

Housing Action Plan

Content and Mock Scope of Work

The following is a mock scope of work for the creation of a municipal housing action plan. This information is meant to serve as a guide for municipalities that wish to issue an RFP for creating a housing action plan pursuant to the Housing Smart Community Initiative.

TASK A - Stakeholder and Community Engagement

To better understand local conditions, perceptions, and opinions, the consultant will solicit information and feedback from key stakeholders, local professionals, and the broader community at large. Stakeholders will be engaged through individual interviews or convenings of small groups. Suggested stakeholders include:

- 1) Elected officials
- 2) Housing developers active in the municipality
- 3) Relevant municipal staff (building inspectors, planners, assessors, community development, etc.)
- 4) Representative from the local public housing authority
- 5) Representatives from local housing non-profits and community organizations

The consultant will conduct a minimum of two public meetings to solicit input from the general public. The consultant will make a reasonable effort to host the meetings in a convenient location and notify the public in advance of the meetings.

TASK B - Analysis of Current Conditions

The consultant will conduct a thorough analysis of current conditions in the municipality. Information on current conditions will be collected from a variety of sources including the U.S. Census Bureau, the U.S. Department of Housing and Urban Development (HUD), as well as local sources such as the municipal planning department and/or building department. Consultant will analyze the following topics as well as any other topics deemed appropriate by the consultant.

- 1) **Demographic Metrics** – e.g., total population, age, and race/ethnicity.
- 2) **Household Characteristics** – e.g., family size, household income, homelessness, vacancy, and tenure.
- 3) **Housing Stock** – e.g., housing types, housing age, and housing conditions.
- 4) **Housing costs** – e.g., home sale prices, the cost of rent, and the housing cost burden.
- 5) **Subsidized housing** – e.g., the location of subsidized housing, the number of subsidized housing units, the level of affordability of subsidized units.
- 6) **Housing for special populations** – e.g., age-restricted housing, housing for persons with mental disabilities, homeless and supportive housing.
- 7) **Local regulations and policies** – e.g., zoning districts, local tax policies, and code enforcement.
- 8) **Inventory of local housing resources** – non-profit and community organizations working on housing issues, municipal housing related programs, other local resources.

TASK C - Gaps Analysis

The consultant will provide an analysis of how housing conditions and municipal policies are meeting current and forecasted housing demands. The analysis will be based on both qualitative and quantitative information collected from TASK A and TASK B.

- 1) An analysis of how existing municipal regulations impact local housing and identify constraints resulting from local policies.
- 2) An analysis of how trends in housing costs compare to trends in household income for renters and owners.
- 3) A projection of housing demand for five and ten years into the future based on population projections and demographic trends.

TASK D - Identification of Goals

Based on the findings of the gaps analysis, stakeholder interviews, and community engagement, the consultant will identify housing-related goals for the municipality.

TASK E – Identification of Sites for Housing Development

Based on the findings of the gaps analysis, stakeholder interviews, and community engagement, the consultant will identify sites for potential housing development. Consultant will describe the methodology for site selection and consider factors such as:

Existing zoning and building potential.

- Compatibility with adjacent and nearby land use.
- Environmental factors such as flooding and wetlands.
- Presence of potential health hazards such as asbestos, lead-based paint, or harmful substances left from prior uses of the site.
- Proximity and accessibility to utilities and infrastructure (roads, sewer, water).
- Proximity and accessibility to opportunities and services such as schools, public transit, businesses, and parks.
- Property ownership.

TASK F – Action Steps

The consultant will provide a series of action steps that support the goals set forth in TASK D. Action steps may also include identification of specific sites that will be prioritized for housing development.

Each action step will include:

- 1) A description of which goal(s) the action supports and how
- 2) An assignment of roles and responsibilities for implementation
- 3) An estimation of resources needed
- 4) An estimated timeline for implementation