



MEMORANDUM

“...meeting community needs...enhancing quality of life.”

TO: Community and Economic Development Committee
FROM: Nikki Gerhard, Community Development Specialist
DATE: June 27, 2018
RE: Selection of Fair Housing Service Provider for the 2020-2025 Analysis of Impediments

The Community Development Block Grant (CDBG) program contains a regulatory requirement to affirmatively further fair housing based on the Department of Housing and Urban Development's (HUD) obligation under the Fair Housing Act. The CDBG regulation also reflects the CDBG statutory requirement that grantees certify that they will affirmatively further fair housing (AFFH). Under the AFFH obligation, HUD requires a grantee to: (1) conduct an analysis of impediments to fair housing choice within the jurisdiction; (2) take appropriate actions to overcome the effects of any impediments identified through the analysis; and (3) maintain records reflecting the analysis and actions taken in this regard. HUD recommends updating the Analysis of Impediments every three to five years. Because a Consolidated Plan must be drafted every five years under CDBG regulations- with the next plan spanning 2020-2025- staff determined that the reports should be drafted simultaneously.

In early June 2018, the City of Appleton sought a proposal from Metropolitan Milwaukee Fair Housing Council (MMFHC) to update the Analysis of Impediments to Fair Housing Choice (AI), which was last updated in 2013. The MMFHC was contracted through the CDBG program to update the AI in 2011, 2012, and 2013. This request is a sole source contract due to MMFHC being the only qualified contractor in the area with the ability to complete the necessary scope of services. The sole source proposal was reviewed by Jeff Fait, Purchasing Manager. He agreed with the sole source nature of this proposal and therefore it is being brought to CEDC and Council for approval, per policy.

With your approval, the Metropolitan Milwaukee Fair Housing Council (MMFHC), in partnership with their Fair Housing Center of Northeast Wisconsin (FHCNW) satellite office, will be chosen to:

- Review laws, regulations, administrative practices, policies, and procedures and conduct an assessment of how these affect the location, availability, and accessibility of housing, and
- Conduct an assessment of conditions- both public and private- affecting fair housing choice.
- Generate a final report, which will provide solid information for policymakers, administrators, housing providers, lenders, and advocates on how to overcome the identified impediments.

A copy of the proposal is attached for your reference. Community Development Block Grant (CDBG) funds are budgeted to pay for this contract.

Staff Recommendation: Award the 2020-2025 Analysis of Impediments to the Metropolitan Milwaukee Fair Housing Council in an amount not to exceed \$28,000.

Please contact me at 832-6469 or Nikki.gerhard@appleton.org with any questions regarding the Analysis of Impediments or the MMFHC proposal. Thank you!