



Broward County

Legislation Text

File #: 20-381, Version: 1

Broward County Commission Regular Meeting

Director's Name: Henry A. Sniezek

Department: Environmental Protection

Division: Housing Finance & Comm. Redevelopment

Information

Requested Action

A. MOTION TO APPROVE contract award to Civitas, LLC. (Civitas), for the completion of the U.S. Department of Housing and Urban Development's (HUD) required Countywide Analysis of Impediments to Fair Housing (AI), in the amount of \$64,250, and authorize County Administrator to take all necessary administrative and budgetary actions, including execution by County Administrator of an agreement, and any subsequent non-monetary amendments, each in a form approved as to legal sufficiency by the Office of the County Attorney.

ACTION: (T-10:45 AM) Approved.

VOTE: 9-0.

B. MOTION TO APPROVE contract award to Civitas LLC., for assistance with the completion of the Fiscal Year (FY) 2020/2021 through FY 2024/2025 Five Year Consolidated Plan (CP), in the amount of \$28,350, and authorize County Administrator to take all necessary administrative and budgetary actions, including execution by County Administrator of an agreement, and any subsequent non-monetary amendments, each in a form approved as to legal sufficiency by the Office of the County Attorney.

ACTION: (T-10:45 AM) Approved.

VOTE: 9-0.

Why Action is Necessary

Agreements with outside organizations require Board approval.

What Action Accomplishes

MOTION A

Approves award and preparation of agreement with Civitas, to provide all labor, materials, data and services required for the successful completion of a Countywide Analysis of Impediments for Fair Housing.

MOTION B

Approves award and preparation of agreement with Civitas, to provide all labor, materials, training and services for the preparation of the County Five Year Consolidated Plan.

Is this Action Goal Related

Yes

Previous Action Taken

No Previous Action

Summary Explanation/Background

THE ENVIRONMENTAL PROTECTION AND GROWTH MANAGEMENT DEPARTMENT AND THE HOUSING FINANCE AND COMMUNITY REDEVELOPMENT DIVISION RECOMMEND APPROVAL OF THE ABOVE MOTIONS.

This item supports the Board's value: "Offering sustainable, compatible, innovative housing options for all income-levels, including integrated, permanent supportive housing": and the corresponding goal of "Increase the availability of affordable housing of all types, countywide in every community using effective, uniform criteria, policies and strategies".

The Housing Finance and Community Redevelopment Division (HFCRD) issued two Requests for Proposals (RFPs). One was for the Completion of the HUD Required Analysis of Impediments to Fair Housing (AI) and the second was for assistance with the Five-Year Consolidated Plan. Both RFPs were advertised on December 8, 2019. The HFCRD was seeking qualified organization/s with the experience and specialized skills necessary to complete the HUD required AI and Five Year Consolidated Plan within the required timelines. Failure to complete these by the HUD mandated timeline, would result in a significant loss of funding.

Only one response was received for each RFP. Civitas, LLC. (Civitas) was the only applicant that submitted responses for both RFPs and has committed to the required HUD deadlines.

MOTION A

Analysis of Impediments to Fair Housing

HUD requires that all grantees prepare an Analysis of Impediments to Fair Housing (AI). The 1968 Fair Housing Act mandates that the United States Department of Housing and Urban Development (HUD) affirmatively further fair housing through its programs. Therefore, HUD requires that funding recipients undertake fair housing analysis and planning to proactively take steps to accomplish this. The Analysis of Impediments to Fair Housing is a critical component of HUD fair housing efforts and the Five-Year Consolidated Plan preparation.

The AI must be prepared by an agency familiar with the process; utilize the most recent and relevant federal, state and local laws, HUD's Fair Housing Guide, HUD guidance and housing type definitions, HUD Code of Federal regulations, notices, and must conform to the HUD suggested format in the "Fair Housing Planning Guide" and the incorporation of the "Affirmatively Furthering Fair Housing Rule.

The AI is an important component to the Five-Year Consolidated Plan, and the data must be completed by May 31, 2020. This will allow the County and its eleven HOME Consortium cities sufficient time to incorporate the most recent data into the Five-Year Consolidated Plan.

The proposed agreement amount is \$64,250. The County portion of the AI is \$17,500, and the eleven HOME Consortium municipalities will contribute \$4,250 each for a total of \$64,250.

The County and its eleven HOME Consortium cities reviewed the application on January 16, 2020, at the regularly scheduled HOME Consortium meeting, and concluded that the applicant, Civitas, LLC., was responsive and met all the required criteria, including the crucial deadlines.

MOTION B

Assistance with preparation of the Five-Year Consolidated Plan

HUD requires that all grantees prepare a Five-Year Consolidated Plan. This is a prerequisite to receiving Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions (ESG) and any other emergency or disaster related federal funding. This plan, which is developed in consultation with the general public, the Broward County fifteen cities under 50,000 population, the County eleven HOME Consortium entitlement cities, other entitlement cities, the County Continuum of Care board and organizations, Housing Authorities throughout Broward County, developers, non-profit organizations, and other relevant stakeholders, outlines the framework for the use of the federal funds over the next five years. Broward County receives CDBG funding on behalf of the unincorporated areas and the fifteen participating cities with populations under 50,000 and anticipates receiving these funds on behalf of the City of Weston, Emergency Solutions Grant (ESG) and HOME Investment Partnership Program (HOME) funds on behalf the County's BMSD areas, the fifteen small cities and eleven of the HOME consortium entitlement cities (See Exhibit 1 for a listing of the cities).

Due to changes in demographics, needs, resources, technology and data gathering methods, the approach in gathering sufficient and accurate data needs to adapt to the current technological atmosphere. Previously, the Housing Finance and Community Redevelopment Division mailed questionnaires to some of the stakeholders and waited for responses, the HFCRD held one public meeting, and attendance was minimal. To meet the HUD requirements, gather sufficient data, participation and address current and future needs, the HFCRD solicited for the assistance in the preparation of the CP. This assistance includes, but is not limited to, training in outreach mechanisms, like creating various versions of the surveys, and generating online surveys, to make sure feedback is received from those who either cannot attend the stakeholder meetings or want to remain anonymous. This will ensure adequate citizen participation and stakeholder consultations. Civitas will also assist the County in preparing the final plan to include an updated citizen participation plan, evaluation of the responses and past performance, objectives, outcomes, homeless needs, assistance with the strategic plan and a thorough housing needs assessment and housing market analysis. The final draft must be completed by August 1, 2020. This CP covers fiscal years 2020/2021 through 2024/2025. The agreement amount is \$28,350.

The RFPs requested that the applicant submit alternate costs for additional data information, mapping, meetings and/or unexpected circumstances. The amounts of each agreement may be increased dependent upon the needs, in a sum not to exceed twenty percent of the total contract amount of each RFP.

Civitas, Inc. was determined to be responsive and met all the required criteria for both RFPs.

The HFCRD has researched the prices submitted by the recommended bidder, Civitas, LLC. and has determined that the prices submitted are fair, reasonable, and aligned with market analysis for the industry (See Exhibit 2).

There were no protests or appeals filed regarding this procurement.

Source of Additional Information

Ralph Stone, Director, Housing Finance and Community Redevelopment Division, (954) 357-5320

Fiscal Impact

Fiscal Impact/Cost Summary

Funding for these two activities is included in the CDBG and HOME administration allocation allowed by HUD. The County portion of the AI is \$17,500, and the eleven HOME Consortium municipalities will contribute \$4,250 each for a total cost for the cities and the County of \$64,250.