

Staff Recommendation

The Community Development Department recommends City Council adopt a resolution authorizing the Mayor to accept and execute a contract with Civitas, LLC for professional consultant services to develop a Housing Plan and an update to the Consolidated Plan, Action Plan, and Affirmatively Furthering Fair Housing for the City.

Attachment

Proposals to the RFP