

Responses to questions received for the WGYC Regional Housing Needs Assessment RFP
January 27, 2014

Is the contractor expected to revise all aspects of the draft Analysis of Impediments to Fair Housing Choice (AI), as specified in the letter from the FHEO Portland field office? Does the Consortium expect the consultant to revise the document until accepted by the Portland FHEO field office? (This assumes that there may be additional HUD comments on a revised draft).

In addition to collecting data on affordability bands, this project is to produce a final AI. Instead of asking the consultant to start from scratch, the Consortium is providing a draft AI (along with HUD's comments on that draft) as a starting point. The final AI must be acceptable to HUD, which is necessarily going to include some revision. Because the level of revision needed to pass muster with HUD will be at least partly determined by the quality and completeness of the consultant's work in producing the document, it is beyond the Consortium's ability to estimate how much work will be involved at this stage of the project.

Would the Consortium consider a revised AI that is based on HUD's proposed regulations and fair housing template (to be released for public comment in February) if this meant a later completion date (e.g., October or November 2014)?

No. The WGYC must incorporate the final Analysis of Impediments into the overall Regional Plan for Sustainable Development, which must be completed by December 2014. The consortium must adhere to the grant deadlines and is thus unable to extend the deadlines for Housing Analysis deliverables.

How much of the SCI grant has the Consortium allocated/budgeted to completion of the needs assessment and AI revision?

The Consortium has allocated \$125,000 towards the completion of this task, some of which has already been used to produce the preparatory work/draft RAI that the consultant will be completing as part of this project. The actual budget for the remaining work will be negotiated with the chosen consultant based on the response to the RFP and that respondent's estimated project budget.

Regarding the Housing Inventory component (item B on page 4), does "each community" refer to all counties and cities included in the Consortium (listed on page 3 of the RFP)?

"Each Community" refers to all counties plus jurisdictions that are large enough to have available data.

In our experience, housing needs assessments in regions like the four counties if identified can either be: 1-oriented towards local revenue generation and local solution creation; 2-Federal compliance data, related to HUD AI's and con plans; or 3-HUD sustainability criteria related to affordability as well as the other five. Is there a priority in this project for one of these? All of these? Any sense for where the emphasis should be?

Grant funds are only available for projects that are compliant with the federal data related to HUD AIs and that adhere to the HUD sustainability criteria and all six of the livability principles. The priority in this project is for all three of these areas.

Has additional follow up with HUD regarding their comments on the Regional Analysis of Impediments (RAI) been done? Has there been additional effort to coordinate HUD's comments with the realities of population densities and demographics in the communities and counties in the area and, therefore, where meaningful efforts should be focused moving forward?

There has not been follow up with HUD regarding their comments on the draft AI. There have not been additional efforts to coordinate HUD's comments with the realities of population densities and demographics in the communities/counties in the area.

Will the surveys and other data collected by the Eastern Idaho Entrepreneurial Center for the draft RAI be available?

Yes. Surveys and raw data from the Eastern Idaho Entrepreneurial Center will be made available on the WGYC website.

The draft RAI does not specify any specific housing impediments or actions to be taken. Have these since been drafted or considered by the consortium?

No.

What resources can the Yellowstone Business Council bring to the process – employer contacts and outreach, economic data and information, etc.?

The Yellowstone Business Council does not collect economic data. Contractor should contact each jurisdiction to obtain contact information and economic data where available. Contractor should understand that it's possible existing data may not be in a consistent format.

The RFP indicates that both a web and paper household survey should be distributed. a. Has the Consortium discussed expected distribution methods and sources of distribution lists for these surveys and, if so, can you explain the resources available to generate an email distribution list, assistance with outreach, etc.?

The consortium does not have a database of distribution channels. Distribution methods must be broad enough to reach disenfranchised and marginalized populations, as required by HUD. Contractor should contact each jurisdiction individually to obtain contact information and distribution lists. Contractor will be responsible for outreach.

What options are available to promote the survey to the public in the various counties and communities – local radio stations, newspapers, community centers, etc.?

Consultant team shall provide a plan for how they intend to conduct public outreach in each community.

Is a Spanish version of the survey needed and, if so, what resources or local organizations are available to reach out to this population and/or conduct intercept surveys? Our experience has shown that simply translating a paper or web survey from English into Spanish and using the same distribution methods as for the English speaking population would not be effective.

Yes, a Spanish version is required. Please include details in public outreach plan.

The RFP requests that survey results be reported in terms of "income bands" for each community. a.

Given our experience with surveys in general and in your four-county region specifically, the number of survey responses received from the smaller communities (e.g. Island Park with 79 households; Teton with 95 households; Ashton with 386 households; etc.) will not be sufficient to provide the level of detail asked for in the RFP – income bands by community, then also by household type, preferences, etc. Recognizing these limitations, will the consortium consider county-level survey analysis, or large enough sub-regions to perform the type of analysis required?

County-level survey analysis plus jurisdictions that are large enough to have available data is acceptable.

Can you define the income bands (AMI categories) that you want covered recognizing that the greater the number of bands/categories, the larger the survey sample needed?

The income bands are as follows:

- Very low income (50% of median family income)
- Low income (50-80%)
- 80-120%
- Above 120%

For the deliverable report on the household survey analysis and housing needs, do you agree that the report will provide suggestions for how communities can address their housing needs to inform future consortium and community discussions and decisions, and we will not be responsible for facilitating or participating in the decision-making process among the suggested options provided? This decision-making process appears to be outside the scope of the RFP.

Correct. Consultant team shall provide recommendations. Consultant team is not responsible for implementing recommendations.

Who is on the advisory group and how do you envision coordinating with them?

The advisory team representatives are:

- Heather Higinbotham, Yellowstone Business Partnership
- Natalie Powell, City of Rexburg
- Brittany Skelton, City of Victor
- Christine Walker, Teton County WY Housing Authority

Advisory team will serve as liaison to respective jurisdictions to provide contact information. Advisory team is not responsible for gathering or providing data.

Under the “Public Participation” section, the consultant is asked to provide a summary of data to establish housing objectives and alternative strategies regionally. Is this summary expected to be distributed to the consortium only or by the consortium to their representative public for comment—can you clarify?

All work will be made available to the public. The final report does not require a public comment period; extensive public participation is required for the surveys, gathering the best available information and data. The consortium will review the final draft internally and submit to HUD for review. Consultant team will be responsible for responding to HUD comments accordingly.

Under the “Public Participation” section, part 4, can you explain what “remain available” to the WGYC means such that we can plan for this task within the scope of the project/ In the event this task exceeds anticipated budget, is there any ability to bill hourly for additional time spent on this task?

“Remain available,” means that consultant team needs to be able to respond as issues arise during public involvement efforts. Consultant team will be providing a budget to WGYC for the work; said budget will need to include this component.

The public participation for the housing study must be adequate to satisfy HUD’s requirements for an RAI/FHEA. Housing Needs Analysis is intended to inform/complement the RPSD effort in an attempt to ensure we’re not unnecessarily duplicating efforts. Details will be finalized as we negotiate a contract with the winning bidder.

In preparing the Final RAI, it is noted that the selected contractor may need to address additional gaps identified by HUD on close to final drafts. Because of this unknown, is it possible to include this potential follow-up work as a contingency to the budgeted project, perhaps billed on an hourly basis up to a not-to-exceed limitation?

The Consortium is asking respondents to tell us how much they will charge to produce the work described in the RFP. How that work is produced is up to the consultant. The Consortium cannot advise respondents on the best way to price their services.

Do current (i.e., 2013/2014) population, household and housing unit figures used for the Needs Assessment need to be the same as used for other studies conducted as part of this grant and, if so, is this information readily available?

No. Figures used in this project need to be the best available data. If that isn’t what the other studies are using, the consultant will need to provide it. (The Consortium expects that a successful respondent will be able to know and explain the difference.)

However, the information the other consultants are using should be readily available for the consultant to review (and use, if appropriate).

In responding to the RFP, the outline provided under “Information to be submitted” does not specify where the scope of work/approach is to be discussed. Can you clarify so that the responses you receive will be consistent?

Please submit Scope of Work after Qualifications and before Proposed Budget.

Are you expecting interviews to be conducted in person and, in the event of conflicts in scheduled timing with the RFP timeline for interviews, is it possible to conduct interviews earlier than specified?

Phone interviews will be conducted.