



20-0012

TITLE: Consider/Discuss/Act on a Resolution Authorizing the City Manager, or Designee, to Execute Contract between the City of McKinney and Root Policy Research to Prepare a 2020-2024 Consolidated Plan and Analysis of Impediments for Fair Housing Choice, under the Community Development Block Grant (CDBG) Program

COUNCIL GOAL: Enhance Quality of Life in McKinney
(5E: Develop Sustainable Quality of Life Improvements Within the City of McKinney)

MEETING DATE: January 7, 2020

DEPARTMENT: Housing & Community Development

CONTACT: Shirletta Best, Community Services Administrator

RECOMMENDED CITY COUNCIL ACTION:

- Approve the Resolution Authorizing the City Manager, or Designee, to Execute a Contract between the City of McKinney and Root Policy Research to Prepare the 2020-2024 Consolidated Plan and Analysis of Impediments for Fair Housing Choice, under the Community Development Block Grant (CDBG) Program.

ITEM SUMMARY:

- The Consolidated Plan is a five-year planning document for the city's CDBG program, which builds on a participatory process beginning with the public. To assess affordable housing needs, community development needs and resources and market conditions, to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the CPD formula block grant programs.

The Consolidated Plan is carried out through Annual Action Plans at the beginning of each program year, which provide detailed summary of the actions, activities, and the specific federal and non-federal resources used each year to address the priority needs and specific goals identified by the Plan. At the

completion of each program year, the City will report progress in the Consolidated Annual Performance and Evaluation Report (CAPER). The Consolidated Plan, as required by the federal regulation, will have the following components:

Citizen Participation Plan
Community Profile
Non-Housing Needs Assessment
Housing and Homeless Needs Assessment
Housing Market Analysis
Strategic Plan and Anti-Poverty Strategy Development
Annual Action Plan
Certifications

- The Strategic Plan portion of the Consolidated Plan will serve as the guidelines for funding requests for Program Years 2020-2024 and each program year begins October 1, the same as fiscal years for the city. The Strategic Plan will provide measurable goals and objectives for priorities and programs.
- The Analysis of Impediments to Fair Housing choice is a review of impediments to fair housing choice in the public and the private sector. The analysis is required review to receiving federal housing and community development block grant funding, take action to overcome effects of any impediments identified through the analysis and maintain records reflecting analysis and action. The report involves assessment of the city's ordinances, regulations, administrative policies, practices and procedures; an assessment of public and private sector conditions affecting fair housing choice, and an assessment of how the city's ordinances, regulations, policies, and practices affect the accessibility and location availability of housing.

BACKGROUND INFORMATION:

- The Purchasing Department prepared the process and advertised a Request for Qualifications (19-63RFQ). City of McKinney issued a Request for Qualification 19-63RFQ for a Five-Year Consolidated Plan and Update to Analysis of Impediments to Fair Housing Choice on September 22, 2019.
- Advertised in the McKinney Courier Gazette and other diverse resources such as the North Dallas Gazette and utilized the Texas Historically Underutilized Business (HUB) Program.
- Posted on McKinney TV
- 767 matching eBid Supplier Invitations
- On October 24, 2019, three (3) firms submitted statement of qualification in response to the RFQ. An evaluation team of (4) four staff members comprised from the City Manager's office and Housing and Community Development Department reviewed and scored the statement of qualifications based on the

following criteria:

- **Experience - 40 points maximum**
 - Demonstrate experience with housing and market studies for other governmental entities.
- **Capacity to Perform - 30 points maximum**
 - Provide proposed team member qualifications and resumes including team members directly involved in this project.
- **Project Approach - 20 points maximum**
 - Demonstrate an innovative approach to a housing study with a focus on affordability.
- **Housing Choice Survey - 10 points maximum**
 - Demonstrate efforts to work with the City on performing a successful housing choice survey that sheds additional light on housing market gaps. Of the three firms that submitted statements of qualification, Root Policy Research was determined the most qualified. A fee proposal will be negotiated in accordance with the professional services procedures provided by the approval of City of McKinney Purchasing Policy.
- Staff anticipates the process to begin with meeting with the firm's project leader in January, 2020. The full process will include citizen participation during the preparation process and review of the draft documents and the end stage of preparation for submission to the U.S. Department of Housing and Urban Development (HUD). Public hearings will be conducted during the preparation and the final drafts will be complete for City Council public hearings in July 2020.
- The Consolidated Plan will go before HUD for review and final approval in August 2020.

FINANCIAL SUMMARY:

- The Resolution authorizes a contract for the amount not to exceed \$66,710.
- Funds for this project are under the approved 2019-2020 budget under Department 17 (CDBG).

BOARD OR COMMISSION RECOMMENDATION:

- N/A

SUPPORTING MATERIALS:

[Resolution](#)