

## PROPOSED AFH SCOPE OF SERVICES

This work has distinct parts which, at various times, will be taking place simultaneously. The scope of work describes the activities separately, but the paragraph at the end of this Scope explains when and how the tasks will overlap.

Areas of planning will include:

### DATA COLLECTION

**Data collection and display for the region as a whole and the individual jurisdictions (cities, counties and public housing agencies; upon data availability)**

This task requires:

- Using the HUD-provided open source data about population demographics to identify housing and living patterns in the region and each jurisdiction with patterns of integration and segregation, racially and ethnically concentrated areas of poverty, disproportionate housing needs, and disparities in access to opportunity;
- Using reasonable judgment in deciding what supplemental information would be relevant to his analysis, the consultant will check and update that data since the Dallas-Fort Worth region is experiencing rapid and dynamic growth while this process is taking place.
- Collecting and displaying in both map and tabular form information about the following:
  - locations of HUD-assisted housing properties to include all of the following:
    - Low rent public housing properties;
    - HUD insured properties (221(d)3 and 221(d)4), 236);
    - Section 8 multifamily project-based properties (Section 8 new construction, substantial rehabilitation, property disposition set aside, loan management set aside);
    - Section 8 housing choice voucher participants broken down by zip code and PHA issuing the voucher;
    - Section 8 project-based voucher properties;
    - Low income housing tax credit properties (LIHTC);
    - Other affordable housing present in each jurisdiction.
  - Locations and jurisdictions of public and charter schools (color coded by most recent Texas Education Agency (TEA) rating);
  - Routes and access of all public transportation (color coded by type of transportation);
  - Locations and category of all hospitals, clinics and public health facilities;
  - Locations and categories of public parks and recreation areas;
  - Locations of organizations and agencies that provide services to homeless people and people with disabilities, coded by the type of service offered;
  - Locations of essential commercial services, coded to break out the following:
    - Full service grocery stores (with a range of fresh meat, fish, fruit and vegetables);

- Drug stores/pharmacies;
- Laundromats/dry cleaners;
- Banks (not just check cashing establishments);
- Gas stations
- Average private market rent and ownership housing sale price by zip code;

**As it pertains to the contributing factors, qualitative analyses and explanations, and policy-related questions:**

- The consultant will inquire with adjacent units of general local government and local and regional government agencies, including local government agencies with metropolitan- wide planning and transportation responsibilities, particularly for problems and solutions that go beyond a single jurisdiction.
- The consultant will inquire with other public and private agencies that provide assisted housing, health services, and social services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons), community-based and regionally-based organizations that represent protected class members, and organizations that enforce fair housing laws.
- The participating jurisdiction will assist the consultant in identifying these local leaders and agencies.

The products of this task will include a series of tables and maps for the region and each jurisdiction that display all the information listed above. The data will help establish areas where the studied protected classes need access to better housing opportunities as well as neighborhoods that might offer such opportunity. [The characteristics of the protected classes are as defined by the Fair Housing Act.](#) The work products will meet all the requirements of the HUD regulations.

**CITIZEN PARTICIPATION**

**Community Participation by the consultant with input from the public, elected and appointed officials of cities, counties and housing agencies, housing providers, advocates and agencies that serve people of low income and any other interested parties:**

This task requires:

A. Electronic Communication:

- Setting up a temporary web page that will be regularly updated so anyone who is interested can tell the exact state of the work and can plan to attend public meetings associated with this project and where interested individuals can make comments;
  - Providing information about both content and process for development of the plan and posting to appropriate social media to attract additional comments;

## B. Public Meetings

- The consultant will be facilitating public meetings throughout each participating jurisdiction to present information on the Assessment of Fair Housing and to provide persons attending with a chance to comment and have input on the process and results;
  - In smaller jurisdictions this may only require one or two meetings.
  - In McKinney - At a minimum, holding two meetings in each jurisdiction when the first draft of the data described in Task 1 is available for review and comment and when first draft of the strategies for meeting fair housing obligations is available for review and comment.
  - The participating jurisdiction (McKinney) will assist the consultant by identifying suitable sites for public meetings in compliance with HUD requirements and publishing notices about the meetings;
  - With local leaders, preparing and presenting proposed strategies to affirmatively further fair housing and meet fair housing obligations;
  - With the assistance of participating jurisdictions (McKinney), the consultant will undertake outreach activities to encourage broad and meaningful community participation.

## C. Documentation of Concerns, Suggestions or Findings

- The consultant will record and keep careful notes about the content of each public meeting so public input is captured and made available for use in preparing the final AFH;
- Preparing and presenting clear and cogent reports on the data collected when it is ready for comment. The consultant should use both a PowerPoint presentation and hand-outs;
- Summarizing the comments received as well as work papers that include all comments shall be part of the final fair housing assessment.

The products of this task will include sign in sheets for every public meeting held, a short report summarizing comments received, both on the web page at from the public meetings. In addition, the consultant's work papers that capture all the comments will be provided to the jurisdiction.

The work products will meet all the requirements of the HUD regulations.

## **SUBMITTAL**

Preparing plans, priorities and strategies for each participating jurisdiction that will guide them in meeting their fair housing obligations, expanding access to opportunities:

This task requires:

- Working closely with appropriate local leaders, first to present the data about their jurisdiction, second to present comments on the data received at the local public meetings, and third to suggest what the data imply about the jurisdiction's obligations to affirmatively further fair housing and to expand access to opportunity;

- Under the guidance of local planners, elected officials, and housing agency staff develop a draft strategy to meet the jurisdictions balanced approach to fair housing. The strategy should address the needs of people with a range of incomes and differing supportive service needs and should span both rental housing and homeownership options;
- Guiding and facilitating the local process toward a plan that will meet HUD's requirements and be acceptable in the locality;
- The consultant will complete section IV of the Assessment Tool; namely: Assessment of Past Goals, Actions, and Strategies. All participating jurisdictions will assist the consultant in its interview efforts in the completion of such section.

The outcomes of this task will be strategies with priorities and implementation methods to address the fair housing issues in each participating locality. The consultant's role in this task is not to develop a plan but rather to facilitate its development by each local jurisdiction by providing recommendations.

**The final AFH draft will go through a final round of public participation. Following this, the consultant will complete the final Assessment using the comments received.**

The work products of this task will meet all the requirements of the HUD regulations.

Finally, following the submission of the final AFH report, the consultant will train staff from each City and PHA the techniques and methods to update their local plans. The city will continue to report to the public under the Annual Action Plans and end of year reports.